

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
May 17, 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; and Ms Fields, Executive Director.

The meeting was called to order at 8:35 a.m. by the Chairperson.

MINUTES

A motion was made by Mr. Eddy and seconded by Ms Ward to accept the minutes as amended of the April 19, 2012 Regular Meeting. Motion approved unanimously.

A motion was made by Ms Ward and seconded by Mr. Eddy to accept the April 19, 2012 Executive Session Notes as amended. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Simonsen and seconded by Ms Ward to approve the April bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Ms Ward to approve the March Financial. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr Eddy reported that there was a discussion on whether or not the current services were adequate. The discussion centered on medical care.

Dog Excrement Policy

A Policy Committee meeting needs to be set up. Ms Fields will try to do so in the next month.

Commission on Aging

Mr. Eddy reported that he sent out a memo to all Wrights Village residents requesting anyone who might be interested in representing Wrights Village on

the Commission to please contact him. To date, he has not received any response.

General Reports

An appliance issue was brought by the Tenant Representative and the Board is satisfied that ongoing efforts to resolve it are adequate.

AD HOC COMMITTEE REPORTS

Affordable Housing Committee

The committee has not met. Ms Fields stated that she would like to address the Board in Executive Session.

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. Eddy and seconded by Ms Ward to invite Ms Fields to the Executive Session and to go into Executive Session at 9:45 a.m.

The Board came out of Executive Session at 10:15 a.m.

UNFINISHED BUSINESS

Legal Updates

Ms Fields reported that all legal updates were addressed in the previous Executive Session.

Section 8 Housing Assistance Payments and Administrative Fees Letter

Ms Fields reported that a letter was sent to all pertinent parties regarding the use by HUD of Housing Authority Reserves in funding the Housing Assistance Payments for 2012 as well as the significant reduction in Administrative Fees. Ms Fields shared the letter with the Board.

Holinko Estates Site Improvement Project

Ms Fields stated that the majority of the project has been completed. When the weather warms up and is drier, the contractor will seal coat and strip the parking area.

NEW BUSINESS

Section 8 Coordinator Training

Ms Fields reported that Ms Love needs to complete both the HCV Specialist and the Housing Quality Standards (HQS) training. Ms Fields requested approval to have Ms Love attend the HCV Specialist training in Atlanta GA in August and the HQS training in Springfield MA in September. The five (5) day training in GA will cost approximately \$2,800 inclusive of the training, exam, travel, hotel and food. The three (3) day training in MA will cost approximately \$1,000 inclusive of the training, exam and transportation. Ms Fields asked that the Board approve the expenditures.

A motion was made by Mr. Eddy and seconded by Ms Hall to approve no more than \$4,000 for the HCV Specialist and the HQS Training. Motion approved unanimously.

Holinko Estates - Refrigerator Replacement

The tenant who had previously requested a new stove as part of our Stove and Refrigerator installation program is now requesting a refrigerator. She had requested the stove in January. Her refrigerator was not in good shape and she had made repairs previously. The Housing Authority's current Stove and Refrigerator installation program only installs new Landlord owned stoves and refrigerators when a tenant moves out. The tenant is asking for an exception because of limited finances due to a death in the family.

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

MEETING DATE CHANGE

It was agreed that the June 21, 2012 Regular Meeting would be changed to June 20, 2012.

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:38 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson