

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**REGULAR MEETING MINUTES**  
Housing Authority Office  
February 17, 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 was excused; and Ms Fields, Executive Director.

The meeting was called to order at 8:06 a.m. by the Chairperson.

**MINUTES**

A motion was made by Mr. Simonsen and seconded by Ms Hall to accept the minutes of the January 20, 2011 Regular Meeting. Motion approved unanimously

**COMMENTS FROM THE PUBLIC**

James M. Findley attended the meeting and provided his comments to the Board regarding the office hours of the Housing Authority.

**COMMUNICATIONS**

Ms Fields reported that a letter had been received from Mr. Eddy regarding snow removal at Wright's Village. The Board agreed to create a formal policy setting forth the procedure in which snow will be removed from the two properties. Ms Fields will place this on the agenda for the next board meeting.

**REPORTS OF THE DIRECTOR**

**Bills**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the January bills. Motion approved unanimously.

**Financial Reports –A (General)**

The December Financials were not available.

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

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

**REPORT FROM TENANT REPRESENTATIVE**

Mr. Eddy reported that he is reviewing the final letter and survey to be sent to the Wright's Village residents.

**COMMITTEE REPORTS**

**Finance Committee**

Mr. Simonsen reported that the Ad Hoc Finance Committee has completed the tasks which the Board had initially requested. After discussion, it was agreed that the committee would meet in March and generate a proposal, for consideration by the Board, outlining an agenda for the committee going forward.

## **UNFINISHED BUSINESS**

### **ARRA Weatherization Program**

The engineer is expected to complete the drawings by the end of this month. Once Access Agency has that information, they will schedule an appointment to review all the energy saving measures and the heat pump installation with the Housing Authority.

### **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. Due to changing priorities, Ms Fields has not been able to address this item.

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

2G has been completed. Ms Fields is in the process of gathering the total costs of the remodel for the Board. Ms Fields suggested that once the final cost has been established, the Board should make a site visit to inspect the unit to consider additional unit remodels.

## **NEW BUSINESS**

### **Wrights Village – Door Handles on Exterior Bedroom Exit**

The snow build up on roofs has given cause to think about adding an exterior door handle to the doors with exit to the outside through the bedrooms. Currently, there is only a handle on the inside which does not allow it to function as a normal exterior door. Due to icing, in a couple circumstances residents have had trouble getting out the front door and a second exit which functions as a door.

A motion was made by Mr. Eddy and seconded by Ms Hall to approve up to \$1,600.00 for added door handles/locks to the exterior bedroom doors. Motion approved unanimously.

### **Eslin v Mansfield Housing Authority**

A law suit has been brought against the Housing Authority by Ms Karyn Eslin in connection with the Housing Choice Voucher Program. The liability insurance carrier is addressing the matter.

## **OTHER BUSINESS**

### **Comments From James M. Findley**

The Board will address Mr. Findley's concerns regarding the Friday closing policy in a letter to him.

## **ADJOURNMENT**

The Chairperson declared the meeting adjourned at 9:45 a.m.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson