

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

March 16, 2023

8:30 a.m.

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

The meeting was called to order at 8:31 a.m. by the Chair.

MINUTES

The Chair declared, without objection, the acceptance of the minutes of the February 16, 2023 Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

The Housing Authority received a notice of unsafe conditions from the Building Department regarding the back stairs on Building 5 at Holinko Estates. This was a condition that was noted in October and slated for repair or replacement this spring. It is addressed under New Business.

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

A motion was made by Ms. Holt and seconded by Mr. Simonsen to approve the January 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 February 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. As required, the DECD Grant/Loan with the Town will close prior to April 6th. At that time, the ownership will transfer to Eagleville Green, LLC. And Mansfield Nonprofit Housing Development Corporation (MNHDC) will be the sole and managing member.

UNFINISHED BUSINESS

None

NEW BUSINESS

Back Stairs at Holinko Estates Building 5

At the 2022 Board Meeting it was determined that the back stairs at Holinko Estates on Building 5 would be addressed in the spring. The Housing Authority received from the Town Building Department a notice to have the repaired/replaced. Ms. Fields spoke with the Building official and reiterated the plan in the October minutes to address the stairs this spring of this year.

Ms. Fields began contacting contractors. On March 8th, Ms. Fields left email requests for two local contractors to contact her to discuss the project, if interested. Neither has responded. On March 13th Ms. Fields called Mr. Briggs, a contractor who has done work at Holinko Estates. He was retired but provided three other possibilities. Ms. Fields emailed another contractor on March 15th and is setting up a time to meet at the site. Mr. Simonsen also provided another contractor who might be interested.

Loan Subordination and Transfer Agreement

In connection with the DECD closing, the Housing Authority is being required to approve the transfer of the property to Eagleville Green, LLC and subordinate its loan to MNHDC. Ms. Fields provided the Subordination Agreement to the Board and recommended the approval of the Subordination. The DOH/CHFA construction loan, if approved, is expected to close at the end of June or early July. At that time, this mortgage should be paid in full.

A motion was made by Mr. Simonsen and seconded by Ms. Holt to approve the execution of the Subordination Agreement. Motion approved unanimously.

OTHER BUSINESS

Ms. Fields asked the Chair to request a motion to bring up a new business item not on the agenda. The Chair requested a motion be made.

A motion was made by Mr. Simonsen and seconded by Ms. Holt to add a new business. Motion approved unanimously.

Executive Session

Ms. Fields asked the Chair to request a motion be made to go into Executive Session to discuss pending litigation. The Chair requested a motion be made.

A motion was made by Ms. Holt and seconded by Mr. Simonsen to go into Executive Session at 9:05 a.m. and invite Ms. Fields and Ms. Savage. Motion approved unanimously.

The Board came out of Executive Session at 9:26 a.m.

NEXT MEETING DATE

The next meeting is scheduled for April 18, 2023 (Special Meeting), May 18, 2023, and June 15, 2023. All meetings will be held at 8:30 a.m.

ADJOURNMENT

The Chair declared the meeting adjourned at 9:30 a.m. without objection.

William Simonsen, Secretary

Approved

Richard Long, Chair