

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**REGULAR MEETING MINUTES**  
Housing Authority Office  
August 25, 2011  
8:00 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer; Kathleen Ward, Commissioner; 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 July 21, 2011 Regular Meeting "accepted without objection."

**COMMENTS FROM THE PUBLIC**

Ms Martin, a tenant a Wrights Village invited the Board to view the painted sand box. The Board proceeded outside to view the artwork. Ms Martin requested that the Board consider allowing the tenants to paint a trash shed. The Board thanked Ms Martin and the other contributors for their work.

**COMMUNICATIONS**

Ms Rychling requested that an exception be made to provide her with new vertical blinds because she ruined her curtains in the wash. New pull down shades were installed in her unit when she moved in 2008. She requested they be removed. The Housing Authority now uses vertical blinds, but only when turning a unit or if current shades are no longer functioning. There is no full scale replacement of shades. Since Ms Rychling's request does not fall into either category, the Board agreed, as a compromise, to purchase vertical blinds, at Ms Rychling's cost, and install them. The vertical blinds will belong to Ms Rychling.

**REPORTS OF THE DIRECTOR**

**Bills**

A motion was made by Ms Hall and seconded by Mr. Simonsen to approve the July bills. Motion approved unanimously.

**Financial Reports –A (General)**

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

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

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

**REPORT FROM TENANT REPRESENTATIVE**

**Surveys**

Mr. Eddy stated that there were no updates at this time.

### **Bulky Waste Proposal**

Ms Fields reported that for 2009, the un-reimbursed bulky waste charges were \$236; for 2010, the total charges were \$467.50 of which \$244.72 was un-reimbursed; for January through July 2011, the total charges were \$156.00 of which \$76.00 was un-reimbursed. Other bulky waste proposals were discussed. It was decided to make no changes at this time. Ms Fields will send a memo reiterating the current policy, attaching the updated recycling information from the Town and asking that used fluorescent bulbs be dropped off at the office for proper disposal.

Ms Fields will also request that, due to the heat pump installation, anyone interested in disposing of working air conditioners to call the office. The office will donate them to those in need.

### **Mailbox Change**

The post office has said that it cannot make the change with the mail carrier. Due to not receiving any complaints from the tenant, the matter will be dropped at this time.

### **Human Services Advisory Committee**

Mr. Eddy reported that he was unable to attend the last meeting.

## **AD HOC COMMITTEE REPORTS**

### **Holinko Paving and Landscaping Committee**

Lenard Engineering provided drawings for review. Once approved, they will go out to bid. Ms Fields provided Orrie Vardar, the CHFA asset manager, with a copy of the drawings at his visit on August 18, 2011. Mr. Long and Ms Fields will meet with Lenard Engineering to review and approve the plans, after which Lenard will advertise the project for bid.

Ms Fields and Mr. Long had previously met with Bill Briggs to discuss the replacement of steps and adding porches on Building 5. Ms Fields presented sketches from William Briggs Construction. The board liked the sketches; Ms Fields will follow up with Bill Briggs.

### **Increasing Affordable Housing Committee**

The Committee had a conference call with CHFA on July 28, 2011. Financing was discussed and the need for either 0% financing for some part of the loan or a grant. A second conference call with CHFA and DECD took place on August 11, 2011. Following the call, DECD and CHFA suggested that the Housing Authority ask for a loan from the Holinko Estates Reserve funds to be used for the capital needs assessment and be paid back with the State Service Fees paid quarterly by Holinko Estates to CHFA. A letter with that request will be submitted by Ms Fields.

### **Policy Review Committee**

A meeting date was set for September 15, 2011 at 8:30 a.m.

### **Budget Committee**

Mr Simonsen presented the latest draft of the budget proposed by Ms Fields. To help meet the budget deficit, rent increases were proposed for both properties.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to increase all rents by \$5.00 per month per unit at Holinko Estates. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms Ward to increase all rents by \$10.00 per month per unit at Wright's Village. Motion approved, Mr. Eddy abstained.

## **UNFINISHED BUSINESS**

### **ARRA Weatherization Program**

Ms Fields informed the project manager at Access Agency that no heat pump has been installed for the Knop Shop and he is looking into it. An instructional class for all tenants will be set up in September on the use and care of the heat pumps.

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

Coles, Baldwin and Kaiser filed a motion to dismiss the case. Depositions have been scheduled for Ms Fields, Ms Vangsness and Mr. Long for September.

### **Freedom of Information**

There are no outstanding requests.

### **Tenant Sand Box Painting**

Ms Fields emailed Mr. Hultgren who agreed to allow the tenants to paint the boxes that are here on the property. The interested tenants completed the sand boxes. Having earlier in the meeting, viewed one of the sand boxes, the board agreed to painting the trash enclosure near the office parking lot. Ms Fields will forward the approval to Ms Martin.

A motion was made by Ms Hall and seconded by Mr. Eddy to approve the painting of the trash enclosure by the office parking lot. Motion approved unanimously.

## **NEW BUSINESS**

### **2012 Public Housing Agency Plan Submittal**

The Mansfield Housing Authority is not required to file an annual plan because it is considered a "qualified" public housing authority. A "qualified" agency is defined as one with 550 housing units or fewer and not in "troubled" status. The Mansfield Housing is required to make annual certifications regarding compliance with the Civil Rights and Violence Against Women Acts. Ms Fields provided Mr. Long with the certification for his signature.

## **NEXT MEETING DATE**

All Board Meeting have been changed from 8:00 a.m. to 8:30 a.m.

## **OTHER BUSINESS**

## **ADJOURNMENT**

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

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Dexter Eddy, Secretary

## **Approved:**

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Richard Long, Chairperson