

April 25, 2019

19-03

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

The Caribou Housing Authority Board of Commissioners had a meeting on Tuesday, April 23, 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 were absent and unexcused.

Department Manager and Staff: Sue Ouellette, FSS/Homeownership Coordinator, and Ken Murchison, Zoning Administrator. Lisa Plourde, Housing Director was absent and excused.

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

Meeting started at 6:00 PM

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

#### **Agenda #3: Approval of Minutes (February 7, 2019 meeting and March 12, 2019 workshop)**

M. Barbosa pointed out a couple of grammatical errors in the February 7<sup>th</sup> and March 12<sup>th</sup> minutes.

M. Barbosa motioned to approve the minutes as amended, seconded by M. Goughan; vote unanimous.

#### **Agenda #4: Public Hearings:**

Public Hearing opened at 6:09 PM.

No comments from the public.

Public Hearing closed at 6:10 PM

##### **A. By-Laws**

T. Ayer motioned to accept as presented, M. Barbosa seconded; vote unanimous.

##### **B. Action Plan (Family Self-Sufficiency),**

M. Barbosa motioned to accept, T. Ayer seconded; vote unanimous

##### **C. Administration Plan (Housing Choice Voucher/Section 8)**

M. Barbosa motioned to accept, T. Ayer seconded; vote unanimous

##### **D. Procurement Policy**

M. Barbosa made the motion to table the Procurement Policy until the next meeting, seconded by T. Ayer; vote unanimous.

**Agenda #5: Next Meeting Thursday, August 15<sup>th</sup> at 6:00 PM**

May 16, 2019 meeting has been cancelled.

**Other:**

J. Belanger spoke about how S. Ouellette held a Homeownership class on Tuesday, April 23<sup>rd</sup>, and only 3 participants showed.

K. Murchison mentioned that originally 40 families were invited.

S. Ouellette mentioned that 5 families had RSVP'd but only 3 showed; from now on she will approach participants as they come in for their annuals.

J. Belanger commended S. Ouellette on the attempt and the work that she is doing.

**Agenda #6: Adjournment**

T. Ayer motioned to end the meeting, seconded by M. Goughan; vote unanimous

The meeting ended 6:38 PM.

Lisa Plourde, Secretary  
Housing Director