

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

**BOARD OF COMMISSIONERS**  
**BRUNSWICK HOUSING AUTHORITY**

12 Stone Street, Brunswick: BHA Conference Room

*(Location)*

August 8, 2023

The Regular Meeting of the Board of Commissioners of the Brunswick Housing Authority was called for August 8, 2023. There being a quorum present, Chairman MacLeod, called the meeting to order at 1:15 PM.

**1. Roll Call**

Present: Chairman Jim MacLeod, Vice-Chair Jane Scease, Commissioners: Roslyn Martin, Michael Veilleux, Anne George, John Gallagher and Secretary Hodge

Absent: Commissioners: Crystal King

Guests: BHA Staff: Director of Finance Mark Galvez, Director of Facilities Norm Fecteau, Director of Administration Alicia Cash

**2. Member Additions to the Agenda**

None

**3. Approval of Minutes**

The minutes of the June 13, 2023, Regular Meeting were previously distributed. Commissioner George motioned to approve the minutes, with a second from Commissioner Veilleux. Motion approved: Yea – 6; Nay – 0; Abstention – 0

**4. Public Comments:** None

**5. New Business**

- a. Review Collection Loss Write Offs and take appropriate action: After reviewing the write offs, Commissioner Veilleux moved to approve the FY 23 Write Offs as presented. With a second from Commissioner Gallagher, motion approved: Yea – 6; Nay – 0
- b. Review Housing Opportunities Through Modernization Act (HOTMA): Secretary Hodge wanted to bring to the Board's attention that HUD has issued guidance on new regulations to the Housing Choice Voucher Program that will result in policy changes. He informed the board that staff will be attending upcoming training in order to update the Administrative Plan accordingly and will be bringing back to the Board for approval.
- c. Review and Authorize submission of Section Eight Management Assessment Program (SEMAP) report to HUD: Staff member, Alicia Cash reviewed the Memo outlining the in house review of the Section Eight Management Assessment Program (SEMAP) indicators relative to the administration of the

Section 8 Program. After the review, Vice-Chair Scease motioned to approve the submission of the report to HUD as presented, with a second from Commissioner Gallagher; voted: Yea – 6, Nay – 0.

**Old Business**

a. Update: Town's Housing Committee: No update at this time

**7. Communications**

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

**8. Executive Session:**

None

**9. Adjournment:**

The Chairman declared the meeting adjourned at 1:48 PM

The next meeting will be held Tuesday, September 12, 2023

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Approved

  
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John A. Hodge, Secretary