



# **TOWN OF MANSFIELD HOUSING CODE BOARD OF APPEALS**

## ***MINUTES of REGULAR MEETING*** December 9, 2013

I. CALL TO ORDER and ROLL CALL: Chairman David Spencer called the meeting of the Town of Mansfield Housing Code Board of Appeals to order at 5:02 p.m. in Conference Room C at the Audrey P. Beck Building. All members were present. Housing Code Enforcement Officer, Derek Debus and the Board secretary, Jennifer Thompson, were also present at the meeting.

II. 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 "Bill" Briggs and seconded by Will Bigl. All being in favor, motion passed.

### III. BUSINESS MEETING:

#### A. Approval / Revision of Meeting Minutes:

- Chairman called for a motion to accept or revise the minutes of the April 8, 2013 meeting. Motion was made by Will Bigl to accept the minutes and seconded by Bill Briggs. Motion passed unanimously.
- Chairman called for a motion to accept or revise the minutes of the September 9, 2013 meeting. Motion was made by Emile Poirier to accept the minutes and seconded by David Spencer. Motion passed unanimously.

B. Building & Housing Inspection Department Report: Housing Code Enforcement Officer, Derek Debus, reported that the very first two appeals to date since the Town's adoption of the Housing Code were received in the 2013 year. Inspections are on schedule and Landlords have been abating violations found during inspection. In addition to Housing Code requirements, the provisions of Landlord Registration, Parking Ordinance, Nuisance Ordinance and Litter/Blight Ordinance continue to be enforced. The renting of room(s) in owner occupied single family dwelling is exemption from landlord registration and housing code certification. Parking Ordinance was amended to provide that the approved plan must be posted in dwelling unit. Violation of that requirement will affect Housing Code certification. Property owner will not be issued certificate until compliance verified. The residential rental units at Storrs Center will become part of the implementation schedule subject to biennial process beginning 5 years from date of CO.

C. Review / Approval of 2014 Regular Meeting Schedule: Motion made by Will Bigl to maintain a regular meeting schedule for the 2<sup>nd</sup> 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. David Spencer seconded. All being in favor, motion passed.

D. Selection of Chairman for 2014: Nomination made by Will Bigl for David Spencer to continue to serve in this position. Emile Poirier seconded. David Spencer accepted. All being in favor, the motion passed unanimously - David Spencer shall serve as Chairman, Housing Code Board of Appeals for 2014 year.

IV. ADJOURNMENT: There being no further business to be presented to the members, Bill Briggs moved to adjourn the meeting, Emile Poirier seconded. Motion passed and the meeting adjourned at 5:20 p.m.

Respectfully submitted,  
*Jennifer Thompson, Secretary*