

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

January 20, 2022

8:30 a.m.

Attendance: Mr. Long, Chair; Mr. Simonsen, Vice Chair and Secretary; Ms. Holt, Commissioner; Jennifer Nucci, Commissioner; Ms. Fields, Executive Director; Ms. Rudd, Assistant Director; and invited guests, Kathy Ward and Edith Allison

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, 2021, Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

The Town provided the Housing Authority with N95 masks and COVID test kits. Masks were distributed to all adult tenants. Test kits will be made available, by request, to tenants and their household members if a household member is symptomatic.

REPORTS OF THE DIRECTOR

Bills

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

The final seven families have been pulled off the 2018 Waiting List. Provided there are no unforeseen issues, the plan is to accept applications from February 23- 25 to create a new 2022 Waiting List consisting of 250 applicants and immediately begin pulling families off the new list. It will be advertised in the Willimantic Chronicle and on www.cthcvp.org. Notices of the opening will also go out to the partner organizations. The same notice will be used as was used in 2018 with only the dates being changed.

COMMENTS FROM COMMISSIONERS

None

COMMITTEE REPORT

None

PROPERTY MANAGEMENT (NON-OWNED)

South Eagleville (Eagleville Green)

Documents continue to be gathered and produced in response to questions by CHFA and DOH on the application for funding. Final plans are being completed by the architect.

The MNHDC is working with the Town as a private partner to apply for funds through the CT Communities Challenge Grant. This will help support the sewer work for Eagleville Green and most importantly eliminate the need for a pump station that would contribute to higher expenses on the property long term.

UNFINISHED BUSINESS

None

NEW BUSINESS

Update to Employee Manual

Ms. Fields stated two updates are needed. (1) Section 2-5 Overtime. The last sentence needs to be modified to add "on-call" maintenance or security duties will be paid regardless of the number of hours worked in the week. (2) Section 3-2 Holiday Time. The new holiday, Juneteenth, will be added.

A motion was made by Ms. Holt and seconded by Ms. Nucci to make the changes as submitted to the Board members. Motion approved unanimously.

Sewer Access Agreement

As part of the CT Communities Challenge Grant (and the construction of Eagleville Green), the Mansfield Nonprofit Housing Development Corporation (MNHDC) and/or the Town of Mansfield will need a sewer access agreement or easement across the 309 Maple Road property that is owned by the Authority for the installation, maintenance, and repair of the sewer line. Mr. Long signed a letter that Ms. Fields shared with the Board stating the Board would discuss it at this meeting and as a sponsor and asset manager for MNHDC, it was anticipated the Board would agree to pursue the easement.

A motion was made by Ms. Holt and seconded by Mr. Simonsen to support the exploration of a sewer easement and will review the request when received from the Town. Motion approved unanimously.

NEXT MEETING DATE

The next Meetings are scheduled February 17, 2022; March 17, 2022; and April 21, 2022. All meetings will be held at 8:30 a.m.

ADJOURNMENT

The Chair declared the meeting adjourned at 9:45 a.m. without objection.

Approved

William Simonsen, Secretary

Richard Long, Chair