

CUMBERLAND HOUSING AUTHORITY
Meeting Minutes
April 30, 2015
East Conference Room
CUMBERLAND TOWN OFFICE

I. Call to Order: Chair Joyce Frost called the meeting to order at 6:00 p.m.

II. Roll Call

Present: Joyce, Frost, Chair, Bill Hansen, Vice-Chair, Connie Bingham, Eileen Wyatt, Peter O'Donnell, Bill Stiles, Council Liaison
Absent: Norman Maze, James Clifford
Staff: William Shane, Town Manager, Carla Nixon, Executive Director, Pam Bosarge, Administrative Assistant
Guests: Tom Gruber, Town Councilor, Aging in Place Committee and Sandra Nickerson
Cumberland Meadows (Hawthorne Court) Tenant

III. Review and Approval of Minutes of December 2, 2014 meeting.

Mr. Hansen moved to accept the minutes of December 2, 2014.

Ms. Bingham seconded.

VOTE: 5 in favor - Unanimous

IV. Executive Director's Report:

- **Report on Residents Meeting re: Heating Costs Shifts.** Ms. Nixon reported that there was good attendance at the meeting. There were many questions and concerns expressed, but in general it seems the residents understand what is being done and why it is needed.
- **Report on Issues Raised by Tenants at 2/17/15 meeting:**
 - ❖ Storm doors will have weather stripping replaced. There was reported a lag time in hot water: Only one unit (Unit 70) had a very lengthy (45 seconds) delay. Ms. Nixon spoke with the tenants about the cost to install a heat pump and they told her they can live with the situation.
 - ❖ Heat dampener noise: The systems do not have dampeners, not sure what noise was being heard.
 - ❖ Propane Meters: The removal of the propane meters is dependent upon scheduling by Down East Energy to get their meters. There doesn't appear to be any urgency on their part to do this. We will stay on it.
 - ❖ Satellite dishes: Research determined that the FAA rules don't allow us to restrict the use of satellite dishes, we can regulate where and how they are placed. Note Addendum to Lease and an additional \$75.00 security fee.
 - ❖ **Board Comments:** Removal of dish if tenant vacates – responsibility of tenant as stated in the Addendum to the Lease.
- **Turnover Report:** There have been (2) two bedroom turnovers rented at the new rate of \$1,150 with tenant paying 100% of heat. The previous rent amount was \$1,044. (1) One bedroom turnover with the tenant paying 100% of heat.
- **Radon Update:** The company is coming back to add additional fans to get radon levels within in normal range. There will be no additional charge to the Housing Authority.
- **Roof Project:** Mr. Shane stated the bids have come back \$25,000 under budget. The roofs will have 100% ice and water shield and all roofs will be hand nailed. The project should start within two weeks, it is estimated it will take 6-8 weeks to complete the project; the shingles are 30-year

architectural shingles. The roof crews will start at 8:00 a.m. there will be dumpsters, and a porta potty delivered to the site. At the end of each work day the site will be cleared of debris.

- **Picnic Tables:** The Authority hopes to install picnic tables on the concrete pads with some landscaping, (the former location of propane tanks).

Mr. Gruber asked if the person who had a serious concern with the new heating cost has been assisted.

Ms. Nixon stated the person has met with Maurice from General Assistance and there are mechanisms in place to provide assistance.

V. New Business

015-1 To receive Updated Financial Report:

The Housing Authority reviewed the Senior Housing Budget, discussed the proposed 2% rent increase. The Committee questioned the cost of the Heating System Maintenance. Mr. Shane stated this is approximately \$200.00 per unit for 24-hour service and annual maintenance.

Committee Comments included:

With the \$25,000 savings in roof repair costs could the budget be sustained without the 2% rent increase? The Committee discussed the current bonds and payments and the need for the 2% increase to avoid negative fund balances in the future.

Ms. Nickerson, Tenant, stated the residents expect a 2% increase each year, it is better to keep the increase consistent for planning. There has been concern voiced by tenants regarding the heating cost.

015-2 To Confirm Rental Amount for 2 Bedroom Units

The Committee agreed via e-mail with the increase from \$1,044 to \$1,150 for all new 2-bedroom rentals. Mr. Hansen moved to approve the new tenant 2-bedroom rental rates from \$10044 to \$1,150; this amount includes new tenants paying 100% of heating costs.

