



SOUTH PORTLAND HOUSING AUTHORITY

100 Waterman Drive, Suite 101, South Portland, Maine 04106

(207) 773-4140 • FAX (207) 773-4006

ME Relay – call 711

MINUTES

Annual Dinner Meeting

Wednesday, January 24, 2018, 6:30 p.m

Location: Snow Squall Restaurant, 18 Ocean Street, South Portland ME 04106

I. CALL TO ORDER

- a. The Meeting was called to order at 6:40 PM by Chair MaryJo Jakob

II. ROLL CALL

- a. At Roll Call the following were present: Mary Jo Jakob, Chair; Frank Morong; Jane Croston; Kevin Powell; Peter Howe; Michael Hulsey, Executive Director.
- b. Absent were: Judy Carpenter, Vice-Chair; Christine Dearborn.
- c. Also present: Doug Sabo, Director of Finance; Lisa Viola, Deputy Director; John Gerken, Director of Maintenance & Facilities; Melanie Cahill, Director of Operations; Brooks More, Director of Development; Wendy Paradis, Esq.; Gary Vogel, Esq.

III. ADJOURNMENT

RESOLUTION #6401

A Motion to Adjourn was made by Commissioner Morong and seconded by Commissioner Powell.

Motion Passed 5-0.

Time 6:41 PM

Respectfully Submitted,

Michael Hulsey, Secretary



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MINUTES **Regular Meeting**

Wednesday February 28, 2018

7:00 PM

Location: 100 Waterman Drive

I. ROLL CALL

The meeting was called to order at 7:25PM by Mary Jo Jakab, Chair.

At roll call, the following were also present: Judy Carpenter, Vice Chair; Jane Croston; Frank Morong; Kevin Powell; Peter Howe and Michael Hulsey, Executive Director.

Also present were: Lisa Viola, Deputy Director, Melanie Cahill, Director of Operations, John Gerken, Director of Maintenance, Doug Sabo, Director of Finance and Gary Vogel, Esq.

II. APPROVAL OF MINUTES

- a) Approval of the Minutes of the January 24, 2018 Annual Meeting (Exhibit A)

Resolution #6402

A motion was made by Commissioner Carpenter and seconded by Commissioner Croston

Motion passed 5-0.

- b) Approval of the Minutes of the October 25, 2018 Regular Meeting (Exhibit B)

Resolution #6403

A motion was made by Commissioner Carpenter and seconded by Commissioner Croston.

Motion passed 5-0

III. COMMENTS FROM THE RESIDENTS/PUBLIC IN ATTENDANCE

None

IV. COMMISSIONERS' BUSINESS

- a) Chair Jakab: Thanked the Commissioners for the reimbursement of housing related travel.
- b) Vice-Chair Carpenter:
- c) Commissioner Morong: Thanked the staff for their work and the newsletter
- d) Commissioner Dearborn:
- e) Commissioner Howe:
- f) Commissioner Croston: Brought forth resident concerns regarding the washing machines at 425 Broadway.
- g) Commissioner Powell:

V. SUB-COMMITEE BUSINESS

- a) Scholarship Committee report
Chair Jakab mentioned that it is time to notify potential applicants of the opportunity and the subcommittee will be proceeding in the same manner as last year.
- b) Regional Housing Committee
Executive Director Hulsey mentioned that the last housing authority has signed the participation contract to join the centralized waiting list. A general discussion of HCV program followed.

VI. REPORT OF THE SECRETARY

General Updates: None

VII. OLD BUSINESS

VIII. NEW BUSINESS

- a) Commissioners Training, NAHRO Washington conference

Executive Director Hulseley notified Commissioners that the conference dates were April 22-24, 2018 and asked that all interested commissioners notify him if they planned to attend.

- b) HUD Section 8 SEMAP Assessment (Exhibit C)

IX. LEGAL AND FINANCIAL BUSINESS

- a) Acceptance of the legal communications from Gary Vogel, Esq., (Exhibit D)

Resolution #6404

Motion was made by Commissioner Powell and seconded by Commissioner Carpenter.

Motion passed 5-0.

- b) Acceptance of Financial Report, Doug Sabo (Exhibit E)

Resolution #6405

Motion was made by Commissioner Croston and seconded by Commissioner Morong.

Motion passed 5-0.

X. INFORMATION AND CORRESPONDENCE

- a) Commissioners Newsletter (Exhibit F)

- b) Activities Calendar for March 2018 (Exhibit G)

ADJOURNMENT

Resolution #6406

Motion was made by Commissioner Morong and seconded by Commissioner Powell.

Motion passed 5-0. Time 7:47PM

Respectfully Submitted,

Michael Hulseley, Secretary