

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**REGULAR MEETING MINUTES**  
Housing Authority Office  
November 15, 2012  
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 8:50 a.m. by the Chairperson.

**MINUTES**

A motion was made by Ms Hall and seconded by Ms Ward to accept the minutes of the October 17, 2012 Regular Meeting. Motion approved unanimously.

**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 October bills. Motion approved unanimously.

**Financial Reports –A (General)**

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

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

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

**REPORT FROM TENANT REPRESENTATIVE**

**Human Services Advisory Committee**

Mr Eddy reported that Food Share is underway and has been very successful. The UCONN Student Outreach Program provides volunteers to set up the tables and food when the truck arrives and help to dispense the food.

**General Reports**

Mr. Eddy had no other reports.

**AD HOC COMMITTEE REPORTS**

**Affordable Housing Committee**

The committee has not met. Ms Fields and Mr. Simonsen met with Matt Hart, Maria Capriola and Linda Painter to discuss the Section 8 Housing Choice Voucher program and other affordable housing options. Linda Painter discussed the possibility of home foreclosed by banks that may be made available to the municipalities to create affordable housing.

## **UNFINISHED BUSINESS**

### **Legal Updates**

Ms Fields requested that the Chairman request a vote to go into Executive Session in order to provide legal updates which contain privileged information.

### **Executive Session**

The Chairman responded that the legal updates should be considered in executive session.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to invite Ms Fields to the Executive Session and to go into Executive Session at 9:55 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:20 a.m.

### **Wrights Village Tree Trimming and Removal**

Tree trimming has been completed at Wrights Village

### **Holinko Estates Tree Trimming and Removal**

Due to the ground being so wet, most tree work will be done next week at Holinko. Some tree trimming has been completed.

### **Wrights Village Sidewalk Repair**

Sidewalk repairs will be done next week.

### **Wrights Village and Holinko Estates Budgets**

Budgets have been approved by CHFA.

## **NEW BUSINESS**

### **Paperless Office**

Ms Fields discussed the idea of going as paperless as possible as a way of reducing costs, saving time and improving service. The office staff attended a webinar on Wednesday to view HAPPY software for a paperless office. Ms Fields has also contacted FileVision to set up a web demonstration for December 5<sup>th</sup> to evaluate that software. FileVision is currently being used successfully by Charlotte Housing Authority. Once the web demonstration has been viewed, the company will provide the pricing on the software, hardware requirements and a cost benefit analysis.

### **MEETING DATE CHANGE**

The December Regular Meeting has been changed from December 20, 2012 to December 19, 2012.

### **OTHER BUSINESS**

None

### **ADJOURNMENT**

The Chairperson declared the meeting adjourned at 10:45 a.m. without objection.

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Dexter Eddy, Secretary

### **Approved:**

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Richard Long, Chairperson