

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

May 21, 2020

8:30 a.m.

Attendance Via Conference Call: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Ms. Hall, Assistant Treasurer; April Morin, Secretary-Treasurer; Kathy Holt, Commissioner; Ms. Fields, Executive Director; Hannah Rudd, Assistant Director; invited guests Kathy Ward and Edith Allison.

The meeting was called to order at 8:33 a.m. by the Chairman.

MINUTES

The Chairman declared, without objection, the acceptance of the minutes of the April 15, 2020 Special Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Ms. Hall and seconded by Ms. Morin to approve the April Bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Ms. Holt and seconded by Ms. Hall to approve the March financial reports. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Ms. Morin and seconded by Ms. Holt to approve the April Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Ms. Morin reported that the tenants seemed to be doing fine at Wright's Village. She was not aware of any issues.

COMMENTS FROM COMMISSIONERS

None

COMMITTEE REPORT

None

UNFINISHED BUSINESS

Holinko Eviction

Ms. Fields has contacted Attorney John McGrath to begin the eviction process. The notice to vacate was not responded to so Attorney McGrath will begin the summary process through the court. Judgement was granted on March 12, 2020. The execution was filed. The court is not executing any eviction orders due to COVID-19. Any eviction in progress is now on hold until June 1, 2020.

Willington Housing Authority

The Willington Housing Authority is requesting management proposals for Button Hill, one of its senior housing projects. Mr. Berg, with the Willington Housing Authority, asked if we would be interested in submitting a proposal. Ms. Fields provided the information submitted by Mr. Berg via email to the Board of Commissioner prior to this meeting.

Ms. Fields put together a budget for discussion. The Board members agreed to continue pursuing this, addressing questions, and getting further information. Due to COVID-19 it is not expected to be able to meet with Mr. Berg at this time. Ms. Fields spoke with Mr. Berg and he does want to move forward with getting a proposal from the Housing Authority. No update.

Auditors

On April 17, 2020, Ms. Fields emailed the RFP to seven (7) audit firms requesting a response by May 4, 2020. One response was received from Marcum. The proposal was reasonable, beginning with \$18,000 and increasing by \$1,000 per year. Ms. Fields will request a proposed contract and once received forward to Board members for review and comments. Once a contract is agreed upon, Ms. Fields will call an Emergency Meeting for Board approval.

NEW BUSINESS

Section 8

The Housing Authority received \$22,444 Under the CARES Act to cover additional costs of administering the program during the pandemic. These monies can only be used for certain expenses and a separate accounting must we kept. HUD will send further guidance on these funds and the reporting requirements. Any unused funds must be returned. Ms. Fields will make a list of proposed uses for the funds and is awaiting further guidance from HUD on reporting requirements.

NEXT MEETING DATE

The next Special Meeting will be a Special Meeting June 17, 2020; and a Regular Meeting July 16, 2020 and a Regular Meeting August 20, 2020. All meetings will be held at 8:30 a.m.

OTHER BUSINESS

None

ADJOURNMENT

The Chairman declared the meeting adjourned at 9:49 a.m. without objection.

April Morin, Secretary

Approved

Richard Long, Chairman