

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**REGULAR MEETING MINUTES**  
Housing Authority Office  
December 15, 2011  
1:00 p.m.

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

The meeting was called to order at 1:02 p.m. by the Chairperson.

**MINUTES**

The Chairperson declared the minutes of the November 17, 2011 Regular Meeting and the notes of the Executive Session accepted without objection as corrected.

**Approval of Executive Session Notes**

A motion was made by Ms Ward and seconded by Mr. Eddy to approve the Executive Session Notes from the November 17, 2011 Regular Meeting. Motion approved unanimously.

**COMMENTS FROM THE PUBLIC**

None

**COMMUNICATIONS**

None

**REPORTS OF THE DIRECTOR**

**Bills**

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

**Financial Reports –A (General)**

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

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

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

**REPORT FROM TENANT REPRESENTATIVE**

**Human Services Advisory Committee**

Mr. Eddy reported that the Committee doesn't meet until next week.

**General Reports**

Mr. Eddy reported that he attended the Freedom of Information meeting and found it informative. In addition, he provided Ms Fields with the comments from the Wrights Village survey for any Board members who wish to review it.

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## **AD HOC COMMITTEE REPORTS**

### **Capital Projects Committee**

The committee has not met. Ms Fields updated the Board on the advances of the committee project currently in progress.

#### **Building 5 Steps and Covered Entry Project**

The project started on November 29, 2011. It is expected to be completed around the middle of January. Some rot was discovered at the corner of the building near Unit 5E and 5F. Bill Briggs will provide an estimate for the additional work. The project is moving forward on schedule.

### **Affordable Housing Committee**

The committee has not met.

### **Policy Review Committee**

The committee has not met.

### **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. Simonsen and seconded by Ms Ward to invite Ms Fields to the Executive Session and to go into Executive Session at 1:36 p.m. Motion approved unanimously.

The Board came out of Executive Session at 1:50 p.m.

### **Motion to Hire Appraiser**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the cost of \$2,600 to hire of an appraiser to complete an appraisal for the Housing Authority. Motion approved unanimously.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **2012 Board Meeting Schedule**

The Board meeting for 2012 will continue to take place on the third Thursday of each month at 8:30 a.m. as provided by the Bylaws. Those dates will be as follows:

January 19, 2012  
February 16, 2012  
March 15, 2012  
April 19, 2012  
May 17, 2012  
June 21, 2012  
July 19, 2012  
August 16, 2012  
September 20, 2012  
October 18, 2012  
November 15, 2012  
December 20, 2012

**HUD Notice – PIH-2011- 48 (HA)**

This notice requires annual reporting to HUD of the salaries and benefits of the five highest compensated employees who receive reportable compensation and benefits from the organization and any related organization for the most recent completed calendar year. The Section 8 program is the only program that receives HUD funds. Ms Fields reported this information in October as was requested. The notice was handed out to all Board members as it also requires Board members to conduct comparability analysis in determining PHA executive director compensation.

**NEXT MEETING DATE**

No change

**OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 2:13 p.m.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson