

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

**BOARD OF COMMISSIONERS
TOPSHAM HOUSING AUTHORITY**

12 Stone Street, Brunswick, ME
(Location)
October 25, 2021

The Regular Meeting of the Board of Commissioners of the Topsham Housing Authority was called October 25, 2021. There being a quorum present, Chairman Schmoller called the meeting to order at 5:01 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: None

2. Member Additions

None

3. Approve Minutes

The minutes of August 23, 2021 were reviewed, Commissioner Kincaid moved to accept the minutes as presented, seconded by Vice-Chair Breed. The motion was approved 5-years; 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 the application for the 4% LIHTC program was submitted in August and we are still waiting for a response from Maine Housing (MH). We anticipated a kickoff meeting be held very soon and then begin the work to provide the 50% drawings to MH.
- b. Staff has prepared a list of repairs and estimated costs for the Board to review.

6. New Business:

- a. The Board reviewed the list of repairs to the Condos. Staff informed the Board that most of the repairs were being done by BHA staff to reduce costs. THA has approximately \$12,000 in funds for the repairs.

- b. The Board reviewed the preliminary concept plans for Fairview Commons, 38 units consisting of 2 & 3 bedroom. We discussed the layout and utilities. Vice-Chair Breed inquired about the Domestic Hot Water supply. Mr. Hodge indicated he would get back to the Board with the specific plans for hot water. Forced Hot water is being considered as the primary heat source fueled by propane with the desire to connect to natural gas. We discussed alternative heating sources including heat pumps. Mr. Hodge indicated we are getting comparisons from our mechanical engineer and right now, forced hot water is the preferred source subject to further review.

7. Executive Session: None

8. Communications

- a. Mr. Hodge reviewed the monthly financial report for the period ending September 30, 2021.
- b. Director of Housing Libby Bernier-Michaud provided the occupancy report stating we currently have one vacancy.

9. Adjournment

The business of THA being concluded, Commissioner Kincaid moved to adjourn seconded by Commissioner Dumont. Vote: 5-yea; 0-nay. The next regular meeting was scheduled for Monday, November 22, 2021. Meeting adjourned at 5:30 PM.

Secretary, John Hodge

11/22/2021
Date Approved