

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
August 20, 2009
8:00 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice President; Mr. Eddy, Secretary and Treasurer; Ms Hall, Assistant Treasurer; Ms Christison-Lagay Commissioner was excused; and Ms Fields, Executive Director.

The meeting was called to order at 8:05 a.m. by the Chairperson.

MINUTES

A motion was made by Mr. Simonsen and seconded by Ms Hall to accept the minutes of the July 15, 2009, Regular Meeting. Motion approved unanimously.

COMMUNICATIONS

HUD denied Ms Fields' request for additional HAP monies because when HUD performed their calculations, the Housing Authority did not meet the financial requirements for additional funding under the 2009 Set- Aside Funding.

REPORTS OF THE DIRECTOR

Bills

A motion was made by Ms Hall and seconded by Mr. Simonsen to accept the July 2009 Bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the June 2009 Financial Reports. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to accept the June 2009 Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Mr. Eddy reported that one or more of our residents are using the Senior Center dumpster instead of using the Wright's Village trash cans. Ms Fields will send a memo out reminding tenants that (a) the Senior Center dumpster is not for their use, (b) they are to use only the Wright's Village trash cans, and (c) they are responsible for informing any workers they may have.

Mr. Eddy reported that he observed a visitor to a tenant trying to pull the chain down which is across the Housing Authority driveway. Mr. Eddy asked and everyone agreed that if that had been done or if someone were to cut the chain, the police should be called as the Housing Authority would consider that destruction of private property. The Housing Authority property is private property.

Mr. Eddy suggested previously to Ms Fields that the bulky waste policy be modified to instruct tenants to call the office and arrange for our maintenance staff to pick up bulky waste from their unit rather than dropping it off by the garage creating a junk pile. Ms Fields sent out a memo revising the policy. This should also eliminate items being placed by the garage by unknown tenants and the associated disposal cost having to be absorbed by the Housing Authority.

COMMITTEE REPORTS

Finance Committee

Certificates of Deposit

The certificates of deposits will to be renewed on September 10, 2009. A recommendation was made to the Board to renew the certificates of deposits giving Ms Fields two options. Option one would be to rollover all the certificates with Liberty Bank with a three month term. Option two would be to rollover the Holinko Estates certificate with Liberty Bank with a three month term and move the Wright's Village and Section 8 certificates to Peoples Bank with a three month term. Ms Fields will review the rates at that time and choose one of the options. Ms. Fields will email the Board with her decision.

A motion was made by Mr. Simonsen and seconded by Ms Hall to approve the recommendation. Motion approved unanimously.

Replacement Reserve Report/Life Cycle Report

In order to better determine the reserve needs of each property, the Finance Committee recommends that a new Replacement Reserve Report be completed. The last one was done in November 2005. Ms Fields will obtain further information for discussion at the October Regular Meeting.

UNFINISHED BUSINESS

Senior Center Laundry Door

The door has been completed and keys were passed out on Friday August 14th. Residents now have access to laundry facilities 24/7.

Section 8 Administrative Plan Changes

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the changes to Chapter 7 and Chapter 9 of the Administrative Plan. Motion approved unanimously.

NEW BUSINESS

Holinko Estate Site Work

The site work plans and specifications have been placed for bid with three contractors. Ms Fields' has requested that the bids be returned no later than August 31, 2009.

New Doors for Building 2 at Holinko

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve replacing the doors on Building 2 at Holinko for a cost not to exceed \$5000.00 and to seek reimbursement for the cost of the project through the Administrative Oversight Charge administered by CHFA. Motion approved unanimously.

OTHER BUSINESS

September Regular Meeting Date Change

The Board agreed that the Regular Meeting for September will be changed from September 17, 2009 to September 16, 2009.

New Development

Mr. Simonsen would like to open a discussion for additional units at Holinko Estates. Ms Fields will place the item on the agenda for the October Regular Meeting.

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:45 a.m.

Approved:

Dexter Eddy, Secretary

Richard Long, Chairperson