

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

BOARD OF DIRECTORS

GREATER BRUNSWICK HOUSING CORPORATION

12 Stone Street, Brunswick Maine; BHA Conference Room

October 10, 2023

The Regular Meeting of the Board of Directors of the Greater Brunswick Housing Corporation was called for October 10, 2023. President MacLeod called the meeting to order at 12:00 PM.

1) Roll Call

Present: President Jim MacLeod, Vice-President Jane Scease, Directors John Hodge, Michael Veilleux, Abigail Kunitz, John Gallagher, Thomas Schmoller, Roslyn Martin, Terry Kelley

Absent: Directors, Crystal King, John T. Vorhees

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

President MacLeod welcomed our newest Director, Abigail Kunitz. Introductions were made and Director Kunitz stated she was pleased to be able join the Board.

2) Member Additions to the Agenda: None

3) Approval of Minutes

The minutes of the September 19, 2023, Regular Meeting were previously distributed. Director Gallagher moved to accept the minutes as presented, with a second from Director Schmoller, voted: Yea – 8, Nay – 0, Abstention – 1 (Director Kunitz)

4) Public Comments: None

5) New Business

- a. Current Staffing Levels: Occupancy Department: Director Hodge summarized the previously distributed memo highlighting the increase in the number of units we own and manage and vouchers with the same number of staff since 1997. After discussing the agency's staffing needs, Vice-President Scease motioned to authorize hiring a Property Manager in the Occupancy Department with a second from Director Veilleux, the motion was approved: Yea – 9; Nay – 0
- b. Complaint with Maine Human Rights Commission: Director Hodge informed the Board a complaint was filed against GBHC. He explained that the initial complaint was against the Tedford Shelter, but because GBHC owns the property, the complaint also named GBHC as a party. Director Hodge stated he had no prior knowledge of the complaint and is working with legal counsel to get this resolved. He will update the board when additional information is available.

6. Old Business

- a. THA Development Plans, Fairview Commons: Director Hodge informed the board he has been meeting with attorneys to get to a construction loan closing. Documents are being gathered to get the Guaranteed Maximum Price information to the loan committee at MSHA. They are hoping to get this information to the loan committee in the next two weeks with a possible construction loan closing in mid-November. Director Hodge also informed the board that a formal request for an additional \$200,000 grant from CDBG was made and a subsidy layer review is in process with HUD. He also informed the Board of the Contractor's desire to be granted a Limited Notice to Proceed. The risk of proceeding before financing is approved and obtained would be GBHC's alone. After discussing, Director Veilleux motioned to approve a limited notice to proceed to expend funds up to \$700,000 upon approval from MSHA's loan committee, with a second from Director Gallagher, voted: Yea – 8; Nay -0; Abstention – 1 (Director Schmoller)
- b. Update: Status of 60-62 Pleasant Street Property Transfer: Director Gallagher informed the board that we continue to work on the transfer and submit the needed documents as required by HUD.
- c. Progress Update of New Office Plans: Director Hodge informed the board that the architect is continuing to work on the plans to get to the planning board. When the plans have come together, Director Hodge will be able to begin working on financing.
- d. Whispering Pines: No new updates.
- e. Update: Workforce Housing: Director Hodge informed the Board he is working with State Senator Daughtry to introduce a bill next session to create a loan fund for workforce housing.
- f. Update: Perryman Fire: Staff member, Norm Fecteau informed the board that demo has begun and the building should be down within the week.

7. Communications

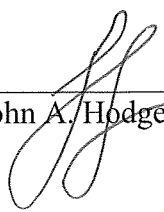
Staff member Mark Galvez gave the Financial Reports and Staff member Libby Bernier-Michaud gave the Occupancy Reports.

8. Executive Session: None

9. Adjournment

The President declared the meeting adjourned at 12:53 PM. The next regular meeting will be held Tuesday, November 14, 2023.

11/14/2023
Approved



John A. Hodge, Secretary