

**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)*

November 22, 2021

The Regular Meeting of the Board of Commissioners of the Topsham Housing Authority was called November 22, 2021. There being a quorum present, Chairman Schmoller called the meeting to order at 5:00 PM.

**1. Roll Call**

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

Absent: None

Guests: Norm Fecteau, Director of Facilities

**2. Member Additions**

None

**3. Approve Minutes**

The minutes of October 25, 2021 were reviewed, Commissioner Kincaid moved to accept the minutes as presented, seconded by Commissioner Breed. The motion was approved 5-yeyes; 0-nays

**4. Public Comment**

None

**5. Old Business**

- a. Mr. Hodge gave an update to the Board on the Fairview Commons project. He informed the Board staff held an informal meeting with Bill Glover of Maine Housing (MH). He reviewed the financial aspects of the preliminary application and did not raise any significant concerns. We are still awaiting a review from MH's Construction management staff. Based on this, we have asked our architect to proceed with the 50% drawings. We hope to have our kick-off meeting with MH in late December or January
- b. Mr. Fecteau informed the Board that 90% of the repairs were completed. One remaining issue are the sliding glass doors which he has reached out to the condominium association to coordinate with a contractor they use for such repairs.

**6. New Business:**

- a. The Board was informed that the Annual Holiday Dinner will be held on Tuesday, December 7<sup>th</sup> at the Brunswick Hotel. The event will start at 5:00 PM.

**7. Executive Session: None**

**8. Communications**

- a. Mr. Hodge reviewed the monthly financial report for the period ending October 31, 2021. We have two residents with outstanding balances and staff are working with them to resolve. The numbers look good.
- b. Staff reported we have no vacancies at this time however we did have an eviction processed and the tenant has until December 31<sup>st</sup> to move out.

**9. Adjournment**

The business of THA being concluded, Commissioner Kincaid moved to adjourn seconded by Commissioner Dang. Vote: 5-yea; 0-nay. The next regular meeting was scheduled for Monday, December 20, 2021. Meeting adjourned at 5:20 PM.

  
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Secretary, John Hodge

1/24/2022  
Date Approved