

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**REGULAR MEETING MINUTES**  
Housing Authority Office  
January 20, 2011  
8:00 a.m.

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

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

**MINUTES**

A motion was made by Mr. Simonsen and seconded by Ms Hall to accept the minutes of the December 17, 2010 Regular Meeting. Motion approved unanimously

**COMMENTS FROM THE PUBLIC**

None

**COMMUNICATIONS**

None

**REPORTS OF THE DIRECTOR**

**Bills**

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

**Financial Reports –A (General)**

A motion was made by Mr. Simonsen and seconded by Ms Hall to approve the November 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 approve the December Section 8 Statistical Report. Motion approved unanimously.

**REPORT FROM TENANT REPRESENTATIVE**

Mr. Eddy reported that the Town Council approved re-establishing the human services advisory committee. Mr. Long asked Mr. Eddy if he would represent the Housing Authority. Both the Board and Mr. Eddy agreed to nominate Mr. Eddy to the advisory committee. Mr. Eddy will be responsible for reporting back to the Board.

**COMMITTEE REPORTS**

**Finance Committee**

The January meeting was cancelled due to snow.

## **UNFINISHED BUSINESS**

### **RAP Update**

Ms Fields applied to use the APTS program (fees paid as the State Service Charge) funds for those individuals which RAP will not cover. The application for funds was accepted. Payment will be made through June at which time the Board will reassess the situation.

### **ARRA Weatherization Program**

The Access Agency completed the energy audits on January 3<sup>rd</sup>. The MHA will be advised of the work plan when completed. Ms Fields expects to hear from the Access Agency within the next few weeks.

### **Call for Aid at Wright's Village**

Ms Fields is continuing to investigate the possibility of removing the monitoring of the system. It is anticipated that the information gathering and tenant input will take a few months to complete.

### **Holinko Estates Kitchen and Bath Upgrade**

Work continues on Unit 2G. It is expected to be complete by the end of January. Once completed, a field trip will be arranged for Board members to view the unit as well as one that has not been upgraded.

## **NEW BUSINESS**

### **Carpeting for Office**

Ms Fields has received carpet samples and costs to replace the existing carpeting that is old, worn and being held together with duct tape in some spots. Ms Fields would like to replace the carpet using carpet tiles to allow the Housing Authority to replace worn or stained areas in the future without incurring the cost of moving all the furniture and replacing all the carpet.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to appropriate up to \$4,500 for carpeting the office. Motion passed unanimously.

### **Finance Committee Meeting Dates**

The Finance Committee set their meeting dates for the next few months.

## **OTHER BUSINESS**

None

## **ADJOURNMENT**

The Chairperson declared the meeting adjourned at 9:35 a.m.

---

Dexter Eddy, Secretary

**Approved:**

---

Richard Long, Chairperson