

**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)*

June 13, 2023

The Regular Meeting of the Board of Commissioners of the Brunswick Housing Authority was called for June 13, 2023. There being a quorum present, Chairman MacLeod, called the meeting to order at 1:29 PM.

**1. Roll Call**

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

Absent: Commissioner: John Gallagher

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

**2. Member Additions to the Agenda**

None

**3. Approval of Minutes**

The minutes of the May 9, 2023, Regular Meeting were previously distributed. Commissioner Martin motioned to approve the minutes, with a second from Commissioner King. Motion approved: Yea – 6; Nay – 0; Abstention – 0

**4. Public Comments:** None

**5. New Business**

- a. Review and Approve Budget For FY 2024: After discussing the proposed FY 2024 Budget, Vice-Chair Scease moved to approve the budget as presented, with a second from Director Veilleux. Motion approved: Yea – 6; Nay – 0
- b. Review and Approve Capital Improvement Plan: After staff member Norm Fecteau reviewed and answered questions regarding the proposed Capital Improvement Plan, Vice-Chair Scease moved to approve the Capital Improvement Plan as presented. With a second from Commissioner Veilleux, motion passed: Yea – 6; Nay - 0
- c. Review Collection Loss Write Offs and take appropriate action: Commissioner Veilleux moved to table this discussion until the next meeting, with a second from Commissioner King, motion voted: Yea – 6; Nay – 0

- d. Review On Call Pay: After discussing the previously distributed memo, Commissioner Veilleux moved to increase the on call pay from \$100 to \$200 per week. With a second from Commissioner George, motion voted: Yea – 6; Nay – 0
- e. Election of Officers: Commissioner George motioned to nominate the present slate of officers: James MacLeod, Chairman, Jane Scease, Vice-Chair and John Hodge, Secretary for the next year, with a second from Commissioner King. With no other nominations, The Chair asked Secretary Hodge cast 1 vote to approve the motion.

**Old Business**

- a. Update: Town's Housing Committee: the last meeting was held with both the Planning Board and the Town Council to discuss inclusionary zoning, where new construction with 15 or more units will require 15% of the units to be affordable at 80% of AMI. This will go to public hearing on June 20<sup>th</sup>, 2023.

**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:**

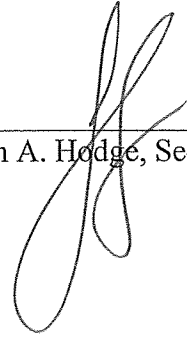
None

**9. Adjournment:**

The Chairman declared the meeting adjourned at 1:52 PM

The next meeting will be held Tuesday, August 8, 2023

8/8/2023  
Approved

  
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John A. Hodge, Secretary