

**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 14, 2020

The Regular Meeting of the Board of Commissioners of the Brunswick Housing Authority was called for April 14, 2020. There being a quorum present, Chairman Jim MacLeod called the meeting to order at 12:28 PM.

**1. Roll Call**

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

Absent:, Commissioners Crystal King

Guests: Jane Scease, BHA Staff: Director of Finance Mark Galvez, Alicia Cash

**2. Member Additions to the Agenda**

None

**3. Approval of Minutes**

The minutes of the March 10, 2020 Regular Meeting were previously distributed. Commissioner Nannen motioned to approve the minutes, with a second from Commissioner George; motion approved: Yea – 5; Nay – 0; Abstention -1 (Commissioner Morgan)

**4. Public Comments**

None

**5. New Business**

a. Secretary Hodge informed the board of the steps that have been taken in light of the COVID-19 Situation. From, closing the office to the public, limiting office staff to 1-2 people per day to cover phones, mail and faxes and to having maintenance limited to emergency work orders and cleaning. He also explained that notices have gone out to residents as well as notices posted limiting visitors for essential purposes. Secretary Hodge also updated the board that he is utilizing the OneCall phone system to get messages to tenants when needed. The Congregate program is still being used to provide 7 meals a week to 10 participants, and that the food pantry is delivering to those in need by way of office staff. Office staff is receiving the food items and delivering to the tenants at their apartments. The Brunswick schools are delivering meals to both Perryman Drive and Old Gurnet tenants in need. Secretary Hodge also reviewed a previous email distributed to the Board in reference to the waivers that HUD has provided guidance on. Commissioner George made a motion to authorize

the Executive Director to implement the HUD waivers on an interim bases as needed, with a second from Vice-Chair Mason, the motion passed: Yea – 6; Nay – 0

b. Review and Accept FY 2019 Audit: After a brief discussion on the previously distributed audit, Commissioner Morgan moved to accept the FY 2019 Audit with a second from Commissioner George. Motion voted Yea – 6; Nay – 0

c. Review and Approve 5-Year Agency Plan: Secretary Hodge informed the Board that the Plan has been reviewed by the Resident Advisory Board and they were supportive with no questions or concerns. He indicated the Public Hearing was held on Monday April 13<sup>th</sup> via Zoom and was published on our web site. No public attended the hearing therefore there were no comments for the Board to consider. After a brief discussion, Commissioner Morgan moved to approve the Agency Five Year Plan for 2020-2024 with a second from Commissioner George. Motion voted Yea – 6; Nay – 0.

**6. Old Business**

a. Update on Perryman Village Rehabilitation Project: Secretary Hodge informed the board that there were no items to report but expects the final sitework to begin by the first week of May.

b. Streamlined Voluntary Conversion: Secretary Hodge informed the board that there is no update as everything is on hold due to the current COVID-19 Pandemic.

**7. Communications**

Staff member Mark Galvez reviewed both the Financial and Occupancy Reports

**8. Executive Session**

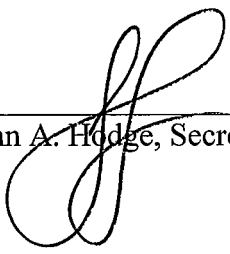
None

**9. Adjournment:**

The Chairman declared the meeting adjourned at 1:04 PM.

The next meeting will be held Tuesday, May 12, 2020

5/12/2020  
Approved

  
John A. Hodge, Secretary