

ASHFORD HOUSING AUTHORITY

Minutes of Special Meeting on December 13, 2018 Thursday- 7:30 P.M.

1. **Roll Call:** Chairman Dennis Poitras called the meeting to order at 7:30pm. Commissioners Randy Weidig, Brian Folker and Sandy Labrecque were present. Commissioner Linda Yanke was excused. Public present: Dean Clarke, Holly Hensel, Olga Gutierrez, Carol Olsen, Frank Ault and Brian Fletcher.
2. **Minutes:** The Minutes of the Special Meeting of November 8, 2018 were reviewed. A motion to accept the Minutes was presented by Chairman Poitras. Commissioner Weidig moved first; Commissioner Labrecque seconded the motion and the motion was approved.
3. **Director's Report:**
The following updates were given:
 - Projects financed through the Critical Needs Grant are complete; Jessica will begin to close out the grant with CHFA.
 - Director Miller discussed the proposed timeline for the capital needs grant. A subcommittee for this project will be established in January. Commissioners Randy Weidig and Sandy Labrecque along with two residents, and the development team will lead the committee. An RFP for a development consultant will be published in early January. An RFP for a new Capital Needs Assessment will also be completed in January.
4. **Public to be heard:** None
5. **Financial Report:** Chairman Poitras made the motion to approve the financial report for November. Commissioner Folker moved first, Commissioner Poitras seconded the motion and the motion was approved.
6. **Correspondence:** None
7. **Business:** Commissioner Linda Yanke will not be renewing her term in January 2019. Commissioner Sandy Labrecque will renew her five year term. The Commission will begin to find a replacement. The Emergency Plan was reviewed. Commissioner Folker made the motion to approve the Emergency Plan. Commissioner Weidig moved first; Commissioner Poitras seconded the motion and the motion was passed. The Commission also reviewed the Personnel policy; a few changes were recommended. Chairman Poitras made the motion to approve the updated policy with the changes discussed. Commissioner Weidig moved first; Commissioner Labrecque seconded the motion and the motion passed.
8. **Adjournment:** Motion to adjourn by Commissioner Yanke at 8:20p.m. Commissioner Labrecque moved first, Commissioner Folker seconded and the motion carried.

Submitted:



Jessica Miller