

# HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

## SPECIAL MEETING MINUTES

Housing Authority Office

April 18, 2023

8:30 a.m.

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

Invited Guests:

The meeting was called to order at 8:35 a.m. by the Chair.

### MINUTES

The Chair declared, without objection, the acceptance of the minutes of the March 16, 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 Ms. Holt to approve the March Bills. Motion approved unanimously.

#### Financial Reports –A (General)

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

Ms. Fields stated that the current truck is in bad shape and new(er) truck will need to be purchased this Spring/Summer. To get a vehicle that replaces the truck with a slightly newer model (current is Chevy 2010), low mileage and ability to plow it will probably be around \$30,000.

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

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

### COMMENTS FROM COMMISSIONERS

Ms. Simonsen requested that Ms. Fields review the Certificate of Deposit rates for discussion at the next meeting to determine if funds should be invested differently considering the interest rate increases.

## **COMMITTEE REPORT**

None

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

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

The DOH/CHFA loan was approved by the CHFA Board. The CT Communities Challenge Grant through DECD/Loan with the Town closed. As part of that closing, the ownership of 113-121 South Eagleville Road was transferred to Eagleville Green, LLC. The Mansfield Nonprofit Housing Development Corporation (MNHDC) is the sole partner and managing member until both the Northeastern CT Community Development Corporation and the investor enter the partnership prior to the CHFA/DOH closing in early July. The white house (121) has been demolished, all soil cleanup has been completed, and the remaining cleanup of any items with lead paint inside 113 is being coordinated between ESI and the general contractor.

## **UNFINISHED BUSINESS**

### **Back Stairs at Holinko Estates Building 5**

Ms. Fields and Ms. Savage met with Manning Enterprises and Sunrise Construction on March 20th. Ms. Savage contacted about six additional contractors who were either too busy or did not return calls. The two bids received were provided to the Board for consideration.

A motion was made by Mr. Simonsen and seconded by Mr. Holt to accept the bid of Manning Enterprises after references have been checked. Motion approved unanimously.

### **Executive Session**

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

A motion was made by Ms. Holt and seconded by Mr. Fratiello to go into Executive Session at 9:08 a.m. and invite Ms. Fields and Ms. Savage. Motion approved unanimously.

The Board came out of Executive Session at 9:15 a.m.

## **NEW BUSINESS**

### **Section 8 Utility Schedule**

Ms. Fields provided the new Section 8 Utility Schedule which will be effective July 1, 2023. There were significant increases due to rate increases in delivery charges by Eversource.

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

## **OTHER BUSINESS**

None

**NEXT MEETING DATE**

The next meeting is scheduled for May 18, 2023, June 15, 2023, and July 20, 2023. All meetings will be held at 8:30 a.m.

**ADJOURNMENT**

The Chair declared the meeting adjourned at 9:18 a.m. without objection.

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William Simonsen, Secretary

**Approved**

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Richard Long, Chair