

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

March 17, 2016

9:30 a.m.

Attendance: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Mr. Hundt, Commissioner; Ms. Fields, Executive Director, and guests Hannah Rudd, Development Coordinator, Kathy Ward, and Lida Bilokur

The meeting was called to order at 8:40 a.m. by the Chairman.

The Chairman requested that the Board take up the New Business item Mansfield Nonprofit Housing Development Corporation on the agenda, adjourn and complete the remaining agenda items when the meeting is again called to order at the previously stated meeting time.

Election to Mansfield Nonprofit Housing Development Corporation

A motion was made by Mr. Simonsen and seconded by Mr. Hundt to elect Ms. Hall and Mr. Eddy as Directors to the Board of the Mansfield Nonprofit Housing Development Corporation for a term of one year. Motion approved unanimously.

The Chairman declared the meeting adjourned at 8:45 a.m.

The meeting was recalled to order to at 9:40 a.m. by the Chairman

MINUTES

The Chairman declared, without objection, the acceptance of the minutes of the February 18, 2016 Regular Meeting and the February 22, 2016 Special Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

Ms. Fields reported that the Town of Chaplin, in preparing their budget, asked if the Housing Authority would be requesting monies to support the Section 8 program. Ms. Fields replied that no funds would be needed this year and thanked them for their support.

REPORTS OF THE DIRECTOR

Bills

The Chairman declared, without objection, the acceptance of the February bills.

Financial Reports –A (General)

The Chairman declared, without objection, the acceptance of the January Financial Reports.

Financial Report-B (Section 8 Statistical Report)

The Chairman declared, without objection, the acceptance of the February Section 8 Statistical Report.

REPORT FROM TENANT REPRESENTATIVE

General Reports

Mr. Hundt stated that all was fine and had nothing to report at this time.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

Holinko Development

Connecticut Green Bank Loan Agreement

The Connecticut Green Bank has agreed to lend the Housing Authority \$27,150 to cover part of the upfront development costs associated with designing energy efficient construction plans. Ms. Fields forwarded the loan agreement to Barbara McGrath for review and discussed those comments with the Board.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the Navigator Loan Agreement as submitted by the Connecticut Green Bank. Motion approved unanimously.

Women’s Institute

Women’s Institute presented some broad numbers and possible financing plans depending on three different scenarios. More discussion will be needed by the Board than time allowed. A Special Meeting was called for February 22, 2016 at 1:00 pm to continue the discussion.

Ms. Fields further researched the IRS website for its definition of “student” and found that the definition is very clear and specific. The families currently at Holinko Estates would not be defined as a “student” when determining eligibility for occupancy at Holinko Estate under a LIHCT scenario.

The Board asked Ms. Fields to request Women’s schedule a meeting with Department of Housing (DOH) to discuss the option of doing both the new construction and renovation work as one project using 9% tax credits. Mr. Simonsen also requested, without objection, that Ms. Ward attend the DOH meeting as a representative of the Mansfield Nonprofit Housing Development Corporation. Ms. Ward agreed to attend.

WRTD/UCONN Bus Service

Ms. Fields and Ms. Rudd spoke with Ellen Grant from WRTD regarding the process of making a small change to the bus schedule to allow the Housing Authority to attain additional points in the LIHCT application. It would be a long process and expensive.

At the suggestion of Ms. Grant, Ms. Fields and Ms. Rudd contacted UCONN transportation to ascertain if anyone could use the UCONN bus service, regardless of student or faculty status. Transportation Services confirmed that anyone can use UCONN buses at no cost. This should allow the additional points to be granted in the LIHTC application.

Lenard Engineering

Ms. Fields and Ms. Rudd spoke with Lenard Engineering regarding a piece of the Holinko property that may be contested. There is a cloud on the title due a small strip of property that appears to be claimed by both, Mansfield Housing Authority and Corridor Storrs II, LLC. It is a small sliver of land consisting of about a eighth of an acre. It was part of the now Holinko property, deeded in 1861, and there is no evidence that it was split off from the parcel.

Ms. Fields will attempt to contact Corridor Storrs II, LLC to discuss the land description issue.

Savings Institute Bank and Trust Resolution

Ms. Fields presented the Bank Resolution to open a 16-month CD at 1.4% at the Savings Institute Bank and Trust. The Resolution and paperwork was not delivered on time to be signed at this meeting.

NEW BUSINESS

Standing Development Committee

Mr. Eddy has requested that a new standing committee be formed in conjunction with the members of the Mansfield Nonprofit Housing Development Corporation to address the immediate and ongoing issues that arise in development processes. This will enable any development process to proceed more smoothly and quickly.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to form an Ad Hoc Development Conference Committee comprised of two members of the Housing Authority Board of Directors and two members of the Mansfield Nonprofit Housing Development Corporation Board of Directors. Motion approved unanimously.

Wrights Village Landscaping Contract

Ms. Fields received a contract for lawn feeding (three feedings) from Milrick Lawn Services in the amount of \$4,500. There was no increase from the previous two years.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the contract with Milrick Lawn Service in the amount of \$4,500. Motion passed unanimously.

MEETING DATE REVIEW

The next meeting will is scheduled on April 21, 2016 at 9:30 a.m.

OTHER BUSINESS

None

ADJOURNMENT

The Chairman declared the meeting adjourned at 11:25 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairman