

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
June 16, 2011
9:30 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 9:30 a.m. by the Chairperson.

MINUTES

The Chairman declared, without objection, the acceptance of the minutes of the May 19, 2011 Regular Meeting and the June 1, 2011 Emergency Meeting.

COMMENTS FROM THE PUBLIC

Ms Fields received another request from Mr. Findley under the Freedom of Information. Mr. Long responded. Ms Fields stated that the documents are ready for review.

COMMUNICATIONS

Ms Fields reported that a written request from the Mansfield Advisory Committee on Persons with Disabilities was received requesting the Board review and revise its Gate Policy. After discussion, it was agreed that Mr. Long, on behalf of the Board, will respond to the concerns addressed in the request.

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

The Financials were not available.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Eddy and seconded Ms Christison-Lagay to approve the April Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Surveys

Mr. Eddy reported that over 60% of the surveys had been returned.

Bulky Waste Proposal

Mr. Eddy proposed a change to the Bulky Waste Policy. Prior to making any changes, it was requested that Ms Fields determine how much was spent on bulky waste last year, including the amount the Housing Authority paid and any amounts that were reimbursed by tenants.

Mailbox Change

Mr. Eddy reported that a resident was having difficulty reaching her mailbox due to a disability. Ms Fields said she would talk with a resident who has been assigned to a lower box and with the post office to see if a switch could be made.

Shrubs by the Curb Cut

Mr. Eddy reported that the shrubs located by the curb cut which crosses to the Senior Center have been destroyed by the winter plows and snow. Ms Fields agreed and will have them removed. Ms Fields suggested they not be replaced since they have also sustained damage in previous winters.

AD HOC COMMITTEE REPORTS

Holinko Paving and Landscaping Committee

Ms Fields requested Lenard Engineering reopen this project and set an appointment to review the plans on site on June 17, 2011 at 3:30. Any Board member wishing to attend is welcome.

Increasing Affordable Housing Committee

Ms Fields will call Chozick Realty to set up an appointment to view an apartment complex which is currently for sale.

Ms Fields met with Kevin Grunwald on June 7th to talk about putting together a forum on affordable housing and reenergizing the Home Connecticut conversation. Mr. Grunwald also provided Ms Fields with information on a Regional Forum for the Windham Region Council of Governments on June 10, 2011. Ms Fields was unable to attend due to prior commitments.

Policy Review Committee

Ms Fields reported that the committee has reviewed the following two policies for recommendation to the Board.

Freedom of Information Policy

The committee recommended the approval of a new Freedom of Information Policy, Request Form and Fee Schedule modeled after the Town of Mansfield's policy. The policy was distributed for review.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the policy with changes, the request form and the fee schedule. Motion approved unanimously.

Hours of Operation Policy

The committee recommended the Office Hours Policy be renewed without change.

A motion was made by Mr. Simonsen and seconded by Ms Christison-Lagay to renew the Hours of Operation Policy without change. Motion approved unanimously.

Budget Committee

Ms Fields created a draft 2012 budget for review at the budget meeting. Mr Simonsen will create a 3 year budget from the 2012 budget with suggested rent increase, as necessary. It was suggested that we share the multi-year budget plan with our tenants to share with them the reasons for rent increases.

Capital budgets for 2012 were also discussed and the following items are recommended to the Board to consider for 2012 and the remainder of 2011.

Holinko Estates: Paving project which includes a bus stop, replacement of the steps to Building 5 and dumpster relocation; remodel of 4 units; and consider solar panels to power site lighting.

Wright's Village: Repair sidewalks, replace trash sheds, replace mower, and review the use of the clothes line enclosure and consider alternate uses.

UNFINISHED BUSINESS

ARRA Weatherization Program

Ms Fields reported that the heat pump installation and weatherization project will begin on June 20, 2011 and should be completed within a couple weeks. With the installation of the heat pumps for heating and cooling, the residents of Wright's Village should see a decrease in their electric bills of 30 to 50 percent.

Eslin v Mansfield Housing Authority

The verbal agreement reached at the February 17, 2011, was modified from the previous agreement due to new information obtained during the deposition of the plaintiff. Ms Fields provided a copy of the Agreement for the Board to review and approve. After review and discussion, a change was made and Ms Fields will forward the agreement to the attorney for signature.

A motion was made by Mr. Eddy and seconded by Ms Hall to approve the agreement as amended. Motion approved by Mr. Long, Ms Hall, Mr Eddy and Ms Christison-Lagay. Mr. Simonsen opposed.

NEW BUSINESS

Request for an Exception to the Unoccupied Unit Policy

Ms Fields received a request from a Tenant who has been absent from her unit since February of this year. She is not sure she will return prior to the August 1, 2011 deadline. Her doctor has stated she should be able to return home by the end of the summer. She is requesting an exception to the length of time she can be absent from the unit.

A motion was made by Mr. Simonsen and seconded by Ms Christison-Lagay to extend the tenant's absence from the unit to the end of the current lease. Motion approved unanimously.

Audit Contract

Ms Fields received a proposed contract from Roy & Associates for the next three years. There have proposed no increase for the next three years over this year's audit cost. Ms Fields recommends renewing the contract with Roy & Associates for the next three years.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to renew the three year contract with Roy & Associates. Motion approved unanimously.

CD Renewal

The Holinko Estates Certificate of Deposit at Peoples Bank is maturing on June 21, 2011. Ms Fields recommended renew it under the same terms and conditions.

A motion was made by Mr. Eddy and seconded by Ms Hall to renew the Certificate of Deposit under the same terms and conditions. Motion approved unanimously.

NEXT MEETING DATE

July Meeting Date

There will be no change to the July meeting date.

August Meeting Date

The August meeting date will be changed to August 25, 2011.

OTHER BUSINESS

Back Door Handles for Wright's Village

At the February 17, 2011 Regular Board meeting, the Board approved a motion to spend \$1,600.00 to add door handles to the back doors of all units. Ms Fields received a bid, under a state contract, from J & B Locksmith in the amount of 3,472.08 to add 34 handles and locks to the back doors. Ms Fields requested that the Board modify the previous motion to cover the cost of the bid.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to modify the previously motion and approve a cost of \$3,500. Motion approved unanimously.

ADJOURNMENT

The Chairperson declared the meeting adjourned at 11:55 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson