

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
ANNUAL MEETING MINUTES
Housing Authority Office
September 22, 2011
8:30 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 8:35 a.m. by the Chairperson.

ELECTION OF OFFICERS

A motion was made by Mr. Eddy and seconded by Ms Hall to re-elect all officers to their current positions. Motion approved unanimously.

MINUTES

The Chairperson declared the minutes of the August 25, 2011 Regular Meeting and the September 6, 2011 Emergency Meeting "accepted without objection."

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

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

Financial Report-B (Section 8 Statistical Report)

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

Recommendation Request

Mr. Simonsen made a formal request to Ms Fields, on behalf of the Board, to provide at the next Board meeting, a recommendation on moving monies from Liberty Bank to Peoples.

REPORT FROM TENANT REPRESENTATIVE

Surveys

Mr. Simonsen stated that the analysis is not completed.

Human Services Advisory Committee

Mr. Eddy reported that the Willimantic McSweeney Senior Center would be closing due to lack of funds. In addition, Mr Eddy asked Ms Fields to pass

around to all tenants at Wright's Village the "At Risk/Special Needs Application" which may be completed those who may require special assistance during a natural disaster or extreme weather event. Applications can be returned to the Human Services Department.

Roving Dog

Mr. Eddy reported that one neighbor's dog has been roaming unleashed and unsupervised. Dog excrement is left wherever the dog has deposited it. Mr. Eddy proposed a fine, as set forth in the policy below, for any dog not leashed.

ROAMING DOG POLICY

If a tenant's dog is seen roaming around unleashed, the first violation will result in a written warning, the second violation will result in a \$35.00 fine, the third and any further violations will be fined with an incremental increase of \$15.00 in excess of the previous fine amount. Ms Fields will inform the tenants of the new policy.

A motion was made by Mr. Eddy and seconded by Ms Hall to implement the Roaming Dog Policy immediately upon notice by Ms Fields. Motion approved unanimously.

New Mower/Snow Plow

Mr. Eddy noted that the Housing Authority needs a new mower and that now would be a good time to fill the need. Ms Fields also noted that the mower should also have an attachment to enable plowing of the sidewalks. Ms Fields will investigate the choices in equipment.

Storage Units for Wrights Village

Mr Eddy suggested that the Board consider in its capital spending discussions the possibility of creating some small storage units to be made available to tenants for rent.

AD HOC COMMITTEE REPORTS

Holinko Paving and Landscaping Committee

Paving Project

Lenard Engineering provided drawings for review. The plan went out to bid. Initially there was no interest. Lenard Engineering and Ms Fields called some local contractors to encourage interest. The bid opening will take place at 10:00 am today.

Building 5 Steps and Covered Entry Project

Ms Fields ask Mr. Briggs to complete drawings that could be used to obtain a permit. In addition to Mr. Briggs, Ms Fields called four other contractors to request bids. One contractor responded and will provide a bid, a second contractor responded that he was not interested and the remaining two contractors did not respond.

Increasing Affordable Housing Committee

CHFA and DECD have approved the "loan" for payment of the Capital Needs Assessment (CNA). Mr. Stuart, with Reserve Replacement Report, will be here today and tomorrow performing the CNA. The report should be completed and sent to us by October 1, 2011.

Policy Review Committee

The committee met on September 20, 2011 and recommended the following policies as be revised and/or adopted:

Allowance for Collection Loss

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the revised Allowance for Collection Loss policy. Motion approved unanimously.

HUD Compliance

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the HUD Compliance policy with changes. Motion approved unanimously.

Budget Committee

Resident meetings to discuss the rent increases have been set up for September 27, 2011. Ms Fields will bring any comments to the next Board meeting for its consideration as part of the final budget approval.

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 was held on September 21, 2011. Fourteen tenants attended.

Eslin v Mansfield Housing Authority

Depositions have been scheduled for September 23rd and 26th.

NEW BUSINESS

NEXT MEETING DATE

OTHER BUSINESS

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:05 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson