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 June 15, 2022, Special Meeting.

COMMENTS FROM THE PUBLIC
Ms. Chandler asked about the windows at Wright’s Village as many are hard to open or need to be pushed closed. Ms. Fields stated that the maintenance team was in the process of evaluating all window maintenance requests to determine if the window or the hardware needed to be replaced. Some of the windows cannot be fixed with new hardware because they have been left open in the rain over the years and rotting under the window will not allow new hardware to be attached. Once the assessment is made, appropriate windows or hardware can be ordered.

COMMUNICATIONS
None

REPORTS OF THE DIRECTOR
Bills
A motion was made by Ms. Holt and seconded by Mr. Simonsen to approve the June Bills. Motion approved unanimously.
Financial Reports – A (General)
A motion was made by Ms. Holt and seconded by Mr. Simonsen to approve the May 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 June Section 8 Statistical Report. Motion approved unanimously.

COMMENTS FROM COMMISSIONERS
None
COMMITTEE REPORT
Policy Committee
Ms. Fields asked that a meeting be held by the Policy Committee to review policies that have been updated by the Housing Authority staff. The meeting was set for September 8, 2022, at 10:00 am.

Ad Hoc Budget Committee
The Committee met on July 19, 2022. After review and discussion of the budgets for all the housing programs, the Committee is recommending to the Board, that an increase of $30 per month for Wright’s Village and $40 per month in rent and an increase in the utility allowance of $5.00 per month for Holinko Estates. Ms. Fields will provide 30-day notice to tenants for the rent increase meeting on August 22, 2022. All tenant comments must be received by August 22, 2022, at 3:00 p.m.

A motion was made by Mr. Simonsen and seconded by Mr. Fratiello to approve the recommendation of the Committee pending comments received by tenants.

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. The team from DOH, CHFA and MNHDC met on May 25. The meeting discussed financing options, getting a current cost for the project by asking the contractors on the list who replied to the RFQ/RFP which was initially sent to procure a construction manager. Because of the construction materials market, most bids will not be held for more than 90 days. Still no firm commitments. A meeting is expected to be set in early August. Six of the seven contractors are submitting bid which are due July 29, 2022. Bids will be reviewed in early August.

UNFINISHED BUSINESS
Commissioner Vacancy
Mr. Long sent a recommendation letter in May to the Committee on Committees in favor of Ms. Chandler joining the Board. Ms. Fields will email the Town and request an update on appointing Ms. Chandler to the Board.

Building Damage at Holinko Estates
The work has been completed.

NEW BUSINESS
New Member to MNHDC
Mr. Fratiello would like to join the Mansfield Nonprofit Housing Development Corporation as a Member.

A motion was made by Mr. Simonsen and seconded by Ms. Holt to approve Mr. Fratiello as a Member of the Mansfield Nonprofit Housing Development Corporation. Motion approved unanimously.
Holinko Estates Gardens

There have been issues with tenants putting in gardens at Holinko Estates by tearing out lawn. One tenant may want a garden while the next tenant may not. After a lengthy staff discussion, it was suggested that to control the gardening the MHA will offer a raised bed to the tenant. The bed would remain, and gardening would only be allowed in the raised bed. This would be done going forward and not disrupt any current gardening. When a current tenant leaves, the garden area would be replaced with grass and if a new tenant wanted to garden they could request a raised bed. There would be a cost to this solution, but it would help the appearance of Holinko immensely. The details would be worked out depending on each unit and there would be a limit to the gardening area such as 3 x 8. This would be detailed as an addendum to the lease.

Holinko Estates Building 5 Back Stairs

It has been noted that the Building 5 back stairs need to be addressed again. The last time substantial repairs were made was June 2015. Ms. Fields has asked maintenance to assess the stair units.

OTHER BUSINESS

None

NEXT MEETING DATE

The next Special meeting is scheduled for August 25, 2022, the Special Annual Meeting September 22, 2022, and a Special meeting for October 19, 2022. All meetings will be held at 8:30 a.m.

ADJOURNMENT

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

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William Simonsen, Secretary

Approved

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Richard Long, Chair