

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
October 20, 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.

MINUTES

The Chairperson declared the minutes of the September 22, 2011 Annual Meeting and the October 4, 2011 Emergency Meeting “accepted without objection.”

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

Privileged Communications (Executive Session)

Ms Fields raised an issue which dealt with privileged communications. The Chairman responded that the issue should be considered in executive session.

A motion was made by Mr. Eddy and seconded by Ms Ward to invite Ms Fields to the Executive Session and to go into Executive Session at 8:37 a.m. Motion approved unanimously.

The Board came out of Executive Session at 9:13 a.m.

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

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

Financial Report-B (Section 8 Statistical Report)

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

Recommendation Request

Following a request by Mr. Simonsen, Ms Fields recommends that the Board approve moving most of the money in the Wrights Village Money Market account at Liberty to a No Risk CD at Peoples Bank to take advantage of the higher interest rate. Ms Fields submitted all the required paperwork to move the money and to add Ms Ward as a signatory to all accounts and remove Ms Christison-Lagay.

A motion was made by Mr. Simonsen and seconded by Mr Eddy to accept Ms Fields recommendation and to sign all the appropriate paperwork to add Ms Ward as a signatory and remove Ms Christison-Lagay. Motion approved unanimously. Mr. Eddy abstained.

REPORT FROM TENANT REPRESENTATIVE

Surveys

Mr. Simonsen stated that the analysis of the surveys has not been completed.

Human Services Advisory Committee

Mr. Eddy reported that the Ms Sweeney Senior Center is not out of business and that some of its programs will be maintained.

AD HOC COMMITTEE REPORTS

Holinko Paving and Landscaping Committee

Paving Project

Lenard is trying to set up a meeting the contractor to sign the contract and kick off the project.

Building 5 Steps and Covered Entry Project

Ms Fields met with Mr. Briggs on October 12, 2011. Plans were reviewed and Mr. Briggs stated that he would start the job in early November. There was discussion regarding the handrails having to be commercial rather than residential. One of the desired effects of this project is to make the building look more like a residence rather than a commercial building. Ms Fields spoke with the Building Department officials and confirmed that the exterior stairs rails will have to conform to the commercial code while the stairs inside the unit are governed by the residential code.

Increasing Affordable Housing Committee

The committee has not met and no report was made.

Policy Review Committee

The committee met on October 13, 2011. The following policy were discussed and drafted for review and approval.

Transfer Policy

A motion was made by Mr Simonsen and seconded by Mr. Eddy to accept the changes to the Transfer Policy recommendation. Motion approved unanimously.

The Policy Committee recommends approval of the Transfer Policy. Recommendation approved unanimously.

Tenant File Policy

The Policy Committee recommends approval of the Tenant File Policy. Recommendation approved unanimously.

Accounts Payable Policy

After discussion, Ms Fields will redraft with comments received and email draft for consideration.

Criminal and Registered Sex Offender Classification Records Management Policy

The Policy Committee recommends approval of the Criminal and Registered Sex Offender Classification Records Management Policy. Recommendation approved unanimously.

Discrimination Between Tenants Policy

This policy is recommended to be eliminated since the Housing Authority cannot act unless an issue (discrimination or otherwise) is brought to the Housing Authority's attention. When any issue between tenants is brought to the attention of the Housing Authority, it will take appropriate action including, but not limited to, attempting to have the tenants work it out themselves, mediating a resolution, referring the matter to Human Services, referring the tenant to the Commission on Human Rights and Opportunities, or calling appropriate authorities. In addition, every tenant has the right, as set forth in the lease; to an informal hearing for any grievance against the Housing Authority in the event the tenant is not satisfied with the response from the Housing Authority.

The Policy Committee recommends elimination of the Discrimination Between Tenants Policy. Recommendation approved unanimously.

Budget Committee

A Resident meeting was held on September 27, 2011 for Wrights Village and Holinko Estates to discuss the rent. No one attended either meeting and no comments regarding the increase were received by the Housing Authority,

A motion was made by Mr. Simonsen and seconded by Ms Ward to approve the budgets as previously presented for Holinko Estates, Wrights Village and the Section 8 Housing Choice Voucher Program.

RESOLUTION

WHEREAS, it is necessary that the Housing Authority of the Town of Mansfield increase the base rent at Holinko Estates and Wright's Village to meet increased costs of management and capital needs of the property.

THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE TOWN OF MANSFIELD THAT:

The Base Rent at Holinko Estates will be increased, effective May 1, 2012 as follows:

- a. Two Bedroom Flats from \$545 to \$550 per month.
- b. Two Bedroom Townhouses from \$575 to \$580 per month.
- c. Three Bedroom Flats from \$610 to \$615 per month.
- d. Three Bedroom Townhouses from \$640 to \$645 per month.
- e. Four Bedroom Townhouse from \$710 to \$715 per month.

The Base Rent at Wright's Village will be increased, effective January 1, 2012 as follows:

- a. Small One Bedroom from \$265 to \$275 per month

- b. Large One Bedroom from \$275 to \$285 per month

A motion was made by Mr. Simonsen and seconded by Ms Ward to approve the above "Resolution" for rent increases for Wrights Village and Holinko Estates. Motion approved unanimously.

UNFINISHED BUSINESS

ARRA Weatherization Program

Ms Fields is waiting for a response from the Access Agency regarding the completion of the project. Outstanding items include replacing thermostats, fans in bathrooms and kitchens, heat pump for the community room, and enclosing the existing air conditioner sleeves in the wall of each unit.

NEW BUSINESS

New Mower/Plow

Ms Fields stated that a new mower/plow is needed for Wrights Village. The existing Gravely is no longer working. Ms Fields recommended that the Board approve the purchase of a 4 Wheel Drive John Deere with a 54 inch mowing deck and plow blade. The plow blade will allow for clearing a wider path and clear walkways faster. Ms Fields also requested that the Board approve the sale of the Gravely for parts for no less than \$800.

A motion was made by Mr. Simonsen and seconded by Ms Ward to purchase the John Deere for \$10,990 and sell the Gravely for no less than \$800. Motion approved unanimously.

NEXT MEETING DATE

No change

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 11:20 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson