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HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

April 21, 2022

8:30 a.m.

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

The meeting was called to order at 8:32 a.m. by the Chair.

MINUTES

The Chair declared, without objection, the acceptance of the minutes of the March 17, 2022, Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Holt and seconded by Mr. Simonsen 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.

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

None

COMMITTEE REPORT

Policy Committee

The Policy Committee met on April 20th and reviewed the new and/or updated policies. Changes will be completed and presented to the Board for approval at the next meeting.

DRAFT

Ms. Fields asked, and the Committee agreed to remain active as the Ad Hoc Policy Committee to be available for other policies that need review and changes. Meetings will be held as needed.

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. With the approval by the Governor of the Communities Challenge Grant submitted by the Town of Mansfield and the Mansfield Nonprofit Housing Development Corporation as the public-private partnership, it is expected that the funding from DOH and CHFA will be finalized. This grant was one of twelve awarded from fifty-three submissions.

UNFINISHED BUSINESS

Commissioner Vacancies

There are two vacancies on the Board. To fill the Tenant Commissioner, 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 also asked Ms. Chandler if she would be interested. Receiving a positive response, Ms. Fields invited her to the meeting today. Mr. Long will send a recommendation letter to the Committee on Committees in favor of appointing Ms. Chandler.

Building Damage at Holinko Estates

Ms. Fields met with project manager at United Property Restoration Services on April 1, 2022. A schedule will be completed once they have received a lead time on the window replacement as well as other materials.

NEW BUSINESS

Wright's Village Parking Lot Striping

The parking spaces at Wright's Village need restriping. The parking area may have to be resealed as well. It will be considered a new paint job because the lines are almost non-existent in much of the area. Ms. Fields estimated the cost to be \$8,000 to \$10,000 for resealing and striping.

After discussion, the Board agreed that Ms. Fields would determine the striping requirements and continue the discussion at the May Board meeting.

Liberty Bank ACH Processing Agreement

Ms. Fields provided the Board with an updated ACH processing agreement to increase the daily limit. Currently, each time the limit needs to be increase, a request to Liberty for an exception must be made and approved. Liberty Bank would like us to permanently increase our ACH file limit. In addition, we have added both the Finance Manager and the Assistant Director to the application as secondary and additional contacts, respectively.

A motion was made by Mr. Simonsen and seconded by Ms. Holt to approve the new application for ACH transfers with Liberty Bank. Motion approved unanimously.

DRAFT

OTHER BUSINESS

None

NEXT MEETING DATE

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

ADJOURNMENT

The Chair declared the meeting adjourned at 9:20 a.m. without objection.

Approved

William Simonsen, Secretary

Richard Long, Chair