

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

BOARD OF COMMISSIONERS
BRUNSWICK HOUSING AUTHORITY
Woodlawn Tower Community Room
(Location)
August 9, 2022

The Regular Meeting of the Board of Commissioners of the Brunswick Housing Authority was called for August 9, 2022. There being a quorum present, Chairman MacLeod, called the meeting to order at 1:38 PM.

1. Roll Call

Present: Chairman Jim MacLeod, Commissioners, Anne George, John Gallagher, Roslyn Martin, Michael Veilleux and Secretary Hodge

Absent: Commissioner: Vice-Chair Jane Scease, Crystal King

Guests: BHA Staff: Director of Finance Mark Galvez, Director of Housing Libby Bernier-Michaud, Director of Facilities Norm Fecteau

2. Member Additions to the Agenda

None

3. Approval of Minutes

The minutes of the June 14, 2022 Regular Meeting were previously distributed. Commissioner Martin motioned to approve the minutes, with a second from Vice-Chair Scease. Motion approved: Yea – 5; Nay – 0

4. Public Comments

None

5. New Business

a. Review and Accept Audit for FY 2021: The board reviewed the audit for FY 2021 and after a brief discussion Commissioner Veilleux motioned to accept the Audit for FY 2021 with a second from Commissioner George. Voted: Yea – 5; Nay - 0

b. Review and Amend Personnel Policy: Secretary Hodge provided a draft proposal to amend the personnel policy to reflect the new office hours. He stated that the policy refers to a five day work week which had been previously amended to a four day work week. After reviewing the proposed changes, Commissioner Gallagher moved to amend the personnel policy as presented with a second from Commissioner Veilleux, motion approved Yea-5; Nay-0

c. Automobile Usage and Stipend: Secretary Hodge asked the board to authorize the use of a company owned vehicle for the Supervisor of Maintenance for personal use

with an estimated added cost to the budget of \$1,000 year and to provide a monthly auto stipend of \$400 for the Director of Housing. This would be an added cost to BHA of \$4,800 per year. He indicated both employees have extensive travel requirements on behalf of BHA in the discharge of their duties. After discussion, Commissioner Gallagher motioned to authorize the Supervisor of Maintenance to use his assigned vehicle for personal use and provide a monthly \$400 stipend to the Director of Housing with a second from Commissioner George, motion approved:
Yea – 5; Nay – 0

6. Old Business

- a. Provide Update on Covid19 Response: 2 residents of Creekside Village have tested positive for CoVid.
- b. MRRA Access @ Old Gurnet: Secretary Hodge provided the board with a site plan from the Town of Brunswick showing the extension of Wilson Avenue. A public meeting was held on site on June 29th and all resident of Old Gurnet housing received a notice of the public meeting to discuss the plans. Secretary Hodge was in attendance however no residents showed up. The Town is still looking at temporary access to Brunswick landing from Purchase Street and will draft a memorandum of Understanding for review and approval of BHA before proceeding.

7. Communications

Staff member Mark Galvez reviewed the Financial Reports and staff member Libby Bernier-Michaud reviewed the Occupancy & Utilization Reports. All other communications were reviewed.

8. Executive Session:

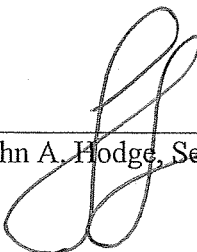
None

9. Adjournment:

The Chairman declared the meeting adjourned at 2:12 PM

The next meeting will be held Tuesday, September 20, 2022

9/20/2022
Approved



John A. Hodge, Secretary