

**MINUTES OF THE MEETING HELD ON MAY 29, 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. AHA Commissioners Excused: Nicholas Gagnon.

AHA Staff Present: Executive Director; Martin Szydowski; 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 Present: Joe Menard Procurement & Contracting Officer

Commissioner Spofford moved the minutes of the April 24, 2024 meeting, be accepted as presented, which was seconded by Commissioner McGuckian. All in favor.

REPORT OF EXECUTIVE DIRECTOR:

Executive Director Szydowski apprised the Board on the various conferences, seminars, and educational trainings that Auburn Housing employees have participated in that will enhance their knowledge within each of their departments. Mr. Szydowski notified the board that the grant application for \$500,000 to the CBDG for the Polan Development was submitted on May 15, 2024. Executive Director Szydowski also informed the board that the process has begun to work on the CFP-24 budget and the related 5 Year Capital Plan for 2024-2028.

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

There was no Open Session

There were no Communication or Bills

NEW BUSINESS:

1. Acknowledge Fiscal 2024 SEMAP Submission, May 31, 2024

RESOLUTION 3350

BE IT RESOLVED by the Commissioners of the Auburn Housing Authority, to Acknowledge Fiscal 2024 SEMAP Submission, May 31, 2024. Vice Chair Thurston moved the foregoing resolution, which was seconded by Commissioner McGuckian.

AYES:5            NAYS:0  
Thurston  
McGuckian  
Wing  
Kimble  
Spofford

2. Election of Officers – Chair and Vice-Chair

RESOLUTION 3351

BE IT RESOLVED by the Commissioners of the Auburn Housing Authority, to Reelect Arthur Wing as Chair, and Mike Thurston as Vice Chair. Commissioner McGuckian moved the foregoing resolution, which was seconded by Commissioner Kimble.

AYES:5      NAYS:0  
McGuckian  
Kimble  
Wing  
Thurston  
Spofford

3. Review Public Housing FY 2024 Financial Statement with Budget Comparison for the Twelve Months Ending March 31, 2024

RESOLUTION 3352

BE IT RESOLVED by the Commissioners of the Auburn Housing Authority to Review Public Housing FY2024 Financial Statement with budget Comparison for the Twelve Months Ending March 31, 2024. Commissioner Kimble moved the foregoing resolution, which was seconded by Commissioner Spofford.

AYES:5      NAYS:0  
Kimble  
Spofford  
Wing  
Thurston  
McGuckian

4. Review Local Programs FY 2024 Financial Statement with Budget Comparison for the Twelve Months Ending March 31, 2024

RESOLUTION 3353

BE IT RESOLVED by the Commissioners of the Auburn Housing Authority, to Review Local Programs FY 2024 Financial Statement with Budget Comparison for the Twelve Months Ending March 31, 2024. Commissioner Kimble moved the foregoing resolution, which was seconded by Commissioner Spofford.

AYES:5      NAYS:0  
Kimble  
Spofford  
Wing  
Thurston  
McGuckian

5. Review/Approve Credit Card Policy (This is a new policy for AHA)

RESOLUTION 3354

BE IT RESOLVED by the Commissioners of the Auburn Housing Authority to Review and Approve the new Credit Card Policy. Vice Chair Thurston moved the foregoing resolution, which was seconded by Commissioner Spofford.

AYES:5      NAYS:0  
Thurston  
Spofford  
Wing  
McGuckian  
Kimble

6. Approve Revised ACOP Policy (Update Required from June 2023 HUD Compliance Review)

RESOLUTION 3355

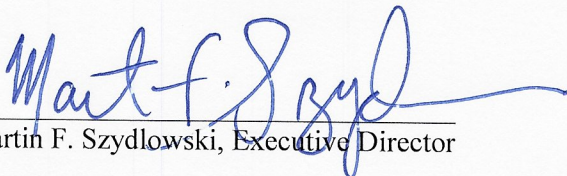
BE IT RESOLVED by the Commissioners of the Auburn Housing Authority to Approve Revised ACOP Policy. Commissioner Spofford moved the foregoing resolution, which was seconded by Commissioner McGuckian.

AYES:5      NAYS:0  
Spofford  
McGuckian  
Wing  
Thurston  
Kimble

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

- Legal Matters

Commissioner McGuckian moved the meeting be adjourned at 8:42 A.M., which was seconded by Commissioner Spofford. All in favor



Martin F. Szydlowski, Executive Director