

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

ANNUAL MEETING MINUTES

Housing Authority Office

October 16, 2013

8:30 a.m.

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

The meeting was called to order at 8:45 a.m. by the Chairperson.

ELECTION OF OFFICERS

A motion was made by Mr. Eddy and seconded by Ms. Ward to re-elect the current slate of officers to their current positions. Motion approved unanimously.

MINUTES

A motion was made by Ms. Hall and seconded by Ms. Ward to accept the minutes, as amended, of the September 19, 2013 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 September bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the August Financial Reports. Motion approved unanimously.

Mr. Simonsen asked Ms. Fields check on the CD interest rates and determine if any money may be able to be moved to a higher earning account.

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reported that the committee will meet this afternoon. At the last meeting it was reported that the application form for nonprofit grants is being revised.

General Reports

Mr. Eddy reported that there is a town Sand Box in the clothesline enclosure by Building 4 that needs to be placed in an area that will be usable for the winter.

Mr. Eddy reported that the new trash cans are too many or too big for the trash shed. Ms. Fields stated that she had already spoken with Ginny Walton, Town Recycling, and will be assessing all the trash sheds in the weeks to come.

COMMITTEE REPORTS

Quality of Life Committee

Ms. Ward updated the Board on the schedule and work to be performed by Milrick Lawn Service, LLC. In addition to the landscaping, five trees will also be removed to prevent damage to the property. Ms. Ward noted that the gutters need to be cleaned and that one gutter is slanted in the wrong direction. Ms. Fields stated that the gutters will be cleaned and the gutter repaired.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve an additional \$6,000 to cover the additional costs of landscaping, tree removal and stump grinding. Motion approved unanimously.

UNFINISHED BUSINESS

Holinko Estate Solar Panels/Exterior Lighting Upgrades

Ms. Fields met with Sunlight Solar and their electrician on October 1, 2013. They assessed the situation and will get back to me with a lighting upgrade recommendation. They are also assessing whether or not trees will need to be removed or if we can reduce our consumption with more efficient lighting and put a small solar array on the roof.

Section 8 Administrative Fee Reserves

Ms. Fields will meet with Mr. Hart, Town Manager next week. Ms. Fields will discuss the financial situation, created by the lack of HUD administrative fee reimbursement, impacting the Housing Authority's ability to administer the Section 8 Voucher Program.

Committee Charters

The Board was not ready to discuss the drafts of the Committee Charters presented at the last meeting. It will be discussed at the next Board Meeting.

Real Estate

Ms. Fields asked the Chairman to request a vote to go into Executive Session in order to provide a real estate update which contains privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to invite Ms. Fields and to go into Executive Session at 10:00 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:17 a.m.

NEW BUSINESS

CHFA Capital Plan for Portfolio

Ms. Fields received the Draft CHFA Capital Plan Property Assessment for Holinko Estates and Wrights Village produced by RECAP Real Estate Advisors. Basically, they

suggest we stay with our current plan and continue to increase rents over time to meet the capital needs of the properties.

MEETING DATE REVIEW

None

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:35 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson