

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

**BOARD OF COMMISSIONERS  
TOPSHAM HOUSING AUTHORITY**

100 Main Street Topsham, ME

(Location)

May 16, 2022

The Regular Meeting of the Board of Commissioners of the Topsham Housing Authority was called May 16, 2022. There being a quorum present, Chairman Schmoller called the meeting to order at 5:05 PM.

**1. Roll Call**

Present: Chair Schmoller, Vice-Chair Daniel Breed, Commissioners Monica Kincaid, Binh Dang and Executive Director/Secretary John Hodge

Absent: Linda Dumont

Guests: None

**2. Member Additions**

None

**3. Approve Minutes**

The minutes of March 31, 2022 were reviewed, Vice-Chair Breed moved to accept the minutes as presented, seconded by Commissioner Kincaid. The motion was approved 4-yeyes; 0-nays

**4. Public Comment**

None

**5. Old Business**

- a. Mr. Hodge gave an update to the Board on the Fairview Commons project. Staff held its first formal meeting with Maine Housing (MH) on Monday, May 2<sup>nd</sup>. MH stated they had reviewed our budget proposal and were getting ready to present to their loan committee. We asked them to hold off as the number we submitted were eight months old and we expect costs have risen approximately 30% since then. MH acknowledge they project a \$1,3 million gap in the development budget. We stated we would meet with our Construction manager, Ouellet Construction, and get back to them.

**6. New Business**

- a. The Board reviewed the draft Remote Participation Policy. After discussion, Commissioner Kincaid moved to approve Remote Participation Policy as

presented seconded by Vice-Chair Breed. The motion was approved 4-years; 0-nays.

7. **Executive Session:** At 5:22, Vice-Chair Breed moved to go into Executive Session to Discuss Real Estate Transactions whereby premature disclosure could jeopardize the THA's bargaining position and included Secretary Hodge, seconded by Commissioner Dang, motion approved 4-years; 0-nays. The Board came out of executive session at 5:34. No action was taken.

8. **Communications**

- a. Mr. Hodge reviewed the monthly financial report for the period ending March 31, 2022. We are operating with a slight deficit due to costs associated with unit turnarounds.
- b. Staff reported we have one pending vacancy at Green Street as we have begun the process for eviction of one household.

9. **Adjournment**

The business of THA being concluded, Commissioner Kincaid moved to adjourn seconded by Vice-Chair Breed. Vote: 4-yea; 0-nay. The next regular meeting was scheduled for Monday, June 27, 2022. Meeting adjourned at 5:42 PM.

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Secretary, John Hodge

6/27/2022  
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Date Approved