

**BRUNSWICK HOUSING AUTHORITY  
12 STONE STREET P.O. BOX A  
BRUNSWICK, MAINE 04011**

**BOARD OF COMMISSIONERS  
BRUNSWICK HOUSING AUTHORITY**

Woodlawn Tower Community Room

*(Location)*

March 8, 2022

The Regular Meeting of the Board of Commissioners of the Brunswick Housing Authority was called for March 8, 2022. There being a quorum present, Chairman MacLeod, called the meeting to order at 1:45 PM.

**1. Roll Call**

Present: Chairman Jim MacLeod, Vice-Chair Jane Scease, Commissioners Russell Pierce, John Gallagher (left at item 5a), Roslyn Martin, and Secretary Hodge

Absent: Commissioners: Anne George, Crystal King

Guests: Michael Veilleux, BHA Staff: Director of Finance Mark Galvez, Director of Administration Alicia Cash, Director of Facilities Norm Fecteau, Director of Housing Libby Bernier-Michaud

**2. Member Additions to the Agenda**

None

**3. Approval of Minutes**

The minutes of the February 8, 2022 Regular Meeting were previously distributed. Commissioner Gallagher motioned to approve the minutes, with a second from Commissioner Pierce; motion approved: Yea – 5; Nay – 0

**4. Public Comments**

None

**5. New Business**

a. Proposed Renting for Success Program: After a brief discussion of the previously distributed handout, Commissioner Scease moved to authorize the Executive Director to move forward with the Renting For Success Program and to present the material to Merrymeeting Adult Education as a possible program for them to offer, Staff will meet with MAE and negotiate a contract which will be brought back to the Board for review and approval. Seconded by Commissioner Pierce; motion approved: Yea – 4; Nay – 0

b. Office Schedule: Secretary Hodge presented the board with a proposal to change the office hours of the BHA to Monday-Thursday 8am – 4pm and closed on Friday's. After considerable discussion, Commissioner Pierce moved to approve the proposed office schedule change with a second from Commissioner Martin, motion voted: Yea – 4, Nay – 0

c. Payment Standards: Staff member Alicia Cash informed the board that in recent weeks, due to the difficulty of voucher recipients finding available units, staff has received requests to rent single rooms (known as Single Room Occupancy – SRO). This option is allowable in the Section 8 Administrative Plan, and the Payment Standard is set at 75% of the Efficiency Payment Standard. A draft amendment to the current payment standard to include an SRO rate was presented to the Board. Vice-Chair Scease moved to approve the SRO Payment Standard with a second from Commissioner Pierce. Motion approved, Yea – 4, Nay - 0

## 5. Old Business

- a. Provide Update on Covid19 Response: Secretary Hodge informed the board, that masks are no longer mandated in the office or common areas of BHA properties, but will be worn when requested by clients, vendors, or other staff.
- b. MRRA Access @ Old Gurnet: Secretary Hodge let the board know that there has been no communication from the Town at this point, he will keep the board updated when discussions resume.

## 7. Communications

Staff member Mark Galvez reviewed the Financial and Utilization Reports, staff member Libby Bernier-Michaud reviewed the Occupancy Reports.

## 8. Executive Session:

None

## 9. Adjournment:

The Chairman declared the meeting adjourned at 2:29 PM

The next meeting will be held Tuesday, April 5, 2022

4/5/2022  
Approved

  
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John A. Hodge, Secretary