

**CUMBERLAND HOUSING AUTHORITY**  
**Annual Meeting Minutes**  
**June 21, 2023, via Zoom**

**I. Call to Order:** Chair Hansen called the meeting to order at 4 pm.

**II. Roll Call: Present:** Bill Hansen - Chair, Norman Maze – Vice Chair, Connie Bingham, Stacie Daigle, Janene Gorham, Bill Stiles, Carla Nixon – Housing Authority Director, Bill Shane – Town Manager, Helene DiBartolomeo – Finance Director, Christina Silberman, Admin. Asst. **Absent:** Cara Biddings & Sally Pierce

**III. Executive Director’s Report:**

**1. Tenant Updates:** Administrative Assistant Christina Silberman said that the waiting list continues to grow. Ms. Silberman reported that there were five unit turnovers in fiscal year 21/22 and three unit turnovers in fiscal year 22/23. Notice to vacate has been received for one unit on July 31, 2023. This will be the first turnover in fiscal year 23/24.

**2. Capital Improvements:** Ms. Nixon reported that kitchen and bathroom renovations have been completed as units have become vacant. Renovations to the units with existing tenants will begin soon. Ms. Nixon said we hope to have the renovations finished in one year.

Ms. Nixon announced that Building Maintenance Manager Jonathan Carpenter has given his notice and will be leaving. Tom Burgess will be taking over the position.

Housing

**3. Financial Projections:**

Finance Director Helene DiBartolomeo reviewed the proposed budget with a recommended a 2 % increase in rental rates and answered questions.

**IV. Correspondence:** None

**V. New Business:**

**023-01: To set rental rates for fiscal year 2023-24.** Discussion was had about the proposed two percent increase in rental rates. Town Manager Bill Shane noted that the budget is in good shape with the two percent increase.

Mr. Maze moved to set the rental rates for fiscal year 2023/2024 with a two percent increase, seconded by Ms. Bingham.

Mr. Shane reported on the Senior Tax Assistance Program offered by The Town of Cumberland. The program also applies to renters and said the senior housing tenants are aware of this program and many are eligible for rent rebates.

The proposed motion was then **VOTED, 6 yeas – unanimous, motion passes.**

**023-02: To consider and act upon adoption of the proposed 2023-2024 fiscal year budget.** Mr. Stiles moved to adopt the proposed budget, seconded by Ms. Daigle, and **VOTED, 6 yeas – unanimous, motion passes.**

Members of the Housing Authority would like to meet again in the fall.

Mr. Stiles suggested that fences within the project be stained for preservation.

Ms. Gorham asked about other affordable projects that she has heard discussion in Town about and if the Housing Authority would oversee these. Ms. Nixon reported on two potential projects that have had preliminary discussions. One potential project would be privately developed and managed and would involve 72 new single family homes in West Cumberland and half of these would be affordable. This project has had sketch plan review with the Planning Board. The second potential project that is under discussion would be next to the Village Green Drown Rd. apartment building. This project could potentially come under the Cumberland Housing Authority but more details are needed.

Mr. Shane invited members of the Housing Authority to the July 24, 2023, Town Council meeting for review of a Cumberland rental housing study that has been recently conducted.

**VI. Adjourn.** Mr. Stiles moved to adjourn the meeting at 4:59 pm, seconded by Ms. Bingham and **VOTED, 6 yeas – unanimous, motion passes.**

Respectfully submitted,

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Christina Silberman, Administrative Assistant