

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
EMERGENCY MEETING MINUTES
Housing Authority Office
September 6, 2011
8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer, was excused; Ms Kathleen Ward, Commissioner; and Ms Fields, Executive Director.

The meeting was called to order at 8:30 a.m. by the Chairperson.

NEW BUSINESS

Stair Replacement at Holinko Estates – Building 5

Ms Fields requested that the Board approve William Briggs Construction to draw up plans and provide the Board with a fixed price for the stair replacement and porch construction.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to request William Briggs Construction to submit plans and a fixed price for the stair replacement and porch construction. Motion approved unanimously.

Financing a Capital Needs Assessment

A capital needs assessment (CNA) is required for a prospective purchase of a local property. CHFA and DECD have approved a loan structure to borrow money from Holinko Estates reserve funds and repay it with the quarterly state service fee. Ms Fields has received two estimates ranging between \$5,000 and \$7,000. Ms Fields will request a third estimate from Reserve Replacement Report, a previous vendor used by the Housing Authority for CNA's.

A motion was made by Mr. Eddy and seconded by Ms Ward to approve payment for a CNA through a loan structure approved by CHFA, and the Housing Authority's accountant and auditor. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms Ward for Ms Fields to enter into a contract for a CNA in an amount not to exceed \$7,000. Motion approved unanimously.

ADJOURNMENT

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to adjourn the meeting at 9:10 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson