

RUTLAND HOUSING AUTHORITY
Board of Commissioners
Regular Meeting
MINUTES
June 13, 2022

Kevin Markowski, CPA, Board Chairman, called the meeting to order at 8:02 am on Monday, June 13, 2022 in the conference room at the RHA main office, 5 Tremont Street, Rutland, to which the public had been invited via the RHA website and through notices posted at RHA properties.

ROLL CALL AND INTRODUCTIONS:

BOARD OF COMMISSIONERS PRESENT:

- Kevin Markowski, CPA/Board Chairperson
- Jessica Butterfield, Resident Commissioner
- James Richards, Commissioner
- Karl Anderson, Esq./Board Vice Chairperson

Absent:

- Betsy Franzoni, Commissioner

RUTLAND HOUSING AUTHORITY STAFF PRESENT:

- Kevin Loso, CEO
- Julie Sanderson, Property Manager
- Rebecca Ladabouche, Section 8 Program Manager
- Carol Keefe, Resident Services Program Manager and SASH Supervisor
- Heather Greene Hinckley, Section 8 Specialist/Assistant Property Manager
- Joy Hatfield, Executive Administrative Assistant & Finance Specialist

TENANTS PRESENT:

- Ron Hemenway via ZOOM.

TENANT CONCERNS:

- None.

BOARD EDUCATION:

- Chairman Markowski remarked on the 2022 PHADA Annual Convention he attended in San Antonio last month along with Mr. Loso and Ms. Hathaway. A subject covered at the convention was that Commissioners should have their own email and not use their personal or business accounts. Regarding Section 8, some geographical areas are struggling to fill available units while mostly in the north east, we have the opposite problem, few units for many qualified applicants. Mr. Loso reported that there is program available to ensure internet access to low and moderate income families that the RHA will be researching further.

- **Recent PHA Developments and the Board:** Mr. Loso referenced the handout which was provided to the Board on recent PHA Developments and the Board and asked if anyone had questions, to contact either Chairman Markowski or himself.

APPROVAL OF MINUTES:

A motion was made by Commission Butterfield, seconded by Commissioner Richards, to approve the minutes from the May 9, 2022 meeting. The vote was in the affirmative.

CONSENT AGENDA:

Manifests: Section 8 #107 through #215 and Direct Deposit #2622
Through #2625 and HAP Breakdown by Program
Manifests Public Housing #18853 through #18917
Credit Card Utilization Report 4/21/2022-5/20/2022
Manifests: Payroll: 05/04/2022 and 05/18/2022

A motion was made by Commissioner Richards to accept the Consent Agenda, Commission Butterfield seconded, the vote was in the affirmative.

ACTION ITEMS: None

CHIEF OPERATING OFFICER'S REPORT:

- **Staffing:**
Mr. Loso reported Ms. Ladabouche will be retiring at the end of this July and Heather Hinckley will be taking over as the Section 8 Program Manager. There is a posting out for an occupancy assistant with at least one good candidate pending.
- **Development Update:**
 - **Griswold:** Mr. Loso reports further conversations ongoing with owner of property as well as Evernorth. The Owner may still have inflated expectations. Next step will be an appraisal on the property. Mr. Loso has had conversations with the Housing Trust of Rutland County to utilize their development team to assist with project management and share the development fee. RHA will own and manage the property and have the right of first refusal with Housing Initiatives, Inc. as the co-general partner within the limited partnership.
 - **92 Forest Street:** Mr. Loso is encouraging The Housing Trust of Rutland County to incorporate 92 Forest Street into a project they have on the drawing board for West Rutland. This will increase their unit count for that project and may provide us an opportunity to use some Faircloth to RAD units.
- **RFQ Auditing Services:**

Mr. Loso reported that a Request for Qualifications was sent out to four PHA accounting firms, but that just one responded. A review of that proposal will be completed to determine if all criteria have been met and if pricing is reasonable. Full report to be made at next meeting.

- **Updated on Sheldon Towers Cell Company Tenants:**

Mr. Loso reports some issues with the cell tower companies on top of Sheldon Towers. As such, Mr. Loso has put a moratorium on any renovations or new equipment until those cell companies have made the necessary repairs RHA has requested. No structural repairs; only cosmetics. Additionally, the U.S. Cellular lease will expire next year and they have asked to negotiate a new one.

- **Sheldon Towers Waste Water Project:**

A meeting has been set with the architect and engineer to develop a plan to address the waste water discharge pipes at Sheldon Towers. This will be a large undertaking that will no doubt require the relocation of tenants. Mr. Loso has had an initial meeting with VSHA regarding the VERAP Landlord Fund. His goal is to use as much grant money as is available, for the removal and replacement of the old cast iron pipes.

- **Templewood Court Electrical Systems Assessment:**

We are awaiting a report from Engineering Services of Vermont on the electrical system at Templewood Court. This study is being done at the request of our insurer HAI Group who discovered deficiencies during a site visit. We anticipate that upgrades will be necessary.