Ms. Bingham seconded.

VOTE: Unanimous 5-0

015-3 To Set Rental Rates for 2016 FY Budget (2% increase).

Ms. Bingham moved to approve a 2% increase for rental rates for the 2016 FY Budget.

Mr. O'Donnell seconded.

VOTE: Unanimous 5-0

015-4 To Consider and Take Action on Proposed 2016 FY Budget

Mr. O'Donnell moved to approve the proposed FY 2016 Budget as stated on the Senior Housing Fund 420 Sheet.

Mr. Hansen seconded.

VOTE: Unanimous 5-0

015-5 To Consider and Take Action on Amendment to Rules and Regulations

The Committee reviewed the proposed changes and updates to the Rules and Regulations.

Article 2: MAINTENANCE PROBLEMS AND TEMPORARY CORRECTIVE ACTION

GAS DETECTOR SOUNDING: Call the Office 911 and wait outside until help arrives.

The Committee recommended the following change to Section 23: **Tenants may not tamper with or disable any safety alarm detectors in the unit; if any alarm sounds call 911 and wait outside. Gas**

~~Detectors are required to be on at all times. If the alarm should sound, call the Office and wait outside until help arrives.~~

Mr. Hansen moved to accept the changes to the Rules and Regulations as amended.

Ms. Bingham seconded.

VOTE: 4 in favor

1 abstain (Wyatt)

*Tenants to receive a copy of Rules and Regulations showing amendments.

015-6 To Consider and Take Action on Draft Mission Statement

Ms. Nixon reviewed the draft mission statement: The Cumberland (Maine) Housing Authority was created in 1992 to assist in the planning, creation and management of 30 senior (ages 55+) rental housing units designed to meet the needs of residents who no longer have the desire or ability to own and maintain a private residence, yet wish to continue to be engaged community members.

Questions:

1. Should we state income range(s) low, moderate, etc.
2. Should mission statement reflect future role such as possible Route 1 (all-ages rentals) project?
3. Should there be wording regarding fiscal independence within the town government structure?

The Committee discussed the draft mission statement with the following comments:

- It is difficult to make decisions without knowing the philosophy of who and what the Authority is.
- The need for a working meeting to talk about the mission statement.
- Need for assisted living in Cumberland.
- The housing need for Cumberland residents: subsidized or market rents to stay in the community.

Mr. Gruber, Town Councilor representing the Aging in Place Committee, stated the Aging In Place Committee would be happy to have a dialogue with the Housing Authority to discuss Town wide needs.

Ms. Frost agreed when the Committee agreed to reduce the subsidized rental units from 8 to 3 there was substantial discussion.

Ms. Nixon suggested the Committee think about what they would like the Mission Statement to reflect and send ideas and talking points in an e-mail. She will compile the comments and at that point the committee can get together to discuss the framework of the mission statement.

Mr. Gruber stated the Legislature has several projects to create 1,000 units of housing for older citizens. There is a proposal for a \$65 million bond funding to be released by the Governor. Mr. Gruber goes to Augusta twice a month to advocate for Cumberland residents. It would be nice if someone from the Housing Authority could attend with him.

Mr. Shane stated if we use Federal funding we couldn't discriminate on whether a tenant was a Cumberland resident. Again, what is our purpose? It is hardest for middle income seniors to remain in Cumberland.

Ms. Nixon stated the next meeting will be to discuss the mission statement and purpose of the Housing Authority. She will send out dates for a mid-June meeting.

Mr. Shane suggested we have a summer meeting with the residents at Hawthorne Court and perhaps a meeting in November or December. We should have one or two meetings a year with the residents.

Mr. Stiles asked if anyone was available to accompany Mr. Gruber to Augusta.

Mr. Gruber stated the meetings are the 2nd and 3rd weeks of the month from 12:30 to 4:00 p.m.

Ms. Frost stated her schedule could accommodate those times.

VI. Adjournment:

Mr. O'Donnell moved to adjourn at 7:50 p.m.

Ms. Frost seconded.

VOTE: Unanimous 5-0

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Pam Bosarge
Administrative Assistant