

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

May 19, 2022

8:30 a.m.

Attendance: Mr. Long, Chair; Mr. Simonsen, Vice Chair and Secretary; Ms. Holt, Commissioner; Mr. Fratiello, 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 8:40 a.m. by the Chair.

MINUTES

The Chair declared, without objection, the acceptance of the minutes of the April 21, 2022, Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

New Commissioner Appointment

Ms. Fields received a notice from the Town Clerk's Office that Mr. Fratiello was appointed Commissioner on April 25, 2022, by the Town Council. He is completing the term vacated by Jennifer Nucci which expires October 31, 2023.

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

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

COMMENTS FROM COMMISSIONERS

Mr. Simonsen extended a warm welcome to the new Commissioner, Mr. Fratiello, and hoped Karen Chandler will be approved soon.

COMMITTEE REPORT

Policy Committee

The Committee has review and is recommending the new Connecticut Non-Harassment policy, and Remote Work policy updates. The Remote Work policy will

replace the existing Telecommuting policy. The Non-Harassment policy will replace the existing Sexual Harassment, Non-Harassment and Sexual Claims policies. The new policies were all recommended by the Society for Human Resource Management (SHRM), our human resource employee manual vendor.

A motion was made by Mr. Simonsen and seconded by Ms. Holt to accept the Remote Work policy and the CT Non-Harassment policy with the inclusion of a statement that all employees will be required to attend training as required by law. The policies will be effective immediately. Motion approved unanimously.

PROPERTY MANAGEMENT (NON-OWNED)

South Eagleville (Eagleville Green)

There was a meeting with DOH and CHFA on May 2, 2022. The outcome of the meeting was a list of items that the MNHDC and its contractors need to provide to DOH and CHFA. Another meeting is scheduled for May 25, 2022. The team is working to provide those items.

UNFINISHED BUSINESS

Commissioner Vacancy

Mr. Long sent a recommendation letter to the Committee on Committees in favor of Ms. Chandler joining the Board.

Building Damage at Holinko Estates

Ms. Fields met with project manager at United Property Restoration Services on April 1, 2022. The window was expected to be delivered on sometime next week. Ms. Fields will be provided with a schedule once the window is received.

Wright's Village Parking Lot Striping

Ms. Fields could not find any requirement to strip parking spaces. She referred the question to the Building Department who stated that if restriping and changing sizes/number etc., a plan and a permit application would be required. The Building Department copied Planning and Zoning who replied that a Modification to the Special Permit would be required to change the number/location of parking spaces.

If it is striped, it must meet the requirement under which the plan was originally permitted. Striping the parking area is not a code requirement. After discussion the Board decided to not strip the parking area at this time.

NEW BUSINESS

None

OTHER BUSINESS

None

NEXT MEETING DATE

The next Meetings are scheduled a Special Meeting on June 15, 2022; and July 21, 2022; and August 18, 2022. All meetings will be held at 8:30 a.m.

ADJOURNMENT

The Chair declared the meeting adjourned at 9:56 a.m. without objection.

Approved

William Simonsen, Secretary

Richard Long, Chair