

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
August 11, 2010
8:00 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice President; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer was excused; Ms Christison-Lagay Commissioner; and Ms Fields, Executive Director.

The meeting was called to order at 8:10 a.m. by the Chairperson.

MINUTES

The Chairperson declared the acceptance of the minutes of the July 14, 2010 Regular Meeting without objection.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

We received a letter from Attorney Paul Levin giving us notice that he intends to sue the Housing Authority on behalf of Susan Gill who fell on January 30, 2010 and fractured her ankle. The letter and Notice of Occurrence/Claim were forwarded to Housing Authority's insurance company to respond.

REPORTS OF THE DIRECTOR

Bills

The bills were not available.

Financial Reports –A (General)

The Financial Reports were not available.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the July 2010 Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Resident Advisory Committee

Mr. Eddy reported that he is currently reviewing the survey and that he and Mr. Simonsen will be meeting next Thursday to finalize it for distribution to the Board for its review and comment.

The Senior Committee at the Senior Center is promoting the construction of a bus shelter at the bus stop located at the Senior Center. Mr. Eddy asked if the Board would write a letter to the Town in support of the bus shelter. Mr. Long agreed to do so.

Mr. Eddy reported that some of the site lights are out at night and bulbs need to be replaced. Mr. Eddy will tag the lights which need bulbs.

Mr. Eddy reported new washers and dryers have been installed at the laundry and there has been a good response. Ms Fields also reported that

tenants had stopped by the office to say they were happy with the new appliances.

COMMITTEE REPORTS

Finance Committee

The Finance Committee met on July 22, 2010 to review the first draft of the 2011 Budgets for all three programs. Ms Fields presented the budgets to the Board with a proposed rent increases.

Ms Fields requested that the Board consider rent increases for both properties. The increase in base rent will fund the reserves and to create more rental income in the base rent category while reducing the excess rent category. This will create a more stable rental income stream for the future.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to consider significant rent increases for both properties. Motion approved unanimously. Ms Fields will set up a tenant meeting for each property, per CHFA guidelines, to obtain comments. The next Finance Meeting will be held on August 26, 2010 at 8:30 am at the Housing Authority. All board members are invited to attend.

UNFINISHED BUSINESS

Solar Panel Payment

The Solar Panel installation began on July 21, 2010. They should be completed by the end of the week. Orrie Vardar, at CHFA, has agreed to using monies currently in the APTS fund, but CHFA will not allow us to keep those fees for the next three years. CHFA will approve use of the reserve funds for the solar panel project.

ARRA/DECD Weatherization Program

Ms Fields received a letter on July 20, 2010 from Pamela Giannini, Director, Bureau of Aging, Community and Social Work Services stating that we are on the list of Housing Authorities to have the weatherization work completed. The Access Agency is the community action agency (CAA) assigned to work with us and will be providing us with follow-up information on the process. Ms Fields spoke with Cathy Cementina, with Access Agency, who stated that the first requirement is to qualify the tenants. If tenants qualified for energy assistance, they will qualify for this program.

Eviction - 4B

Ms Fields spoke with the tenant and she stated that she would be moving out by July 23, 2010 and didn't want an eviction on her record. Ms. Fields stopped the attorney from moving forward until July 23rd. The tenant turned in the keys to the unit on July 26, 2010 and signed a repayment agreement for monies owned to the Housing Authority. A new tenant moved into the unit on August 1, 2010.

UCONN - MPA Capstone Project

Deneen Hatmaker, Assistant Professor in the Department of Public Policy at UCONN, contacted Ms Fields asking if the Housing Authority would be interested in participating in a capstone project with students during the 2010-2011 school year. Ms Fields submitted a project for consideration and will participate in a panel to answer questions regarding the project on September 2,

2010. The project will consider the challenge of the Housing Authority to set rents high enough to meet the financial requirements of low/moderate income properties while simultaneously maintaining affordable rents.

New Maintenance Vehicle

Ms. Fields has not had an opportunity to gather information on the purchase of a new/used truck.

Method for Responding to Comments from the Public

Ms Fields will make changes to the current Public Participation Policy to incorporate a reference to a new policy, to be drafted by Ms Fields, setting forth Mr. Simonsen suggestion that we have a consistent method in which we respond to the "Comments from the Public" section of the agenda.

NEW BUSINESS

Meeting Changes

Mr. Simonsen suggested that this discussion be moved to the next monthly meeting due to Ms Hall being excused from this meeting.

OTHER BUSINESS

Holinko Estates Re-keying

Ms Fields informed the Board that all apartment units at Holinko Estates have been re-keyed. Neither property has a master key system.

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:05 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson