

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
July 21, 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 8:05 a.m. by the Chairperson.

MINUTES

The Chairperson declared the minutes of the June 16, 2011 Regular Meeting "accepted without objection."

COMMENTS FROM THE PUBLIC

COMMUNICATIONS

Ms Fields received the completed audit and the associated letter to the Board from Roy & Associates. The Auditor also commented on the Cash Disbursement Policy and recommended the use of an audit stamp to avoid missing evidence of internal control. The Board agreed that an Ad Hoc Policy Committee will address this by reviewing the policy and recommending appropriate changes to ensure internal control.

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Ms Christison-Lagay to approve the May Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Surveys

Mr. Eddy reported that over 80% of the surveys have been returned. The surveys should be all entered into the database by the end of July.

Bulky Waste Proposal

Ms Fields did not yet have the number for the Wright's Village bulky waste expenditure for 2010. No further discussion took place.

Mailbox Change

Mr. Eddy reported that a resident was having difficulty reaching her mailbox due to a disability. Ms Fields spoke with the mailman who was unsure if the mailbox numbering could be changed. He said it would have to be approved

at the post office where the mail is sorted and set up for the mail delivery person. Ms Fields will talk directly with the tenant regarding other alternatives to work out a solution.

Human Services Advisory Committee

Mr. Eddy reported that the town approved the purchase of a wheelchair van to assist residents with transportation to doctor's visits that are outside the Dial-A-Ride jurisdiction.

Mr. Eddy reported that Masonicare has purchased property on Maple Road for Assisted Living/other housing. A water availability study will be made. Ground breaking is expected within the next two years.

Sand Boxes

Mr. Eddy reported that the sand boxes that haven't been picked up need paint and suggested that Ms Fields call the town and get approval for the Housing Authority to paint the boxes.

AD HOC COMMITTEE REPORTS

Holinko Paving and Landscaping Committee

Ms Fields received a proposed contract from Lenard Engineering to update the documents and conduct all the bidding, contract and project management. Lenard Engineering suggested that the steps on Building 5 be completed as a separate project. Ms Fields contacted a contractor to propose a solution that will repair the steps and make the building look less institutional.

A motion was made by Mr. Simonsen and seconded by Ms Christison-Lagay to approve the proposed contract with Lenard Engineering in the amount of \$12,000. Motion approved unanimously.

Ms Fields and Mr. Long met with Bill Briggs and asked if he would propose a solution to the deteriorating steps and include a covered porch that would make the building more attractive and create a community atmosphere.

Increasing Affordable Housing Committee

The Committee inspected a property with a Realtor on July 12, 2011. The property looked promising. Ms Fields will contact CHFA and ask about available funds for further exploration into the purchase of the property. The Housing Authority would need funds to have a capital assessment report completed. Ms Fields will contact CHFA to request to discuss the next step.

Policy Review Committee

No policies have been reviewed

Budget Committee

Ms Fields forwarded the 2012 budgets to Mr. Simonsen to create an Excel spread sheet to prepare a three year plan. On July 12, 2011, Mr. Simonsen presented to the committee his completed spreadsheet showing different variables. This tool will greatly improve the Board's ability to quickly and easily review projections and the impact of rent increases. Due to lack of time, the full board will view the spreadsheets and discuss the budgets at the August Board Meeting.

UNFINISHED BUSINESS

ARRA Weatherization Program

Ms Fields reported that the heat pump installation and weatherization project began on June 20, 2011. The process has gone smoothly and while not

yet completed, the tenants have voiced satisfaction with the prospect of lower bills and air conditioning for the whole apartment instead of just the bedroom. The contractor has also installed heat pumps for the office. No heat pump has been installed for the Knop Shop at this time, however, it has been promised.

Eslin v Mansfield Housing Authority

Ms Fields forwarded the agreement to Attorney McGrath. The agreement has been rejected by the Stearns. No depositions have been scheduled for Ms Vangness, Mr. Long or Ms Fields.

Door Handles on Back Doors for Wright's Village

The project has been completed. Tenants can now enter and exit from both exterior doors of their units. The office received good responses from tenants on this improvement.

NEW BUSINESS

Section 8 Administrative Plan Changes

Changes were made to the Administrative Plan in Chapter 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 14, and 16 as required by HUD. In addition, Ms Fields provided the Board with the additional changes being requested changes to the Administrative Plan in Chapters 5, 7, 10, 12, and 16. In addition, Ms Fields requested that the Board approve all changes required by HUD in the new May 2011 updated provided by Nan McKay.

A motion was made by Mr. Simonsen and seconded by Ms Hall to approve the changes required by HUD and the changes requested by the Housing Authority. Motion approved unanimously.

James M. Findley – Freedom of Information

Ms Fields stated that Mr. Findley has filed a Freedom of Information Request complaint with the Freedom of Information Commission for information he requested stemming from his initial request for information that did not exist. In his second request, he was given access to the requested information on May 27, 2011. In the letter responding to his third request for information, he was asked to call the office and set up an appointment to view the documentation. To date, he has not done so. Ms Fields has attempted to make telephone contact with Kathleen Ross at the Freedom of Information Commission, but calls continue to be missed.

Tenant Request to Paint Clothes Line Enclosure

Ms Strutt has requested that she and some other tenants at Wright's Village paint a mural on the clothes line enclosures. Ms Strutt presented to the Board a proposed design for approval. Mr. Simonsen suggested that they paint the Sand Boxes since they need it and it would be a good starting place before approving a mural on the clothes line enclosures. In addition, Ms Fields also stated that currently there is discussion on the Ad Hoc Budget Committee regarding the status of the enclosures. Some or all may be removed. Ms Fields stated that she would contact Lon Hultgren and ask permission to paint the Sand Boxes as they belong to the Town.

NEXT MEETING DATE

September Meeting Date

The September meeting date is changed to September 22, 2011.

OTHER BUSINESS

Approval on New Agenda Item

Ms Fields requested that the Board approve an item for discussion that was not previously on the agenda: Non Smoking Units.

A motion was made by Ms Hall and seconded by Mr. Simonsen to approve the new agenda item. Motion approved unanimously.

Non Smoking Units

Ms Fields requested that the Board consider making Units 205 and 206 at Wright's Village nonsmoking units. The units are part of the office building. A previous tenant smoked and the office has had problems with secondhand smoke permeating the Housing Authority Section 8 Coordinator's office that shares a common wall with unit 205, the bathrooms and the hallway area. After discussion, the Board approved the immediate designation of Units 205 and 206 as non-smoking units and requested that smoking in all units be discussed at a future Board Meeting.

A motion was made by Mr. Eddy and seconded by Ms Christison- Lagay to approve designating units 205 and 206 as "nonsmoking". Motion approved unanimously.

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:50 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson