

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**REGULAR MEETING MINUTES**  
Housing Authority Office  
May 19, 2010  
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; and Ms Fields, Executive Director.

The meeting was called to order at 8:10 a.m. by the Chairperson.

**MINUTES**

The Chairperson declared the acceptance of the minutes of the April 15, 2010 Regular Meeting without objection.

**COMMENTS FROM THE PUBLIC**

None

**COMMUNICATIONS**

Ms Fields reported that HUD approved her request for a higher administrative fee for the Housing Choice Voucher program.

Ms Fields reported that HUD determined that the Housing Authority was not eligible for any set aside funding for increased portability costs. The average portability costs are less than the Housing Authority's CY 2010 funded rate.

Ms Fields executed the agreement with the Commission on Human Rights and Opportunities (CHRO) and Ms Rychling. Ms Fields has purchased the sign indicating a reserved space for Ms Rychling to park. An offer was made to Ms Rychling to move to Unit 602, which meets the unit specifications as agreed, and she has refused. Ms Fields confirmed with the CHRO representative that the Housing Authority has met its obligation under this agreement and no other unit is required to be offered.

**REPORTS OF THE DIRECTOR**

**Bills**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the April 2010 Bills. Motion approved unanimously.

**Financial Reports –A (General)**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to accept the March 2010 Financial Reports. Motion approved unanimously.

**Financial Report-B (Section 8 Statistical Report)**

A motion was made by Ms Hall and seconded by Mr. Simonsen to accept the April 2010 Section 8 Statistical Report. Motion approved unanimously.

**REPORT FROM TENANT REPRESENTATIVE**

**Resident Advisory Committee**

Mr. Eddy reported that there has been no action this month on setting up a Resident Advisory Committee. He is gathering information from residents and is

contemplating grouping the property by units and meeting with residents by unit group. Mr. Eddy expects to begin meeting with residents in June and July.

## **COMMITTEE REPORTS**

### **Finance Committee**

Mr. Simonsen stated that the committee recommended that the bills be reorganized by category and that those bills that are out of the ordinary be underlined or highlighted. The committee also agreed that this year budgets will be projected out three years and the process will be earlier to accommodate any required rent increases.

### **UNFINISHED BUSINESS**

#### **Storage at Holinko Estates**

#### **HOLINKO ESTATES – STORAGE UNITS**

This policy provides for the safe operation of the storage units at Holinko Estates. The Housing Authority developed this policy based on discussions with the Town of Mansfield, Office of the Fire Marshal.

Storage units are not considered part of the rented property. Storage units are provided to tenants as a privilege, and only if the tenant complies strictly with the procedures and policies established by the Housing Authority.

Each storage unit shall be locked using an approved lock provided by the Housing Authority. The Housing Authority shall have access to every unit with a master key. No other lock shall be placed on storage units. If any unapproved lock is found on a storage unit, it shall be removed by the Housing Authority at the tenant's expense.

Tenant storage units, when provided, shall be kept neat and clean. No gasoline, oil or other dangerous materials shall be kept in the storage area. Empty cardboard boxes must be flattened. The door to the unit must be able to be fully opened providing unobstructed access to the unit. Storage units will be inspected periodically. Any dangerous materials found shall be removed and disposed of by the Housing Authority at the tenant's expense. Any tenant not complying with this storage policy will be sent a letter by the Housing Authority stating the reason(s) for the non-compliance and be given five (5) business days to comply.

In the event the tenant remains non-compliant after five (5) business days, the Housing Authority will notify the tenant in writing that the storage unit privilege will be revoked and that personal property must be removed within thirty (30) days. If property is not removed, the Housing Authority will remove and dispose of the property at the expense of the tenant.

This policy is effective immediately. The Board of Commissioners directs the Executive Director to notify all Holinko Estates tenants of this new policy.

A motion was made by Mr. Eddy and seconded by Ms Christison-Lagay to approve the above stated Holinko Estates Storage Policy. Motion passed unanimously.

**DECD Weatherization Program**

Ms Fields requested and received, from DECD, a waiver of the required contribution by the Housing Authority under the DECE/ARRA Weatherization Assistance Program.

**Update – Solar Project**

Ms Fields received the final contract for the Grant Agreement by and between the Housing Authority of the Town of Mansfield and Connecticut Innovations, Incorporated, acting solely as the administrator of the Connecticut Clean Energy Fund. Sunlight Solar stated that if everything goes smoothly, the project could be put on their schedule to begin in July. Ms Fields recommended to the Board that they approve the contract for signature by Ms Fields.

A motion was made by Ms Christison-Lagay and seconded by Mr. Simonsen to approve the above referenced contract for execution by Ms Fields. Motion approved unanimously.

The Board asked the Finance Committee to consider which funds would be used for the Housing Authority’s portion of the cost for the solar panel project and bring a proposal to the Board for approval.

**NEW BUSINESS**

**Section 8 Small Claims**

Ms Fields stated that the Small Claims Court entered a judgment in favor of the Housing Authority in the cases brought against Jasmine Cruz, Stacy Addison, and Chastity Collazo.

**Annual Audit**

Ms Fields stated that the Audit was successfully completed. This year it required only one day due to well organized files and thorough preparation in advance of the auditors. By reducing the time the auditors have to spend in the Housing Authority office, it will serve to keep our audit cost reasonable in the future.

**OTHER BUSINESS**

None

**ADJOURNMENT**

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

---

Dexter Eddy, Secretary

**Approved:**

---

Richard Long, Chairperson