

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

March 19, 2015

8:30 a.m.

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

The meeting was called to order at 8:38 a.m. by the Chairman.

MINUTES

A motion was made by Ms. Hall and seconded by Mr. Eddy to accept the minutes of the February 19, 2015 regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

Ms. Fields reported that the Auditors are scheduled for May 14th and 15th.

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

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

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reported that the Committee will not meet until next Wednesday.

General Reports

Mr. Eddy reported that a piece of siding had blown off the one the buildings. Ms. Fields said she was aware of it and maintenance personnel had it in the garage and would replace it.

COMMITTEE REPORTS

Development Committee

None

Quality of Life Committee

None

UNFINISHED BUSINESS

Holinko Estate Solar Panel Installation Update

The Connecticut Public Utilities Regulatory Authority (“PURA”) has 60 days to render a decision on the Class I approval. Once that has been done New England Power Pool Generation Information System (“NEPOOL-GIS”) will approve our registration. It is currently pending, waiting for PURA to grant the approval.

Tenant Commissioner Replacement

Attorney Barbara McGrath sent Ms. Fields a Letter of Engagement which she signed and returned. The draft policy should be ready for discussion at the next Board meeting.

NEW BUSINESS

Capital Needs Assessment

Ms. Fields contacted On-site-Insight to provide an estimate on updating the 2013 Capital Needs Assessment (“CNA”) they completed for CHFA on Wrights Village and Holinko Estates. Ms. Fields also requested that our equipment be added into the CNA and that “Outside Capital” not be included as was done for the CNA for CHFA. The proposal received would cost \$6,000 for each property. After some discussion, it was agreed that the price seemed steep.

Ms. Fields also sent a request for a CNA update to Charlie Stuart at Reserve Replacement Report on Monday and is waiting for his response. Ms. Fields will follow up with a phone call.

Wright's Village Lawn Service

Ms. Fields received a quote from Rick Brosseau from Milrick Lawn Service & Landscaping to continue the organic feed program for the grass this year. It is the same as last year, three treatments at \$1,500 each (total cost \$4,500). Ms. Fields recommended we continue the feeding program this year and follow Mr. Brosseau’s suggestion that the grass is not cut shorter than 3”- 3 1/2” high. Mr. Brosseau stated that cutting it more often and leaving the cuttings on the lawn will provide the grass with all the nutrients it needs plus moisture and feeding should then be reduced or eliminated.

A motion was made by Mr. Eddy and seconded by Ms. Hall to purchase from Milrick Lawn Service & Landscaping three feedings/treatments at a price not to exceed \$5,000. Motion approved unanimously.

Holinko Estates – Fire Hydrant

Early last month, the fire hydrant at the front of Holinko was knocked over. Fred believes it was probably the bus, as that was where they turn around. Ms. Fields call E.J. Prescott in Vernon to repair the hydrant. They looked at it and said that it could not be repaired from the top, but would have to be excavated and a new hydrant would have to be installed. The Fire Marshal’s office has been informed.

MEETING DATE REVIEW

The next meeting is scheduled for April 16, 2015.

OTHER BUSINESS

None

ADJOURNMENT

The Chairman declared the meeting adjourned at 9:50 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairman