

# HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

## REGULAR MEETING MINUTES

Housing Authority Office

June 20, 2019

8:30 a.m.

Attendance: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Ms. Hall, Assistant Treasurer; April Morin, Secretary-Treasurer; Kathy Holt, Commissioner; Ms. Fields, Executive Director; Hannah Rudd, Development Coordinator; invited guests Kathy Ward and Edith Allison.

The meeting was called to order at 8:34 a.m. by the Chairman.

### **MINUTES**

The Chairman declared, without objection, the acceptance of the minutes of the May 17, 2019 Special 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 May bills. Motion approved unanimously.

#### **Financial Reports –A (General)**

Financials were reviewed. There were a couple Current Period expenditures that required further information prior to approval. The information from the Fee Accountant was not available prior to the end of the meeting.

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

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

### **REPORT FROM TENANT REPRESENTATIVE**

None

### **COMMENTS FROM COMMISSIONERS**

None

### **COMMITTEE REPORT**

None

## **UNFINISHED BUSINESS**

### **Summer Intern**

Four resumes were received. Lauren Goulet was hired. The Housing Authority purchased an Employee Manual for Connecticut from the Society for Human Resource Management (SHRM). The manual covers both federal and state law. Ms. Goulet will use this form to begin the update of the current employee manual.

### **HAI Group Property and Liability Insurance**

Ms. Fields received a quote directly from HAI for the property and liability insurance. HAI is a member owned organization with insurance programs designed to serve Housing Authorities. HAI will not renew through the current DAS insurance program. DAS through Arthur J. Gallagher & Co. approached six carriers and found no interest in providing a quote for the CT Housing Authority property and liability program. Ms. Fields will bind coverage with the current carrier, HAI. The MHA has the opportunity to become an A member of HAI for the property coverage for a one-time fee of \$1,656. The MHA is already an A member for its liability coverage. A members are qualified to receive the maximum dividend, if any.

A motion was made by Mr. Simonsen and seconded by Ms. Holt to approve a payment of \$1,656 to become an A-member for the property coverage. Motion approved unanimously.

### **Laundry Room Update**

The Wrights Village laundry room was officially moved on June 14<sup>th</sup> from the Senior Center to the newly constructed laundry room next to the office.

## **NEW BUSINESS**

### **Holinko Estates - Landscaping**

Ms. Fields expressed a desire to improve the landscaping at Holinko without spending too much. It was determined that at the next meeting a field trip to Holinko should take place.

### **Commissioner Termination Date**

Ms. Fields reminded the Chairman that Commissioner William Simonsen term will expire on October 31, 2019. Ms. Fields suggested that Mr. Long write a letter to the Committee on Committees to recommend another term for Mr. Simonsen, if he was interested. Mr. Simonsen stated he would be interested in another term.

## **MEETING DATE REVIEW**

The next two Regular Meetings will be held on July 18, 2019 and August 15, 2019 at 8:30 a.m.

## **OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairman declared the meeting adjourned at 9:44 a.m. without objection.

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April Morin, Secretary

**Approved:**

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Richard Long, Chairman