

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

May 16, 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 8:34 a.m. by the Chairperson.

MINUTES

A motion was made by Ms Ward and seconded by Mr. Eddy to accept the minutes of the April 18, 2013 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 April bills. Motion approved unanimously.

Financial Reports –A (General)

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

After discussion, a Special Meeting was scheduled for May 29, 2013 at 10:30 for further discuss options and resources for financing the Section 8 Administrative costs with the reduction in administrative fees which have been further exacerbated by the federal sequester cuts.

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reviewed the topics of discussion from the last meeting. Mr. Eddy stated that today is Kevin Grunwald's last day as Director of Human Services. No one has been hired to replace him at this time. Kathy Ann Easley will be filling in until someone is hired.

General Reports

None

AD HOC COMMITTEE REPORTS

None

UNFINISHED BUSINESS

Housing Pro/Paperless Software Update

Ms Fields stated that the Hosing Pro Implementation Plan has been received with project deliverables and a project timeline. The first deliverable due from the housing authority is this Friday and implementation should be completed by July 15, 2013. The new server and computer upgrades will be completed on May 22, 2013 as well as moving from ATT to Charter for phones and internet service. One phone line will remain with ATT as the fire alarm monitoring system will not guarantee the signal will be sent to the monitoring company using a broadband line.

Wrights Village and Holinko Estates Landscaping

Ms Fields suggested that an Ad Hoc Committee be created to review the landscape plans for both properties.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to create an Ad Hoc Committee to review the landscape plans and bring a plan to the Board. Motion approved unanimously.

Those volunteering to be on the Landscaping Committee are Ms Hall, Ms Ward and Mr. Eddy.

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 10:25 a.m. Motion approved unanimously.

The Board adjourned Executive Session at 10:45 a.m.

NEW BUSINESS

Mansfield Tomorrow Housing Focus Group

Ms Fields, Ms Vangsness and Ms Ward attended the Housing Focus Group session. Most of the meeting discussion was around student housing, cost of rentals, questions around the Rental Housing Inspection program. Given the time and the number of topics that could and should be covered, it seemed to Ms Fields that more than one or two meetings would be required. The second meeting is scheduled for May 28, 2013 at 6:30 at the Community Center.

Holinko Estate Solar Panels

Ms Fields meet with Mr. Mickey Toro with C-Tec Solar, the contractor chosen by the state for Solarize Mansfield-Windham, and looked at the viability of putting solar panels on Building 5 to generate enough power to light the site and possibly cover the cost of the Common Area electrical costs for the laundry room and storage area. Some

different options were discussed. Ms Fields stated that she would pursue this if the Board were interested in moving forward. The Board agreed that they were interested and asked Ms Fields to provide more information on the program.

Annual Audit

Ms Fields stated that the Auditor was here last week. She completed the on-site audit in a day and half. She may not have to be on-site at all once the new paperless system is up and running. If it works as planned, going paperless should also help to hold down audit costs for the future.

Section 8 Administrative Plan Changes

Ms Fields discussed making changes to the Administrative Plan effective April 1, 2013 pursuant to Notice PIH 2013-03 to help streamline information gathering and reduce administrative costs to the program. In addition, Ms Fields requested changes in the Owners section and the Violence Against Women Act notifications.

A motion was made by Mr. Simonsen and seconded by Ms Ward to accept the changes to Chapter 5. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms Ward to accept the changes to Chapter 6. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms Ward to accept the changes to Chapter 7. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms Ward to accept the changes to Chapter 13. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms Hall to accept the changes to Chapter 16. Motion approved unanimously.

MEETING DATE CHANGE

The Regular Board Meeting for July has been changed from July 18, 2013 at 8:30 to July 8, 2013 at 9:00 am.

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 11:15 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson