

MINUTES OF THE MEETING HELD ON WEDNESDAY APRIL 24, 2024

7:30 A.M.

AHA Commissioners Present: Chair Arthur Wing; Vice Chair Mike Thurston; Commissioner Celia McGuckian. Commissioner Jennifer Kimble; Commissioner Ron Spofford; Commissioner Nicholas Gagnon.

AHA Staff Present: Executive Director; Martin Szydlowski; Deputy Director; Mary Young, Senior Residential Property Manager; Bruce Merrill, Finance Director; Lynn Williams, Maintenance Director; Gerry Bernatchez, Resident Services Director; Susan Simpson, Senior Director of Housing Programs, Property Management and Resident Services; Darrell Turcotte, Director of Public Housing and HCV Programs; Dawn Comeau, Human Resource Administrator; Tamara Rouleau

AHDC STAFF: Joe Menard; Procurement & Contracting Officer

Commissioner McGuckian moved the AHA meeting to enter into Executive Session, which was seconded by Commissioner Spofford. All in favor.

Commissioner McGuckian moved the minutes of the March 27, 2024 meeting, be accepted as presented, which was seconded by Commissioner Spofford. All in favor.

REPORT OF EXECUTIVE DIRECTOR:

Executive Director Szydlowski gave the board a brief update on the Poland Project, noting that it is moving along and provided the board with a Development Budget / Operating Statement, and a rendering of the building. Mr. Szydlowski also informed the board that he has signed the contract with Damon Mechanical for the crawlspace pipework to be completed at Family Development.

Mr. Szydlowski noted that there were several training events during March and early April that were some of our employees were able to attend, which included an accounting/finance conference in Nashville, TN attended by Finance Director Lynn Williams and the Staff Accountant Sue Chamness, a Nelrod conference attended by Housing Programs Director Dawn Comeau and AHDC Procurement & Contracting Officer Joseph Menard, and a NAHRO conference held in Washington, DC that both Deputy Director Mary Young, and Vice Chair Mike Thurston (AHA, ARDC) were able to attend and also included a meeting with our Legislators.

In May, Mr. Szydlowski informed the board that AHA should be receiving word on our CFP - 24 funding allocation and noted that he, Joe, and Gerry have begun the process of examining work items for the CFP - 24 budget and the related 5-Year Capital Plan

Vice Chair Thurston moved the Monthly Reports be accepted as presented, which was seconded by Commissioner McGuckian. All in favor

Open Session: Sharon Bergeron, AHDC Director – AHDC currently has one vacant Director position. Sharon invited AHA Resident Commissioners to consider joining the AHDC board.

There were no Communications or Bills

NEW BUSINESS:

1. Approve Amended Procurement Policy, which conforms to 2 CFR 200.

RESOLUTION 3349

BE IT RESOLVED by the Commissioners of the Auburn Housing Authority, to Approve Amended Procurement Policy, which conforms to 2 CFR 200. Commissioner Kimble moved the foregoing resolution, which was seconded by Commissioner Gagnon.

AYES:6 NAYS:0

Kimble
Gagnon
Wing
Thurston
McGuckian
Spofford

2. Vincent Square Financial Statement with Budget Comparison for the Three Months Ending March 31, 2024
3. 62 Spring Street Financial Statement with Budget Comparison for the Three Months Ending March 31, 2024

Vice Chair Thurston moved the meeting be adjourned at 8:51, which was seconded by Commissioner Gagnon. All in favor.



Martin F. Szydlowski, Executive Director