



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

## **Draft MINUTES of REGULAR MEETING December 8, 2014**

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 5:05 p.m. in Conference Room C at the Audrey P. Beck Building. Present: Will Bigl, David Spencer and Bill Briggs - Absent: Emile Poirier. Director of Building & Housing Inspection, Michael Nintean, 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 Will Bigl and seconded by David Spencer. 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 December 9, 2013 meeting. Motion was made by Will Bigl to accept the minutes and seconded by David Spencer. Motion passed unanimously.

B. Building & Housing Inspection Department Report: Director Nintean reported that the Department continues to enforce the code as adopted by the Town Council. Recently the Council amended the code to eliminate the certification zone and expanded to town-wide requirement for rental house code compliance certificates. Complaints were always addressed on town-wide basis under the Housing Code. There was a scenario occurred during this year whereby Woods Edge apartment complex did not provide the tenants with the Town's Right of Entry form but rather one of their own design which lead to need to obtain administrative search warrants in order to access units for inspection. Amendment was made to the code to clarify ambiguity as to date expiration of certificate in keeping with implementation schedule and eliminate issues that arose from citation process concerning delayed inspections for failure to schedule in timely manner, re-inspections for violation corrections and/or nonpayment of certificate fee. An updated town ordinance Supplement was provided to the Board Members present at this meeting for their reference. Housing Code Enforcement Officer, Derek Debus, has license for and part of his time is allocated to 1-2 family and condominium building code inspections in addition to the housing code inspection he still is doing too. A new part-time Housing Inspector has been hired by the Town to meet staffing needs of the housing inspection program.

C. Review / Approval of 2015 Regular Meeting Schedule: Suggestion made by Director Michael Nintean for Board may wish to consider setting a quarterly regular meeting schedule. A special meeting could be set for any appeal hearings. Motion made by Will Bigl to establish a regular meeting schedule on quarterly basis, on the 2<sup>nd</sup> Monday of respective months at 5:00 pm, with the exception of any meetings which would need to be held on Tuesday as the next business day following a holiday; reserving one date to be in December. Bill Briggs seconded. All being in favor, motion passed.

D. Selection of Chairman for 2015: Nomination made by Will Bigl for David Spencer to continue to serve in this position. Bill Briggs seconded. David Spencer accepted. All being in favor, the motion passed unanimously - David Spencer shall serve as Chairman, Housing Code Board of Appeals for 2015 year.

IV. ADJOURNMENT: There being no further business to be presented to the members, Chairman called for motion to adjourn the meeting, Will Bigl so moved and Bill Briggs seconded. Motion passed and the meeting adjourned at 5:20 p.m.

Respectfully submitted,  
*Jennifer Thompson, Secretary*