

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

March 17, 2022

8:30 a.m.

Attendance: Mr. Long, Chair; Mr. Simonsen, Vice Chair and Secretary; Ms. Holt, Commissioner; Ms. 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 February 17, 2022, Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

A motion was made by Ms. Nucci 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

Ms. Nucci announced that she would be resigning at the end of this meeting because she was moving out of town. The Board members expressed their thanks to her for her time and interest. Her perspective that she brought to the Board will be missed.

COMMITTEE REPORT

None

PROPERTY MANAGEMENT (NON-OWNED)

South Eagleville (Eagleville Green)

Documents continue to be gathered and produced in response to questions and discussions with CHFA and DOH. Final plans are being completed by the architect.

UNFINISHED BUSINESS

Section 8 Waiting List Opening

Ms. Fields stated the Housing Authority received 1,052 applications. This is the lowest number of applications since, at least, 2006. Through a lottery, 250 applicants were put on the Waiting List. The first group of twenty families will be sent paperwork to begin processing on March 22, 2022.

Tenant Commissioner

There is still one vacancy on the Board. Ms. Fields approached a resident at Wright's Village and while interested, due to her current work schedule, she was unable to consider the position at this time. Ms. Fields will continue the search. Ms. Fields is expanding the search to include all our housing programs participants and not just Wright's Village residents.

NEW BUSINESS

Building Damage at Holinko Estates

A guest of a tenant drove into Building 3. Apparently, he thought he was in reverse. The car was uninsured and unregistered. The Tenant called the police and reported the damage to their renter's insurance carrier. The damage on the outside appeared to be the A/C sleeve and a couple very minor cracks in the siding, but on the inside, the wall under the window has been pushed in. Ms. Fields met with the insurance adjuster on March 3, 2022, who provided a couple contractor names with whom they had worked previously. On March 11, 2022, Ms. Fields met with the contractor who will put an estimate together for the insurance company.

Policy Committee

Ms. Fields asked that the Policy Committee be reinstated to consider three policy updates that include the CT Family Medical Leave Act, Non-Harassment, and Remote Work. Mr. Long is the only Board member remaining from the original Committee members. Ms. Ward was invited to be on the committee again to review the new policies.

The new committee members will be Mr. Long, Mr. Simonsen and Ms. Ward. Ms. Fields will set up a meeting that is convenient for the members.

Section 8 2022 Utility Schedule

Ms. Fields provided the Board with the new 2022 utility schedule to be used for Section 8 effective July 1, 2022. The Schedule is updated each year and is based on rates/costs for energy sources based on unit bedroom size.

A motion was made by Ms. Nucci and seconded by Mr. Simonsen to approve the 2022 Utility Schedule for Section 8. Motion approved unanimously.

NEXT MEETING DATE

The next Meetings are scheduled April 21, 2022; May 19, 2022; and a Special Meeting on June 15, 2022. All meetings will be held at 8:30 a.m.

ADJOURNMENT

The Chair declared the meeting adjourned at 9:25 a.m. without objection.

William Simonsen, Secretary

Approved

Richard Long, Chair