

**Caribou Housing Authority Board of Commissioners**

The Caribou Housing Authority Board of Commissioners had a meeting on Thursday, September 21, 2023, at 5:30 PM in the Council Chambers.

**Agenda #1: Call to Order and Roll Call**

The meeting started at 5:30 PM.

Members present were JR Belanger, Phil McDonough, Mary Kate Barbosa, Gail Michaud, and Dan Bagley.

Heather Bartlett, and Mark Goughan were absent and excused.

The Department Manager and Staff present were Lisa Plourde, Housing Director; and Penny Thompson, City Manager.

**Agenda #2: Special Presentation**

Nothing

**Agenda #3: Public Comment**

Nothing

**Agenda #4: Approval of Minutes**

M. Barbosa motioned to accept June 15, 2023, and August 3, 2023; minutes as presented.

P. McDonough made a motion to correct to June 15, 2023, minutes, replacing Jay Kam's name with Phil McDonough. Vote unanimous to accept minutes as amended.

**Agenda #5: Public Hearing and Possible Action Items**

Nothing

**Agenda #6: Reports by Staff**

L. Plourde went over the Housing Director's Summer Report.

**Agenda #7: New Business**

**a. Review/Revise, Accept 202 Proposed Budget**

L. Plourde went over Department 24 (Housing) proposed budget. The largest proposed increase in this department is in the salary line for the part-time position. Starting pay for a part-time position, per the City of Caribou is between \$17 to \$19 per hour.

L. Plourde went over Department 96, FSS Grant, proposed budget.

M. Barbosa motioned to accept the proposed 2024 budget as presented. Seconded by P. McDonough. Vote unanimous.

**Agenda #8: Old Business**

By-Laws tabled until further notice:

- L Plourde stated that per the Maine State Statue, Board members are to follow the term limits for board members; and will be needed to update in the By-Laws.
- In the By-laws there is a section that refers to the Housing Ordinance, which currently be worked on for they don't exist with the City of Caribou.

**Agenda #9: Discussion of Commissioners**

D. Bagley spoke about the land-bank initiative, with a set percentage of housing units dedicated to the housing program.

**Agenda #10: Next Meeting**

Thursday, December 7, 2023

**Agenda #11: Adjournment**

P. McDonough made a motion to adjourn the meeting; seconded by M. Barbosa.

The meeting adjourned at 6:30 PM.

Lisa Plourde, Secretary  
Housing Director