

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
March 21, 2013
2:00 p.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 2:02 p.m. by the Chairperson.

MINUTES

A motion was made by Ms Hall and seconded by Ms Ward to accept the minutes of the February 21, 2013 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 Mr. Simonsen to approve the February bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Ms Ward to approve the January the 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 February 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

Mr. Eddy suggested that the Housing Authority create a means of collecting and disposing of fluorescent bulbs for the residents of both communities. It was suggested that Ms Fields write a memo and ask that tenant inform the office when a bulb has burned out. The office could collect them and bring them to the transfer station for proper disposal when enough accumulated.

AD HOC COMMITTEE REPORTS

Paperless Office Committee

As part of the paperless office process, Ms Fields will be switching the Housing Authority from ATT to Charter for both phone and internet service. Charter will provide the Housing Authority with 25 times the download speed and 4 times the upload speed. It will also have unlimited long distance calling within the United States and to Mexico and Puerto Rico.

With the server, Ms Fields has set up a domain for the Housing Authority which will be mansfieldhousingct.org. While there will be some extra work switching to new emails having its own domain will allow the Housing Authority to change providers more easily to get the best pricing and create a more professional organizational email address. This will be important moving forward if the Housing Authority chooses to expand into property management in an effort to earn its own income independent from the three housing programs.

UNFINISHED BUSINESS

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. Simonsen and seconded by Mr. Eddy to invite Ms Fields to the Executive Session and to go into Executive Session at 3:03 p.m. Motion approved unanimously.

The Board came out of Executive Session at 3:30 p.m.

Holinko Estates and Wrights Village Landscaping

Tierney Tully and Ms Fields met with Kristin Schwab and her students on March 12, 2013 to review the progress of the landscape design plans for the two properties. The initial work looks good and they will continue working and will provide the Housing Authority with a couple alternative plans for each property. Kristin will contact Ms Fields when they are ready to present it to the Board. A meeting will be set on campus in April for the presentation.

NEW BUSINESS

Section 8 Funding/New Hire

The information surrounding the Section 8 funding of Administrative Fees continually changes. However, there will be a reduction and likely a large reduction in the administrative fees (67- 69% proration) and a smaller reduction in the HAP (93-94% proration). Both of these reductions represent the lowest proration in the 38 year history of the Section 8 voucher program.

Ms Fields stated that the Housing Authority has some administrative fees in reserves; however, they would not last long at a 67-69% proration. It is important to consider now, just how to pay the administrative costs associated with keeping this critical housing program that not only provides housing to low and extremely low income families, but also contributes over \$1,000,000 to the income of landlords.

Ms Fields added that Stacey Vangsness has been re-hired. She stated that the Housing Authority was very lucky to have the opportunity to rehire Stacey. There was been extremely positive feedback from both Landlords and Section 8 participants on learning of Stacey's return.

MEETING DATE CHANGE

No Change

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 4:05 p.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson