



TOWN OF MANSFIELD HOUSING CODE BOARD OF APPEALS

Draft MINUTES of REGULAR MEETING December 14, 2015

I. CALL TO ORDER and ROLL CALL: Chairman David Spencer called the meeting of the Town of Mansfield Housing Code Board of Appeals to order at 5:04 p.m. in Conference Room C at the Audrey P. Beck Building. All members were present (David Spencer, Emile Poirier, Bill Briggs and Will Bigl). Building & Housing Inspection Code Enforcement Officer, Benjamin Funk, and the Board secretary, Jennifer Thompson, also attended the meeting.

II. 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 Will Bigl and seconded by Emile Poirier. All being in favor, motion passed.

III. BUSINESS MEETING:

A. Approval / Revision of Meeting Minutes: Chairman called for a motion to accept or revise the minutes of the December 8, 2014 meeting. Motion was made by Will Bigl to accept the minutes and seconded by Bill Briggs. Motion passed unanimously.

B. Building & Housing Inspection Department Report: Code Enforcement Officer, Benjamin Funk, introduced himself to the Board. In addition to the housing code inspections he is doing, part of his time is allocated to 1-2 family and condominium building code inspections too. Derek Debus is no longer with the Town as has relocated to Florida. Mark Holland continues as a part-time Housing Inspector and another new part-time Housing Inspector, Patrick Enright, was hired by the Town to meet staffing needs of the housing inspection program. These Housing Inspectors have been sworn in as zoning enforcement officers for overcrowding and parking matters. They are patrolling, taking photos of violations and issuing citations. The zoning regulation changed in 2009 reducing four to three unrelated occupancy allowance for single family dwellings. There can be a family residing at a house plus a renter. Appeals of citations would go to local town hearing officer as separate from Housing Code ordinance and would not be brought before HCBOA. The regulation is not applicable to private owner-occupied property. There were no revisions to the Housing Code or Landlord Registration ordinances in the past year. The department has a new database/software system and ipads in use that allows inspection reports to be done in the field. It's a move toward paperless as can send information to owners via email. With this system inspectors have ability to photograph violation items and this tool provides clarity to property owners of what needs attention for code certification.

C. Review / Approval of 2016 Regular Meeting Schedule: Motion made by David Spencer to continue regular meeting schedule on quarterly basis (March, June, September, December), on the 2nd Monday of respective months at 5:00 pm. Discussion ensued and consensus reached that a special meeting could be set for any appeal hearings if necessary. Will Bigl seconded the motion for quarterly meeting schedule. All being in favor, motion passed.

D. Selection of Chairman: Nomination made by Will Bigl for David Spencer to continue to serve in this position. Bill Briggs seconded. David Spencer accepted. All being in favor, the motion passed unanimously - David Spencer shall serve as Chairman of the Board for 2016 year.

IV. ADJOURNMENT: There being no further business to be presented, the Chairman adjourned the meeting at 5:35 p.m.

Respectfully submitted,
Jennifer Thompson, Secretary