

# MAINE STATE LEGISLATURE

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January 29, 2018

Honorable Sara Gideon  
Speaker of the House  
2 State House Station  
Augusta, Maine 04333

Honorable Michael D. Thibodeau  
President of the Senate  
3 State House Station  
Augusta, Maine 04333

Dear Speaker Gideon and President Thibodeau:

Pursuant to 5 M.R.S.A., Section 12023, please consider this the letter of transmittal for the required report from the Maine State Housing Authority due by February 1, 2018.

Please contact me if you have any questions or need additional information.

Thank you.

Sincerely,

Peter Merrill  
Interim Director

**Maine State Housing Authority**

**For The Year Ended December 31, 2017**

**A. Procurements Greater than \$10,000**

Description	Amount
CFX Incorporated	\$498,328.48
Creative Imaging Group	\$47,240.37
EnableIT	\$11,700.00
Holiday Inn By the Bay	\$29,949.00
Maine Employers Mutual (MEMIC)	\$40,736.00
Safe Environmental Solutions	\$16,200.00

**B. Contributions Greater than \$1,000**

Description	Amount
Association of Government Accountants – (11) Employee Annual Memberships	\$1,210.00
Board of Overseers of the Bar –(4) Employee Annual Membership	\$1,120.00
Maine Association of Public Housing Directors-Annual Membership	\$1,000.00
Maine Association of Public Housing Directors – Conference Sponsor	\$1,000.00
Maine Real Estate & Development Association – Annual Membership	\$1,200.00
Maine Resident Service Coordinator Association – Annual Sponsor	\$3,500.00
Maine State Bar Association - (4)Employee Annual Memberships	\$1,120.00
Mortgage Bankers Association - Annual Affiliate membership	\$1,325.00
National Association for State Community Services Programs - Annual Membership	\$2,603.00
National Council of State Housing Agencies - Annual Membership	\$26,702.00
National Energy Assistance Directors' Association - Annual Membership	\$5,950.00
New England Resident Service Coordinator – Conference Sponsor	\$5,000.00
Northern New England Community Action- Training Conference Sponsor	\$1,500.00

**C. Changes to MaineHousing’s written policies or procedures.**

MaineHousing’s Travel, Meals and Entertainment policy was updated in July 2017 to include the following change:

- The maximum reimbursement amount for Out-of-State breakfast was increased to \$25.00 from the previous maximum reimbursement amount of \$20.00.