

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
EMERGENCY MEETING MINUTES
Housing Authority Office
October 4, 2011
8:30 a.m.

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

The meeting was called to order at 8:35 a.m. by the Chairperson.

NEW BUSINESS

Holinko Paving Project Contract

Ms Fields presented the only bid for the project. Lenard Engineering vetted the contractor and recommended awarding the contract to B&W Paving and Landscaping, LLC in the amount of \$106,125.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the contract in the amount of \$106,125 to be executed by Ms Fields. Motion approved unanimously.

Stair Replacement and Covered Porches Holinko Estates – Building 5

Ms Fields received two bids for the project. After discussion, Ms Fields recommended awarding the contract to William Briggs Construction in the amount \$46,528.

A motion was made by Mr. Eddy and seconded by Ms Ward to contract with William Briggs Construction at a fixed price of \$46,528 not including sales tax for the stair replacement and porch construction. Motion approved unanimously.

Financing a Capital Needs Assessment

A capital needs assessment (CNA) was completed on September 22, 2011 by The Replacement Reserve Report. Ms. Fields distributed the reports for review. After review and discussion, the Board agreed that unless the state can provide a substantial amount of the cost to purchase and upgrade the property in the form of a grant, the purchase would probably not be feasible.

Personnel Issue (Executive Session)

Ms Fields raised an issue for which Mr. Eddy raised a question of privilege. The Chairman requested a reason and Mr. Eddy responded that the matter was a specific personnel issue.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to go into Executive Session at 9:45 am. Motion approved unanimously. The Board came out of Executive Session at 10:20 a.m.

ADJOURNMENT

The Chairman declared the meeting adjourned at 10:20 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson