

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

February 16, 2023

8:30 a.m.

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

The meeting was called to order at 8:30 a.m. by the Chair.

MINUTES

The Chair declared, without objection, the acceptance of the minutes of the January 19, 2023 Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Simonsen and seconded by Mr. Fratiello to approve the January Bills. Motion approved unanimously.

Financial Reports –A (General)

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

Financial Report-B (Section 8 Statistical Report)

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

COMMENTS FROM COMMISSIONERS

None

COMMITTEE REPORT

None

PROPERTY MANAGEMENT (NON-OWNED)

South Eagleville (Eagleville Green)

The loan approval request will go to the CHFA Board in March. The construction contract is still being negotiated with Enterprise Builders. Ms. Fields is working with Environmental Services, Inc. (ESI) for the property clean up and demolition of 121 South Eagleville. ESI has mobilized and will perform additional soil testing around 121 and in the open field per the request of CHFA's outside consultant.

The new ownership structure has been established. Eagleville Green, LLC will be the new owner and the Managing Member will be Eagleville Green Development, LLC (EGDLLC). EGDLLC will have two members, Mansfield Nonprofit Housing Development Corporation (79%) and Northeastern CT Community Development Corporation (NCCDC) (21%) has been asked to join EGDLLC as a silent member. Attorney McGrath will work on the partnership agreement with the MNHDC's attorney. This ownership structure is required to accommodate the Low-Income Housing Tax Credit Program Investor (an IRS program) to complete the funding required for this project.

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. Originally, prior to completing the updated manual, this was a choice but is not in the current Employee Manual.

After review of the information provided to Ms. Fields from Ms. Holt, Ms. Fields suggested the following language be added to the end of the first paragraph of Section 3-10.

“If the employee chooses not to accept the Mansfield Housing Authority’s medical/dental coverage, it will pay the employee one-half the premium the Housing Authority would have paid on the employee’s behalf, provided that, the employee provides evidence of medical/dental coverage purchased elsewhere.”

A motion was made by Mr. Simonsen and seconded by Mr. Fratiello to approve the above language be added to Section 3-10 of the Employee Manual. Motion approved unanimously.

NEW BUSINESS

Election of “A” Members

The Housing Authority annually elects two commissioners to the Board of the Mansfield Nonprofit Housing Development Corporation. Currently the elected board members are Mr. Long and Mr. Simonsen.

A motion was made by Ms. Holt and seconded by Mr. Fratiello to elect Mr. Long and Mr. Simonsen to the Board of the Mansfield Nonprofit Housing Development Corporation effective February 2023. Motion approved unanimously.

SEMAP

Ms. Fields submitted the biennial Section 8 Management Assessment Program (SEMAP) to HUD on February 8, 2023.

OTHER BUSINESS

None

NEXT MEETING DATE

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

ADJOURNMENT

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

William Simonsen, Secretary

Approved

Richard Long, Chair