

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
March 18, 2010
12:45 p.m.

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

The meeting was called to order at 12:50 p.m. by the Chairperson.

MINUTES

The Chairperson declared the acceptance of the minutes of the February 19, 2010 Regular Meeting without objection.

COMMENTS FROM THE PUBLIC

Mr Loyzim from Wright's Village stated he believed his refrigerator is defrosting more frequently than the manufacturer's specifications would suggest and this is causing him to pay higher electric bills. Mr. Loyzim was told the commission would consider his complaint.

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Eddy and seconded by Ms Hall to accept the February 2010 Bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr Simonsen and seconded by Ms Christison-Lagay to accept the December 2009 Financial Reports. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Resident Advisory Committee

Mr Eddy reported that there was no new progress. He anticipates setting up a meeting in April or May and hopes for better attendance once the weather is better.

COMMITTEE REPORTS

Finance Committee

A conference call was conducted with Charles Stuart, author of the Life Cycle Report. He answered questions and explained the formulas he used to establish the required reserves. The finance committee will consider the

information and in planning a three year financial plan to present to the Board for consideration.

UNFINISHED BUSINESS

Storage at Holinko Estates

A meeting was set for March 18th at 3:00 pm with Fran Raiola for all Board members to view and discuss the storage issues at Holinko Estates.

DECD Weatherization Program

Ms Fields will meet with Raymond Mack of CL&P on April 6, 2010 to review the program and the property. Mr. Mack will attend the April 15, 2010 Board Meeting to provide the Board with the proposed plan and scope of work that could be provided through this program for Wright's Village.

NEW BUSINESS

Unoccupied Unit Policy

The Board agreed that because this is state subsidized housing and there are families waiting for units, units should not be unoccupied for an extended period.

A motion was made by Ms Christison-Lagay and seconded by Mr. Simonsen to accept the Unoccupied Unit Policy stated below. Motion passed unanimously.

Unoccupied Unit Policy

A Tenant must reside in and occupy his/her leased unit. If, for medical reasons, a tenant has not occupied the unit for three consecutive months, the tenant must provide the Mansfield Housing Authority with a statement from a doctor that the person is expected to return to and occupy the unit within the next three months.

In the event a tenant has not occupied the unit for any reason for six continuous months the lease will terminate.

Mr. Loyzim is excluded from this policy only for the purpose of vacationing at his "camp" during the months of March through November due to his longstanding practice prior to this policy being approved.

Update – Solar Project

All documentation has been submitted to the Clean Energy Fund. The review of our application was completed, staff recommended and the Board of Directors approved a contingent grant for the project in the amount of \$69,825. Ms. Fields accepted this offer. Mr. Britton, with Sunlight Solar reviewed our project was able to expand the number of panels at a lower cost than originally estimated in December 2008 due to panel cost reductions.

Update – Energy Audit – Office Lighting

ConServ completed the retrofit of the office lighting on March 8, 2010 in accordance with the energy audit recommendations.

Update – Water Conservation

Ms Fields attended the Kick-Off meeting for the Water Conservation Study to be conducted by the Town. Energy New England was selected as the vendor

to perform the study of each of the Town's water customers. Audits will be done over a period of time as money permits. Once an audit is completed a report will be given to the owner which will provided water saving measures. Each measure will estimate the amount of water saved, cost of the measure and payback period. Each owner is then responsible to implement the water saving measures it chooses and can afford.

Use of HUD Section 8 Payment Standard

Ms Fields recommended that, effective April 1, 2010 the Housing Authority use the 2010 Section 8 one and two bedroom HUD payment standards for Mansfield, Willington and Coventry. Ms Fields is confident that the gross rents for enough of the one and two bedroom units are in line with the 2010 HUD payment standard to allow participants' access to affordable apartments. For the last few years, the Housing Authority has approved an additional 10% above the HUD payment standard because of the lack, at the time, of apartments that meet the HUD payment standards. The additional 10% adversely influences the Housing Authority's Section 8 financial position.

After lengthy discussion of the issue and review of the data, a motion was made by Mr. Simonsen and seconded by Mr. Eddy to have two votes on the issue, one to determine the payment standard for those towns in Tolland County (Mansfield, Willington and Coventry) and a second vote to determine the payment standard for those towns in Windham County (Ashford and Chaplin). Motion passed unanimously.

A motion was made by Ms Christison-Lagay and seconded by Mr. Simonsen that the payment standard for one and two bedroom units for Mansfield Willington and Coventry be the 2010 HUD payment standard, effective April 1, 2010. Motion passed unanimously.

A motion was made by Mr. Simonsen and seconded by Ms Hall that the payment standard for one and two bedroom units in Ashford and Chaplin be the 2010 HUD payment standard, effective April 1, 2010. Motion received two "yes" votes and three "no" votes. Motion did not pass.

A motion was made by Ms Christison-Lagay and seconded by Mr. Simonsen that the payment standard for one and two bedroom units in Ashford and Chaplin be a 5% increase over the 2010 HUD payment standard, effective April 1, 2010. Motion passed unanimously.

OTHER BUSINESS

Response to Jim Loyzim

The Board believes Mr. Loyzim's refrigerator problem will likely be solved by keeping it 1/3 to 1/2 full since refrigerators do not run as efficiently when mostly empty.

Ms Fields will send a letter to Mr. Loyzim stating that the Housing Authority will provide him with water jugs to fill his refrigerator and freezer if he does not have enough food to fill it. The Housing Authority will also have maintenance personnel pay special attention to his refrigerator to assess any potential issues going forward and monitor the temperature once it is full.

ADJOURNMENT

The Chairperson declared the meeting adjourned at 2:50 p.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson