



TOWN OF MANSFIELD HOUSING CODE BOARD OF APPEALS

Draft **MINUTES of** **REGULAR MEETING** December 10, 2012

- I. CALL TO ORDER: Richard Pellegrine, who served as Chairman of this Board, deceased in early July. Sympathies were expressed of his passing. His years of service on this Board were acknowledged with appreciation. In lieu thereof, David Spencer served as Chairman for this meeting. He called the meeting of the Town of Mansfield Housing Code Board of Appeals to order at 5:10 p.m. in Conference Room C at the Audrey P. Beck Building.
- II. ROLL CALL: Members present: William Briggs and David Spencer. Housing Code Enforcement Officer, Derek Debus was also present at the meeting. Member absent: Will Bigl. The volunteer interest of Emile Poirier as member of this Board has been submitted to the Committee on Committees for review. His appointment is pending.
- III. APPROVAL / REVISION OF MEETING AGENDA: Chairman called for motion to revise or approve the agenda, motion in favor to accept the agenda as presented was made by William Briggs and seconded by David Spencer. All being in favor, motion passed.
- IV. BUSINESS MEETING:
- a. Approval / Revision of Meeting Minutes: Chairman called for a motion to accept or revise the minutes of the December 12, 2011 meeting. Motion was made by David Spencer to accept the minutes and seconded by Bill Briggs. Motion passed.
- b. Building & Housing Inspection Department Report: Housing Code Enforcement Officer, Derek Debus, reported that no applications for appeals have been received to date for the 2012 year. Inspections are on schedule and Landlords have been abating violations found during inspection. In addition to Housing Code Compliance Certification requirements, the provisions of Landlord Registration, Parking Ordinance, Nuisance Ordinance and Litter/Blight Ordinance continue to be enforced. The residential rental units at Storrs Center will become part of the implementation schedule subject to biannual inspection process beginning 5 years from date of CO.
- c. Review / Approval of 2013 Regular Meeting Schedule: Motion made by David Spencer to maintain a regular meeting schedule for the 2nd Monday of each month at 5:00 pm, with the exception of meetings which would be held on Tuesday, the next business day following a holiday. William Briggs seconded. All being in favor, motion passed.
- d. Selection of Chairman for 2013: Chairman called for nominations of new Chairman. Nomination made by William Briggs for David Spencer to serve in this position, David Spencer accepted. All being in favor, the motion passed unanimously - David Spencer shall serve as Chairman, Housing Code Board of Appeals for 2013 year.
- V. ADJOURNMENT: There being no further business to be presented to the members, William Briggs moved to adjourn the meeting, David Spencer seconded. Motion passed and the meeting adjourned at 5:40 p.m.

Respectfully submitted,
Derek Debus
Housing Code Enforcement Officer