- **Revisions to RHA Procurement Policy:**

Due to our conversion to RAD, HUD procurement requirements have become less onerous. Generally, we are no longer subject to Davis-Bacon or Section 3. Mr. Loso is researching a new Procurement Policy for presentation at the next meeting.

- **VHFA Grant:**

The RHA was awarded a \$1,000 grant from the Vermont Housing Finance Agency and we are using the money to install a Little Free Library at Bridge, repairs to the community gardens and to purchase needed office equipment.

- **HAI Group Resident Services Recognition:**

We have submitted an application to HAI Group for a resident services programming award and we are waiting to hear if we were selected.

REPORTS AND DISCUSSION ITEMS:

- **Finance/Administration Report:**

- Ms. Hathaway was not in attendance as she was participating in the New England Regional Council of the National Association of Housing and Redevelopment Officials Annual Convention in Manchester, VT. Mr. Loso

reported that the budget to actuals for FYE 3/31/22 did not arrive in time for this month's report but would be available for the next meeting.

PROPERTY MANAGER'S REPORT:

Ms. Sanderson reported the following:

- **Templewood Court**-has one empty unit, electrical assessment is being completed, property/unit inspections to be completed in July in preparation for September RAD inspections.
- **Sheldon Towers** has two empty units with a lease up scheduled.
- **Hickory Street** Phase 1 has two vacancies. Phases 2 & 3 are 100% occupied. NBF Architects reviewed the exterior lighting which will be upgraded for safety and efficiency. A bid was accepted for the painting at 25 Hickory Street and the pressure washing at 15 Juneberry Lane. From the 2 bids received for acquiring the new maintenance truck, the lowest of the two was accepted by RHA which came in from Springfield GMC. Regrettably we did not receive a response from any local dealerships.

SECTION 8 PROGRAM REPORT AND UPDATE:

Heather Hinckley reports one port in, one port out. She continues to train with Ms. Ladabouche in preparation of Ms. Ladabouche's retirement. Ms. Hinckley reports she has done multiple offers for Mainstream. The following reports were reviewed with the Board:

- Consolidated Section 8 Voucher Utilization Report for May, 2022:
 - Mainstream Voucher Utilization Report for May, 2022:
- **Proposed Draft Revisions to the Section 8 Administrative Plan Including Preferences and Public Hearing:**

Included in the Board packet was a draft of the proposed changes to the RHA Section 8 Administrative Plan. Local preference changes are designed to enable the CEO to exercise greater discretion in issuing vouchers to individuals and families facing homelessness. In large part, these preferences will enable us to better serve families that may lose their housing once the Vermont Rental Assistance Program, (VERAP), expires. Additional categories will include applicants transitioning from RHA-affiliated programs such as Bridge Housing and applicants with individual circumstances that are determined to be an emergency-housing situation not resulting from the family's action or inaction. The CEO will need to document the rationale for the preferences. A public hearing is scheduled for July 27th at 1:00 pm to receive comments.

RESIDENT SERVICES PROGRAM:

Ms. Keefe reports an open position at Maple Village; they are looking for a RN. The SASH Annual Conference in September will be virtual. SASH assessments will now be done twice a year. SASH panel reviews were just completed. Ms. Keefe reports a plan for possibly doing a pilot for hypertension in the fall. Board Vice Chairman Anderson offered to bring and leave tomato plants for residents or staff and Ms. Keefe commented

Ms. Hathaway had donated annuals from her family farm to plant for the resident flower boxes provided by SASH, and the RHA.

INFORMATIONAL ITEMS:

- The following informational items were included in the Board packet with no questions from the Board:
 - A. Consolidated Aged Delinquency Reports, 06/2022
 - B. Collections Report, 06/2022
 - C. Lease Violations/Evictions, 06/2022
 - D. Occupancy Reports, 06/2022

OLD/NEW BUSINESS: None.

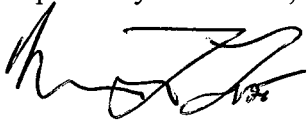
ADJOURNMENT:

- Board Chairman Markowski adjourned the meeting at 8:50 am.

DATE OF NEXT SCHEDULED MEETING

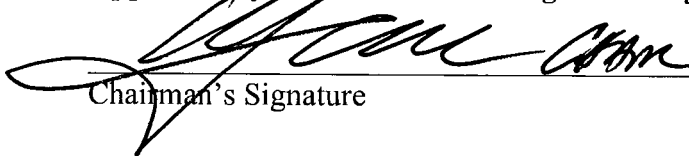
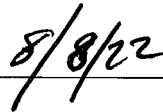
- The regular meeting for July has been cancelled. The Board is asked to attend the aforementioned Public Hearing on July 27th at 1:00 pm at Templewood Court. The next regular meeting is set for Monday, August 8th, 8am, RHA Conference Room, 5 Tremont Street, Rutland, VT 05701

Respectfully Submitted,



Kevin Loso
Chief Executive Officer
Secretary, Board of Commissioners

Approved by the Rutland Housing Authority Board of Commissioners

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Chairman's Signature Date

Prepared By:
Joy Hatfield, Executive Administrative Assistant and Finance Specialist