

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
January 19, 2012
8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer; Kathleen Ward, Commissioner; Ms Fields, Executive Director.

The meeting was called to order at 8:32 a.m. by the Chairperson.

MINUTES

The Chairperson declared the minutes of the December 15, 2011 Regular Meeting and the notes of the Executive Session accepted without objection as corrected.

Approval of Executive Session Notes

A motion was made by Mr. Eddy and seconded by Ms Ward to approve the Executive Session Notes from the December 15, 2011 Regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the December bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Ms Hall and seconded by Mr. Simonsen to approve the November Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr Eddy reported that a survey being worked on to determine how the committee is meeting the needs of the community.

General Reports

Mr. Eddy reported that two site lighting fixtures are not working and need to be repaired. Ms. Fields will address the issue.

AD HOC COMMITTEE REPORTS

Capital Projects Committee

The committee has not met. Ms Fields updated the Board on the advances of the committee project currently in progress.

Building 5 Steps and Covered Entry Project

The project has been completed.

Affordable Housing Committee

The committee has not met.

Policy Review Committee

The committee has not met.

Executive Session

Ms Fields raised several issues which are subject to privileged communications. The Chairman responded that the issues should be considered in executive session.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to invite Ms Fields to the Executive Session and to go into Executive Session at 9:40 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:05 a.m.

Special Meeting

Ms Fields requested a Special Meeting has been called on January 30, 2012 at 8:30 to discuss affordable housing options.

UNFINISHED BUSINESS

None

NEW BUSINESS

HE – Request for Stove and Refrigerator Replacement

A request has been made by a tenant for the Housing Authority to replace their stove. The Housing Authority's current Stove and Refrigerator installation program installs new Landlord owned stoves and refrigerators when a tenant moves out. In this instance, the tenant's stove is in need of replacement and the tenant is asking the Housing Authority to make an exception due to a financial hardship resulting from a death in the family. Ms Fields is recommending that an exception be made with the proviso that the Board maintains the rule of replacement only when tenants move out.

A motion was made by Mr. Simonsen and seconded by Ms Ward to grant this limited exception to purchase a new stove for this unit and to maintain the original rule for replacement. The new stove will be the property of the Housing Authority. The tenant will be responsible for the cost of disposal of their stove. Motion approved unanimously.

Section 8 HUD Voucher Funding - 2012

Under its new Cash Management program, HUD will begin calculating disbursement of HAP funds on the basis of need each month as opposed to 1/12 of the annual allocation. Each month HUD will calculate a disbursement equal to the average for the prior validated quarter plus a margin of 3% based on the Housing Authority's annual allocation. In addition, all housing authority will be required to reduce their reserves to 8.5% of the 2012 Preliminary funding eligibility. The monthly HAP distribution will be offset by 1/9 of the excess

reserves. Preliminary calculations have been received; actual values as of December 31, 2011 will be used for the final calculation.

DECD – Administrative Fee Change

Ms Fields reported that the Commissioner of DECD has changed the administrative service fee from \$5.00 per month per unit to \$0.00. The Housing Authority will no longer send a fee to CHFA quarterly. CHFA will not require a revised budget; however these funds can be moved to the RM&R account.

NEXT MEETING DATE

The February Regular Meeting Date will be changed February 16, 2012 to February 27, 2012

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:12 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson