

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**REGULAR MEETING MINUTES**  
Housing Authority Office  
January 17, 2013  
8:30 a.m.

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

The meeting was called to order at 8:32 a.m. by the Chairperson.

**MINUTES**

A motion was made by Ms Hall and seconded by Ms Ward to accept the minutes of the December 19, 2012 Regular Meeting. Motion approved unanimously.

**COMMENTS FROM THE PUBLIC**

None

**COMMUNICATIONS**

**Nicole Fasion – HUD**

Ms Fields stated that Ms Fasion is moving from HUD – Housing, where she was instrumental in many cost saving reforms, to HUD – Office of Inspector General. Ms Fields emailed her asking that she pursue with the IRS the ability for Housing Authorities to offset income tax returns of those individuals who owe Housing Authorities money. She stated that she proposed that many years ago. It had been received very well by the U.S. Treasury and HUD, but was not implemented. Ms Fields expects she may pursue it again.

**DECD – Housing Office**

Ms Fields emailed Marilyn Taylor at DECD Housing Office with the suggestion that 4,000 – 5,000 additional low and extremely low income housing units could be produced instantly if the state would consider block granting money to Housing Authorities to use all the vouchers issued, but not funded, by the federal government. Between 4,000 and 5,000 vouchers remained unused in the State of Connecticut due to lack of funding. Mr. Santoro responded that they could not comment as it would require legislative action and significant state funding in order to implement and suggested Ms Fields work with CONN-NAHRO's legislative Committee, headed by Jeff Arn, to flesh out the actual cost and specific legislative revisions necessary to put the idea forward. Ms Fields forwarded the suggestion to Jeff Arn, No comments have been forthcoming. Ms Field will continue to pursue this further.

**REPORTS OF THE DIRECTOR**

**Bills**

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

### **Financial Reports –A (General)**

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

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

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

## **REPORT FROM TENANT REPRESENTATIVE**

### **Human Services Advisory Committee**

Mr. Eddy reviewed the topics of discussion from the last meeting.

### **General Reports**

**None**

## **AD HOC COMMITTEE REPORTS**

### **Paperless Office Committee**

Ms Fields met with Ms Ward and Mr. Eddy on January 9, 2013 to discuss the upgrade to HAPPY Housing Pro and adding iDIA, HAPPY's paperless solution software.

Mr. Eddy moved for the committee to approve up to \$24,000 for the purchase of software and hardware necessary to upgrade to Housing Pro and implement the paperless office solution and requested Ms Fields produce a timeline on the implementation. Motion approve unanimously.

## **UNFINISHED BUSINESS**

### **Standing Committees/Ad Hoc Committees**

Ms Fields reviewed the Bylaws and stated that under Article VI, Section 1 standing and ad hoc committees are allowed to expedite the handling of certain specified organizational matters. After discussion, it was determined that a standing policy committee should be set up to handle new and revised policies by consensus.

### **Legal Updates**

Ms Fields asked 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 stated that legal updates should be considered in executive session.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to invite Ms Fields to the Executive Session and to go into Executive Session at 10:10 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:37 a.m.

A motion was made by Mr. Simonsen and seconded by Ms Ward to reopen the affordable housing search for property. Motion approved unanimously.

## **NEW BUSINESS**

### **Holinko Estates and Wrights Village Landscaping**

Ms Tierney Tully, consultant, has met with Ms Kristin Schwab, Associate Professor of Landscape Architecture in UCONN's Plant Science Department, to consider, as a spring semester student project, proposing a landscaping plan for both properties. She is interested and will be back in touch with Ms Tully.

### **New Bank Account – Liberty Bank**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to open a new account with Liberty Bank for the monies from the Charter TV Agreement with all Board Members and the Executive Director as signatories. Motion approved unanimously.

Ms Fields provided the Corporate Authorization Resolution form from Liberty Bank for signature by all Board Members and the Executive Director.

## **MEETING DATE CHANGE**

No Change

## **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