



TOWN OF MANSFIELD

HOUSING CODE BOARD OF APPEALS

Regular Meeting
December 10, 2012 – 5:00 p.m.
Audrey P. Beck Municipal Building
Conference Room C

Agenda

- I. Call to Order and Roll Call
- II. Approval/Revision of Meeting Agenda
- III. Business Meeting
 - A. Revision/Approval of Meeting Minutes
 - December 12, 2011
 - B. Building & Housing Inspection Department Report
 - C. Review/Approval 2013 Regular Meeting Schedule
 - D. Selection of Chairman for 2013
 - E. New Business
- IV. Adjournment



**TOWN OF MANSFIELD
HOUSING CODE BOARD OF APPEALS**

**Draft
MINUTES of
REGULAR MEETING
December 12, 2011**

I. CALL TO ORDER

Chairman Richard Pellegrine called the meeting of the Town of Mansfield Housing Code Board of Appeals to order at 5:05 p.m. in Conference Room C at the Audrey P. Beck Building.

II. ROLL CALL

Members present: Richard Pellegrine, William Briggs and David Spencer. Housing Code Enforcement Officer, Derek Debus and the Board secretary, Jennifer Thompson, were also present at the meeting.

Member absent: Will Bigl

Brian McCarthy moved to Ashford this past year. Pursuant to the Housing Code Ordinance, members to the Board of Appeals must be "electors of the community". As his voting registration would be changed to his new town of residence, this disqualifies him from being a member of the Board. Brian McCarthy still maintains a business in Mansfield so we are sure he will remain active in the community in other ways. His years of service on this Board were acknowledged with appreciation.

III. APPROVAL / REVISION OF MEETING AGENDA

Chairman called for motion to revise or approve the agenda, motion in favor to accept the agenda as presented was made by William Briggs and seconded by David Spencer. All being in favor, motion passed.

IV. BUSINESS MEETING

a. Approval / Revision of Meeting Minutes

Chairman called for a motion to accept or revise the minutes of the December 13, 2010 meeting. Motion was made by Bill Briggs to accept the minutes and seconded by David Spencer. Motion passed.

b. Building & Housing Inspection Department Report

Housing Code Enforcement Officer, Derek Debus, reported that no applications for appeals have been received to date for the 2011 year. Inspections are on schedule and Landlords have been abating violations found during inspection. In addition to other requirements, provisions of the Parking Ordinance must be satisfied to obtain Housing Code compliance certification. Instances of houses previously used as family homes purchased by new owners and now becoming rental properties continues. These new owners have been complying, as may be subject to, Landlord Registration, Parking Ordinance and the Housing Code. Still have occurrences of son or daughter of owner put on deed to make exempt under owner occupancy. Complaints have been received during past year from tenants, neighbors and/or concerned citizens and

investigated. The Blight Ordinance continues to be enforced. Monitoring of rental status of questionable properties is done on a 6 month interval. Pictures are not generally taken during inspection unless issue of life safety or trash and blight. Obstacle in some cases is Landlord need for extensions, they go beyond deadlines to get repairs done and fail to timely pay certificate fees or fines. The renting of room(s) in owner occupied single family dwelling is exemption from housing certification; however, would be subject to zoning regulation as to permitted number of unrelated persons residing in the home. There was no change to the Code over the past year. The Nuisance Ordinance is now in effect town-wide. To enforce it, tickets are presently being written by police.

c. Review / Approval of 2012 Regular Meeting Schedule

Secretary provided members with a proposed draft schedule and listing of the legal holidays in the state. All agreed to maintain a regular meeting schedule for the 2nd Monday of each month at 5:00 pm, with the exception of the February, October and November meetings which would be held on Tuesday, the next business day following a holiday. David Spencer moved to accept the regular meeting schedule for 2012 as proposed, William Briggs seconded. All being in favor, motion passed.

d. Selection of Chairman for 2010

Chairman called for nominations of new Chairman. Motion made by David Spencer for Richard Pellegrine to continue service in this position, William Briggs seconded. All being in favor, the motion passed unanimously. Richard Pellegrine shall serve as Chairman of the Housing Code Board of Appeals for the 2012 year.

V. ADJOURNMENT

There being no further business to be presented to the members, William Briggs moved to adjourn the meeting, David Spencer seconded. Motion passed and the meeting adjourned at 5:40 p.m.

Respectfully submitted,
Jennifer Thompson, Secretary



Town of Mansfield Office of the Town Clerk

To: Committee Chairman
From: Sharon Tyler, Asst Town Clerk
Date: November 8, 2012
Re: Schedule of Meeting Dates for 2013

The **FREEDOM OF INFORMATION ACT** requires:

- A **schedule of regular meetings** for the ensuing year, signed by the chairman or the secretary be filed with the Town Clerk not later than January 31st, and no such meeting shall be held sooner than 30 days after such schedule has been filed. Your list should include the exact date (not, for instance, first Monday), time and place of the meetings. In accordance with Sec. 2-21f of the general statutes, if any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. A list of legal holidays is attached. In order for the Town website to reflect all regularly scheduled meetings for the year, as required by law, all meeting rooms should be reserved as soon as the schedule for the year is known.
- The **agenda of each regular meeting** must be available to the public and must be filed not less than 24 hours (excluding Saturdays, Sundays, holidays and any date on which the agency's office is closed) before the meeting in the office of the Town Clerk and on the Town's website.
- A **notice of special meeting** must be filed in the office of the Town Clerk and on the Town's website at least 24 hours (excluding Saturdays, Sundays, legal holidays and any day on which the office is closed) prior to the time of such meeting, and must include the business to be transacted. No business other than that listed in the notice may be considered. In addition, such written notice shall be delivered to the usual place of abode of each member of the public agency so that it is received prior to the special meeting. In case of emergency, a special meeting may be held without posting such notice, but a copy of the minutes of such emergency meeting must be filed with the Town Clerk and on the website not later than 72 hours following the meeting.

(When a meeting is cancelled for any reason, please post the cancellation as soon as possible.)

SEE ATTACHMENT FOR LEGAL HOLIDAYS

LEGAL HOLIDAYS IN THE STATE

- January 1 New Year's Day
- First Monday on or after January 15 Martin Luther King, Jr. Day
- February 12 Lincoln Day
- Third Monday in February Washington's Birthday
- Last Monday in May Memorial Day
- July 4 Independence Day
- First Monday in September Labor Day
- Second Monday in October Columbus Day
- November 11 Veterans' Day
- December 25 Christmas

Whenever any of such days occurs upon a Sunday, the Monday next following such day shall be a legal holiday and whenever any of such days Occurs upon a Saturday, the Friday immediately preceding such day shall Be a legal holiday. (Sec. 1-4 CT Gen. Stat.)

- *The Friday before Easter Sunday Good Friday
- *The Fourth Thursday in November Thanksgiving Day

*These days are designated by the Governor