

# HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

## REGULAR MEETING MINUTES

Housing Authority Office

January 19, 2023

8:30 a.m.

Attendance: Mr. Long, Chair; Mr. Simonsen, Vice Chair and Secretary; Ms. Holt, Commissioner; Mr. Fratiello, Commissioner joined at 8:45; Karen Chandler, Commissioner was excused; and Ms. Fields, Executive Director; Melanie Savage, Assistant Director  
Invited Guests:

The meeting was called to order at 8:34 a.m. by the Chair.

### MINUTES

The Chair declared, without objection, the acceptance of the minutes of the December 16, 2022 Special Meeting.

### COMMENTS FROM THE PUBLIC

None

### COMMUNICATIONS

None

### REPORTS OF THE DIRECTOR

#### Bills

A motion was made by Ms. Holt and seconded by Mr. Simonsen to approve the December Bills. Motion approved unanimously.

#### Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Ms. Holt to approve the November financial reports. Motion approved unanimously.

#### Financial Report-B (Section 8 Statistical Report)

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

### COMMENTS FROM COMMISSIONERS

None

### COMMITTEE REPORT

#### **Policy Committee**

The Policy Committee met on January 6, 2023 and reviewed the Holinko Estates Annual Recertification Process Policy. There were no material changes made. The Board was provided with a copy of the new policy and the Policy Committee recommended that the Board approve it.

A motion was made Mr. Fratiello and seconded by Ms. Holt to approve the Annual Recertification Process Policy for Holinko Estates effective immediately. Motion approved unanimously.

## **PROPERTY MANAGEMENT (NON-OWNED)**

### **South Eagleville (Eagleville Green)**

NDC-CEF has been selected as the Low-Income Housing Tax Credit Investor. CHFA underwriters continue to review documents. The loan approval request is expected, but not confirmed, to go the CHFA Board in February. Enterprise Builders is reviewing contract. Ms. Fields is working with Environmental Services for the property clean up and demolition of 121 South Eagleville. The cost of the Environmental Services has been increased by about 55% due to additional requirements and contingencies required by the third party CHFA environmental reviewer. The new contract is in draft form and has not been signed yet pending confirmation of some new numbers. The new higher number has been added to the budget.

## **UNFINISHED BUSINESS**

### **Employee Manual – Medical/Dental Update**

Section 3-10 Medical-Dental-Life Insurance does not include the option for an employee to provide their own medical and dental insurance coverage through another source and receive one half the cost of the employer plan in lieu of coverage. Previously, this was a choice but is not in the current Employee Manual.

Ms. Fields will email Ms. Holt the background/specific questions and she will review the language for discussion at the next Board meeting.

## **NEW BUSINESS**

### **Haley Ward Contract (Formally Lenard Engineering)**

Lenard Engineering has merged with Haley Ward and are now requesting a contract for the Quarterly Wastewater Pump Inspections at Holinko Estates. They have increased the price from \$850 to \$1,050 per quarter. Last year the price was increased from \$650 to \$850. There is a right to terminate the agreement with seven (7) days prior written notice. Ms. Fields is pursuing other lower cost options which would have to be mutually acceptable between the Housing Authority and the Town Public Works Director under the Community Sewer System Operation and Maintenance Agreement between the Housing Authority and the Water Pollution Control Authority Town of Mansfield. With this most recent price increase, the quarterly inspection cost has increased \$400 since January 2022.

A motion was made by Mr. Fratiello and seconded by Ms. Holt to approve the contract between Haley Ward and the Housing Authority in the amount of \$4,200. Motion approved unanimously.

### **Section 8 – Set Aside Funds**

Ms. Fields stated that the Housing Authority qualified for additional funding of \$14,778 for higher costs associated with vouchers that have been ported out to other

higher costs areas and had not been absorbed by the receiving housing authority. Due to the Housing Authority reserves, only \$2,770 was awarded. We have ample reserves this year due to increased funding on the federal level and low voucher use. Only 48 families of the 127 families pulled from the list in 2022, attended a briefing and received a voucher. The remaining 79 families did not return the required paperwork to qualify them for a briefing. One hundred and twenty families were those that applied for housing assistance in February 2022.

**OTHER BUSINESS**

None

**NEXT MEETING DATE**

The next meeting is scheduled for February 16, 2023, March 16, 2023, and April 18, 2023 (Special Meeting). All meetings will be held at 8:30 a.m.

**ADJOURNMENT**

The Chair declared the meeting adjourned at 9:15 a.m. without objection.

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William Simonsen, Secretary

**Approved**

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Richard Long, Chair