

February 7, 2019

19-01

### **Caribou Housing Authority Board of Commissioners**

The Caribou Housing Authority Board of Commissioners had a meeting on Thursday, February 7, 2019 at 6:00 PM in the Council Chambers with the following members present: JR Belanger, Jay Kamm, Mark Goughan, Thomas Ayer, and Mary Kate Barbosa. Sandra Bittle and Carman Durost was absent and unexcused.

Department Manager and Staff: Lisa Plourde, Housing Director; and Ken Murchison, Zoning Administrator.

#### **Agenda #1: Call to Order**

Meeting started at 6:00 PM

#### **Agenda #2: Roll Call/Quorum Check**

#### **Agenda Item #3: Election of Chairperson**

M. Goughan motioned for J. Belanger to remain as Chairperson, seconded by T. Ayer; vote unanimous.

#### **Agenda #4: Election of Vice-Chairperson**

M. Goughan motioned for J. Kamm to remain as Vice-Chairperson, seconded by T. Ayer; vote unanimous

#### **Agenda #5: Approval of September 19, 2018 Minutes**

J. Kamm motioned to accept minutes, seconded by M. Goughan; vote unanimous

#### **Agenda #6: Housing Update**

##### **a. Government Shutdown – Update**

L. Plourde spoke of the Federal Government shutdown, as of today, the funding was received for the month of February (HAP and Admin. Fee), should be receiving March and April funding, no work on May – government still has not agreed upon a budget, has until 2/15/19

#### **Agenda #7: Financial Report**

- a. FY 2018 in Review and FY 2019; L. Plourde will have 2018 numbers available at the next Board Meeting.

- b. FY 2019, Family Self-Sufficiency Grant was submitted in November 2018, and just heard from Collin's office today, awards have been announced, but not officially yet. \$50,575; by L. Plourde

**Agenda #8: Old Business**

- a. **Mainstream Vouchers** – never did hear back from Grants.Gov nor HUD in regards to what happened to Agency's application. However, Kathy from Senator Susan Collin's office, found out that one of the forms that was submitted was not eligible and therefore Caribou Housing Agency was denied. Still have not received a letter from Grants.gov nor HUD, by L. Plourde

- b. **Schedule Workshop for Creation of By-Laws** (March schedule)

L. Plourde had also mentioned that the Agency does not have a Procurement Policy neither, she will look for one and send a copy to the Board to work on during the workshop as well.

T. Ayer made the motion to hold a workshop on Tuesday, March 12, seconded by J. Kamm; vote unanimous

- c. **Other**

For the next meeting, M. Goughan would like to know how/where he would be able to find the Caribou Housing Agency's reserve account information in the City of Caribou monthly reports. What is the General Ledger number.

**Agenda #9: Adjournment**

J. Kamm motioned to end the meeting, seconded by T. Ayer; vote unanimous

The meeting ended at 6:50 PM.

Lisa Plourde, Secretary  
Housing Director