

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

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

Conference Room, Woodlawn Terrace

*(Location)*

April 16, 2019

The Regular Meeting of the Board of Commissioners of the Brunswick Housing Authority was called for April 16, 2019. There being a quorum present, Chairman Jim MacLeod called the meeting to order at 12:48 PM.

**1. Roll Call**

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

Absent: Commissioner Anne George,

Guests: Jane Scease, BHA Staff: Martin Szydowski, Alicia Cash

**2. Member Additions to the Agenda**

None

**3. Approval of Minutes**

The minutes of the March 12, 2019 Regular Meeting were previously distributed.

Vice-Chair Mason motioned to approve the minutes, with a second from Commissioner Nannen; motion approved: Yea – 5; Nay – 0; 1-Abstention (Pierce)

**4. Public Comments**

None

**5. New Business**

a. Secretary Hodge presented the board with the BHA FY 2018 audit. After discussion, Vice-Chair Mason motioned to accept the FY 2018 Audit with a second from Commissioner Pierce: motion approved: Yea – 5; Nay – 0

b. Secretary Hodge presented the draft Agency Plan for Board review and approval. He informed the board that the Resident Advisory Committee questioned if they would be paying a higher rent under the proposed RAD conversion and that it was explained to them that they would continue to pay 30% of their income toward their rent under the conversion if it were to take place. Overall the review of the proposed plan was accepted. After discussion, Commissioner Pierce motioned to accept the BHA Annual Agency Plan for FY 2020 with a second from Commissioner Muench. Voted: Yea – 4; Nay – 0; 1 – Abstention (Mason)

c. Secretary Hodge informed the board and presented them with a copy of the letter, that the IRS has approved the Voluntary Conversion Plan for the BHA's 403(b) retirement plan. It was necessary to file the application as the BHA was improperly placed in a 403 (b) plan and should have been administering a 457 plan. After discussion and questions, Vice-Chair Mason moved to approve the Termination of the 403(b) Retirement Plan with a second from Commissioner Pierce. Motion approved Yea- 5; Nay – 0

d. Secretary Hodge presented the board with another program that would convert Public Housing to a Section 8 Based program under HUD's Streamlined Voluntary Conversion Program. In order to make an informed decision, Secretary Hodge will get more information to present at a later date regarding this conversion program.

**6. Old Business**

a. Update on Perryman Village Rehabilitation Project: Director Hodge informed the board that the contractor has used a siding that has insulation attached, therefore eliminating the cost of labor to have insulation installed separately. This results in the ability to add interior doors back in to the project.

**7. Communications**

Secretary Hodge went over the BHA financials, the occupancy report and the HCV Utilization report.

**8. Executive Session**

None

**9. Adjournment:**

The Chairman declared the meeting adjourned at 1:46 PM.

The next meeting will be held Tuesday, May 21, 2019

4/16/19  
Approved

  
\_\_\_\_\_  
John A. Hodge, Secretary