

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

BOARD OF COMMISSIONERS
BRUNSWICK HOUSING AUTHORITY

Conference Room, Woodlawn Terrace

(Location)

March 10, 2020

The Regular Meeting of the Board of Commissioners of the Brunswick Housing Authority was called for March 10, 2020. There being a quorum present, Chairman Jim MacLeod called the meeting to order at 12:25 PM.

1. Roll Call

Present: Chairman Jim MacLeod, Vice-Chair Sherry Mason, Commissioners Suan Morgan, Russell Pierce, Crystal King, Howard Nannen and Secretary Hodge

Absent:, Commissioners Anne George, Suan Morgan

Guests: Jane Scease, BHA Staff: Director of Facilities Leo Hill, Alicia Cash

2. Member Additions to the Agenda

None

3. Approval of Minutes

The minutes of the February 11, 2020 Regular Meeting were previously distributed. Commissioner King motioned to approve the minutes, with a second from Commissioner Pierce; motion approved: Yea – 4; Nay – 0; Abstention -1 (Vice-Chair Mason)

4. Public Comments

None

5. New Business

a. Secretary Hodge announced that the Administrative Assistant position had been filled by Becky Beck, who began March 2nd and that an offer has been made to Mark Galvez for the Director of Finance. He also informed the Board that Mike Halsey from South Portland Housing Authority has scheduled time to assist in accounting while the position is vacant. Marty also has offered to be available if need be.

b. Secretary Hodge went over the previously distributed Five-Year Capital Fund Plan for 2020-2024, noting that this plan needed to be sent for approval before the Voluntary Conversion and that part of the requirement is for Public Comment. This requirement was satisfied when the CFP Five-Year Plan was sent in 2019 as the 2020-2023 term lists the same repairs. He also explained that the plan would take six weeks to be approved. Vice-Chair Mason moved to approve the Five-Year Plan with a second from Commissioner Pierce. Motion approved Yea – 5; Nay – 0

c. Secretary Hodge reviewed the previously distributed Flat Rent Schedule explaining that the Federal regulations require the Flat Rents must be set within 80% of the published Fair Market Rents. After a brief discussion Vice-Chair Mason moved to approve the provided Flat Rent Schedule with a second from Commissioner King. Motion approved: Yea – 5 ; Nay – 0

d. Staff member Leo Hill informed the board that the recently completed siding project of the Woodlawn Tower is showing signs of cracking and that it had been recently discovered that the siding manufacturing company, Allura is involved in a class action lawsuit regarding their product. He informed the board that the contractor has filed a claim on the Brunswick Housing Authority's behalf and they are awaiting an inspection done by a 3rd party. Secretary Hodge elaborated that he has reached out to an attorney should the need arise.

6. Old Business

a. Update on Perryman Village Rehabilitation Project: Staff member Leo Hill gave a brief update that the light poles have been hooked up and 24 cameras have been installed.

b. Streamlined Voluntary Conversion: Secretary Hodge informed the board that he is awaiting the results of the application review and that could be up to 60 days.

7. Communications

Secretary Hodge reviewed the Financial and HCV Utilization reports along with the Resident Services memo, while staff member Alicia Cash reviewed the Occupancy Reports.

8. Executive Session

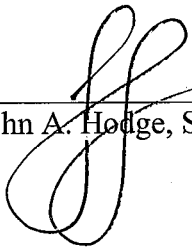
None

9. Adjournment:

The Chairman declared the meeting adjourned at 1:17 PM.

The next meeting will be held Tuesday, April 14, 2020

4/14/2020
Approved



John A. Hodge, Secretary