

**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)*  
September 24, 2018

The Regular Meeting of the Board of Commissioners of the Topsham Housing Authority was called September 24, 2018. There being a quorum present, the Chair called the meeting to order at 5:01 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 August 20, 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 has reached out to some consultants who would assist in the application for Low Income Housing Tax Credits. In formed the Board of the potential costs and that we should approach the Greater Brunswick Housing Corporation/Brunswick Housing Authority to partner with these costs. The consensus was that we should proceed with plans to contract with Northern New England Housing Finance for a consulting contract to further explore the feasibility of a new family housing development in Topsham.

**6. New Business:**

- a. The Board reviewed a proposed policy to require Board authorization to approve expenditures of funds for in an approved budget that exceeds \$5,000. After

careful review, Commissioner Kincaid motioned to approve the Expenditure of Funds Authorization Policy seconded by Commissioner Dumont. Vote: 5-yea; 0-nay.

**7. Executive Session:**

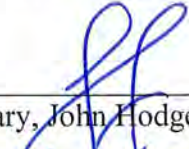
Commissioner Kincaid moved to go into Executive Session for the purposes of discussing real estate whereby premature disclosure would jeopardize the THA's bargaining position, seconded by Commissioner Schmoller. Vote: 5-yea; 0-nay; time 5:13 PM. At 5:26 the Board came out of executive session, no action was taken.

**8. Communications**

- a. The Board had reviewed the 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 October 22, 2018. Meeting adjourned at 5:35 PM.

  
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Secretary, John Hodge

10/22/18  
Date Approved