

August 6, 2018

18-02

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

The Caribou Housing Authority Board of Commissioners had a meeting on Wednesday, April 25, 2018 PM in the Council Chambers with the following members present: JR Belanger, Jay Kamm, Mary Kate Barbosa and Mark Goughan. Phil McDonough and Carman Durost were absent and excused. Sandra Bittle 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 for 2018**

M. Goughan made the motion for J. Belanger as Chairperson, seconded by M. Barbosa; vote unanimous

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

M. Goughan made the motion for J. Kamm as Vice- Chairperson, seconded by M. Barbosa; vote unanimous

#### **Agenda #5: Approval of Minutes from March 21, 2018**

J. Belanger summarized the minutes from March 21, 2018. J. Kamm motioned to accept the minutes as presented, seconded by M. Goughan; vote unanimous.

K. Murchison mentioned that the Board needs to address the Bylaws at a future meeting.

#### **Agenda #6: Public Hearing, Section 8 Housing Choice Voucher Administration Plan**

Public Hearing opened at 6:08 PM, no questions; closed at 6:09 PM.

M. Goughan motioned to accept the Section 8 Housing Choice Voucher Administration Plan, seconded by J. Kamm; vote unanimous.

#### **Agenda #8: Public Hearing, Family Self-Sufficiency Action Plan**

Public Hearing opened at 6:11 PM, no questions; closed at 6:11 PM.

J. Kamm motioned to accept the Family Self-Sufficiency Action Plan, seconded by M. Goughan; vote unanimous.

### **Agenda #8: Public Input/Comments**

Nothing

### **Agenda #9: Reports from Housing Authority Staff**

#### A. Executive Director

L. Plourde handed out the first quarterly summary for calendar year 20118 and reviewed with Board.

#### B. Family Self-Sufficiency/Homeownership

L. Plourde reviewed the first quarterly summary for the FSS Program.

Discussion was held between Board and staff about how a family can earn and forfeit their FSS escrow account.

A Homeownership Fair was held in the month of March, with 5 participants in attendance. J. Belanger was a presenter during the Fair, as a representative of Machias Savings Bank.

### **Agenda #10: Old/Unfinished Business**

#### A. Schedule Meeting Dates for Remaining Calendar Year

Discussion was held on the best days of the month, quarterly -vs – monthly, week of the month for the best Board Members.

The Board choose to have their next meeting on the last Wednesday, August 29<sup>th</sup> at 6 PM; which may need to be rescheduled due to L. Plourde out of the office that week.

L. Plourde mentioned that a meeting may need to be held before the end of the year, possibility in September to look at the Housing Agency's 2019 proposed budget; which would need to be reviewed/approved by the board before being presented to the City Council in October.

#### B. Set Date to Review & Discuss Bylaws

There are not official Bylaws for the Caribou Housing Agency, but a rough draft has been presented to the Board, in their binder.

K. Murchison mentioned that L. Plourde is currently looking at additional grand funding to expand the housing program.

J. Belanger requested that L. Plourde try to acquire a copy of Fort Fairfield Housing Authority's Bylaws to review.

**Agenda #11: New Business**

None

**Agenda #12: General Comments**

None

**Agenda #13: Adjournment**

J. Kamm made a motion to adjourn, seconded by M. Goughan; unanimous.

The meeting ended at 7:18 PM.

Lisa Plourde, Secretary  
Housing Director