CUMBERLAND HOUSING AUTHORITY
Meeting Minutes
June 20, 2016 - 5:30 p.m.
Cumberland Town Office - West Conference Room

I. Call to Order: Chair Joyce Frost called the meeting to order at 5:30 p.m.

II. Roll Call

Present: Joyce Frost - Chair, Bill Hansen - Vice Chair, Connie Bingham, Eileen Wyatt, Bill Stiles and Sally Pierce
Absent: Norman Maze and James Clifford
Staff: Carla Nixon - Executive Director, Heather Perreault - Finance Director, and Christina Silberman - Administrative Assistant

III. Executive Director's Report: Ms. Nixon reported that things are going very smoothly. The current group is doing well. Maintenance issues have been run of the mill things. We are looking into window replacements with the remaining funds for the heating improvements.

IV. New Business: None.

V. Correspondence: None.

VI. New Business

016-01: To set rental rates for fiscal year 2016-2017

Ms. Nixon said that there are currently no vacancies. A 2% increase is being proposed.

016-02: To consider and act upon adoption of the proposed 2016-2017 fiscal year budget.

The Housing Authority reviewed the proposed budget. Ms. Frost questioned the increase in grounds fees. Ms. Perreault responded that the cost increase was related to moving the propane tanks. Ms. Nixon said that there may be some trees that will have to be removed. Ms. Perreault said that the budget has stayed static. Ms. Wyatt questioned the $74,824.28 in full time wages. Ms. Perreault explained that this amount was for a prior year when the maintenance person's pay was charged fully to the Housing Authority. The maintenance person's pay is now a shared expense with the Town. Full time wages also include a portion of Ms. Nixon's and Ms. Silberman's pay.

The proposed budget includes a 2% rent increase. The fund was projected to run at a deficit until the bonds expire in 2020. Mr. Hanson asked if we are still on track with projections. Ms. Perrault replied that we are on track.

Heat costs are now paid 100% by the newer tenants. The grandfathered tenants are currently paying 20% of their heat costs and this will be increased to 40% in August.

Ms. Nixon reviewed the current rental rates. Ms. Pierce asked what other utilities are included with the rent. Ms. Nixon replied that only sewer is included.

Ms. Frost confirmed that the proposed deficit is what has been projected.

Mr. Hansen asked if Ms. Perreault is comfortable with the proposed budget and she responded that she is comfortable with it.

Ms. Frost asked for input regarding the proposed 2% increase in rental rates. Mr. Hansen said the model showed a 2% increase. He wants to keep the apartments affordable and he supports the proposed increase. Ms. Bingham asked if the increase affects the subsidized units. Ms. Nixon replied that it will also be a 2% increase to the subsidized units. Ms. Bingham said that this will be the 2nd year that people on Social Security will not receive a cost of living increase in their monthly benefit. Ms. Nixon said that there are some programs such as the food pantry and the general assistance program that could provide a safety net to people that may need it. Ms. Wyatt asked if the roof and window repairs have been completed. Ms. Nixon responded that the roof repairs are done and we are looking into the windows now. Mr. Stiles said that he feels that the rental rates are very reasonable. Ms. Bingham added that subsidized housing rates in Portland are over $1,000.00 per month. Ms. Frost said that she wants to keep the rates affordable and she feels that we should go with the plan because it seems to be working. She added that with increases to some of the residents' heat costs, we would be amiss to raise the rates more than what is proposed.

Connie Bingham moved to adopt the 2016-2017 fiscal year budget as proposed (this includes a 2% rental increase), seconded by Bill Hansen. **VOTE:** Unanimous 5-0

Ms. Nixon stated that there is a proposal for a new subdivision that will provide for 10 affordable units. There is also a proposal for some transitional housing with the Allen's Farm project that would provide 30 rental units.

VII. Adjourn

Bill Hansen moved to adjourn the meeting at 6:00 pm, seconded by Connie Brown. **VOTE:** Unanimous 5-0

Respectfully submitted,

Christina Silberman
Administrative Assistant