

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

**BOARD OF COMMISSIONERS
TOPSHAM HOUSING AUTHORITY**

Town Hall Place, Topsham, Maine

(Location)

August 20, 2018

The Regular Meeting of the Board of Commissioners of the Topsham Housing Authority was called August 20, 2018. There being a quorum present, the Chair called the meeting to order at 5:02 PM.

1. Roll Call

Present: Chair Jane Scease, Commissioners Helen Kincaid, Linda Dumont, Tom Schmoller, Daniel Breed, and Executive Director/Secretary John Hodge

Absent: Vice-Chair Dennis Paine

Guests: None

2. Member Additions

None

3. Approve Minutes

The minutes of June 18, 2018 were reviewed; there being no corrections or amendments, the Chair deemed the minutes approved.

4. Public Comment

None

5. Old Business

- a. Mr. Hodge provided a status report on the potential plans for development of additional affordable housing in Topsham. He stated he is planning another meeting with Town staff to discuss potential development sites but that meetings have been difficult to schedule during the summer vacation months. Plans are being made to meet in late August.

6. New Business:

- a. The Board reviewed a proposed amended budget for FY 2019 prepared by staff. Secretary Hodge informed the Board that staff took additional time to review the budget to more accurately reflect our income and expenses for the coming year. After discussion, Commissioner Breed motioned to approve the amended FY 2019 budget as submitted, Commissioner Kincaid seconded the motion. The motion carried by a vote of 5-Yea and 0-Nay.

- b. Mr. Hodge suggested the Board consider adopting a policy to have the Board approve expenditures in excess of a certain amount that was not included in an approve operating budget such as unknown major repairs. Commissioner Breed suggested an amount of \$5,000. Mr. Hodge explained that he felt this was appropriate given the Brunswick Housing Authority is a management agent for THA and these decisions should be made by the owner if and when possible. It was a consensus that Mr. Hodge would draft a policy stating that any expense exceeding \$5,000 not included in an approve operating budget be brought to the Board for approval and that such decisions may be made by electronic voting.

7. Executive Session:

None

8. Communications

- a. The Board had reviewed the amended budget.
- b. Mr. Hodge provided an occupancy report to the Board. All units are currently occupied.

9. Adjournment

Commissioner Kincaid moved to adjourn seconded by Commissioner Schmoller.
Vote: 5-yea; 0-nay. The next regular meeting was scheduled for September 24, 2018.
Meeting adjourned at 5:21 PM.



Secretary, John Hodge



Date Approved