

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

November 19, 2015

9:30 a.m.

Attendance: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Mr. Eddy, Secretary and Treasurer was excused; Ms. Hall, Assistant Treasurer, excused at 10:50 am; Mr. Hundt, Commissioner; and Ms. Fields, Executive Director.

The meeting was called to order at 9:26 a.m. by the Chairman.

MINUTES

A motion was made by Ms. Hall and seconded by Mr. Simonsen to accept the minutes of the October 15, 2015 Annual Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

Mr. Sam Neves, Connecticut Legal Services

Mr. Sam Neves from Connecticut Legal Services emailed Ms. Fields at on October 19, 2015 suggesting some changes to our Section 8 Waiting List announcement. He asked if Ms. Fields would be willing to rescind the announcement 36 hours prior to its opening (the Waiting List was opening at 12:00 am on October 21, 2015) to work with Connecticut Legal Services to draft some additional language to the announcement. Ms. Fields addressed his comments and stated that she would not rescind the announcement because, at such a late hour, rescinding the announcement with no material issue and no violation of HUD regulations would only serve to confuse applicants.

Freedom of Information Training Session

Ms. Fields distributed an email invitation from the Town to attend the Freedom of Information Act Training Session on January 21, 2016.

Commissioner Appointments

Ms. Fields received from the Town Clerk, the appointment letters for Mr. Eddy, Mr. Hundt and Mr. Long. Ms. Fields provided an updated Commissioner and Staff Directory to all Board Members.

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

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

REPORT FROM TENANT REPRESENTATIVE

General Reports

Mr. Hundt reported that a couple of residents asked if there was anything to reduce heat loss through the windows. The windows are doubled paned. Plastic on the windows was suggested.

COMMITTEE REPORTS

Development Committee

The Development Committee has not met. Mr. Eddy asked Ms. Fields to place the reinstatement of the Development Committee on the agenda for discussion. After discussion, it was determined that it was not required at this time.

UNFINISHED BUSINESS

Wrights Village Pet Policy

This item was deferred to the next meeting due to the absence of Mr. Eddy.

NEW BUSINESS

Holinko Pump Station

Friday afternoon (October 31st) at the quarterly inspection performed by Lenard Engineering, the power was shut off to test the power transfer switch to the generator. It did so without issue, but when it was switched back to regular power, the pumps would not come back on. Skips was called to pull the pumps and it was determined that the pumps were fine. The holding tank was pumped by Skips. Mark Marden determined that there was power coming to the transfer switch, but not leaving it. Being unable to get an electrician to assess the problem on Friday, it was decided that Fred would come out twice a day on Saturday and Sunday and manually turn the pumps on to pump the holding tank. On Monday, the electrician determined that the circuit board had shorted out and it was replaced.

Wrights Village – E- RAP

The annual recertification of those receiving E-RAP or have a Financial Contributor was completed on November 11, 2015. The E-RAP contract with the State for 2015-2016 is \$13,404. The amount used from July – December is expected to be \$7,141. The expected requirement for January – June 2016 is \$7,338. Unless the Department of Housing provides additional funds, there will be a shortage of \$1,075. Ms. Fields provided a chart showing how the distribution, based on need, of E-RAP funds would be made for January – June 2016 if no additional E-RAP funds are made available.

Holinko Estates – ZREC Payment

A payment in the amount of \$412.04 will be made by Eversource under the ZREC Agreement on November 30, 2015. The Board Resolution made on April 16, 2014 stated that the payments and part of the operating savings would be returned to the RM&R account for a total of \$5,000 per year. This would be in addition to the annual RM&R amount per the Capital Needs Assessment Report. Ms. Fields requested that the Resolution be restated to simplify the repayment by allowing the operating budget to keep the utility savings and the ZREC payments to be applied to the RM&R account.

A motion was made by Mr. Simonsen and seconded by Mr. Hundt to rescind the Resolution made on April 16, 2014. Motion approved. Ms. Hall did not vote as she was excused.

RESOLUTION

Whereas, the cost of the Solar Panels installed at Holinko Estates is an unplanned RM&R cost, the Housing Authority of the Town of Mansfield shall reimburse the designated RM&R account by using the ZREC payments from the date of the first ZREC payment until the original funding is repaid in full. The operating cost savings will be applied to the operating budget.

A motion was made by Mr. Simonsen and seconded by Mr. Hundt to approve the above Resolution. Motion approved. Ms. Hall did not vote as she was excused.

Holinko Development

Lenard Engineering Contract

Ms. Fields provided a contract for review and approval to compile a Class D survey in an electronic format for the architect to use to lay out the proposed new units to be constructed at Holinko.

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the contract with a budgeted amount of \$2,500. Motion approved unanimously.

Holinko Reserves – Fund upfront costs

Ms. Fields spoke with Mr. Vardar at CHFA and he agreed that using reserves for Holinko was not an issue. He would not commit to the use of Holinko reserves for the South Eagleville property.

Both Mr. Williams and Ms. Dorgan have stated that it is usual for DOH to require the use some property reserves toward the cost of the project.

Meeting with Kathy Dorgan and Brock Williams

Ms. Fields and Ms. Ward, President of the Mansfield Nonprofit Housing Development Corporation met with Kathy Dorgan and Brock Williams on November 2, 2015 to discuss getting New Ecology involved sooner rather than later. Ms. Dorgan wanted to get them on board as soon as possible so that the information received from New Ecology could be worked into the design up front to the greatest degree possible. They will be working on both Holinko and South Eagleville.

Also discussed was how the pre-development loan can be used for costs paid or incurred prior to applying for the loan. Loan funds cannot be used to (i) reimburse any

expenses paid by the borrower prior to the date of application, or (ii) expenses incurred more than 6 months prior to the application date. Mr. Williams agreed that the application would be submitted by year end.

WegoWise – Utility Tracking and Benchmarking

Ms. Fields participated on a conference call with Catherine Zelenkofske and representatives from New Ecology on November 6, 2015 to review the water use at Holinko Estates. Ms. Fields provided the water bills back to 2008 and they were plotted and compared to other comparable units in the area and around the country. They work with New Ecology and provide free tracking for a year.

New Ecology

Ms. Fields met with New Ecology and Kathy Dorgan on November 9, 2015 to assess units at Holinko Estates for rehab and energy efficiencies. They spent six or seven hours evaluating eight units of different sizes and in different physical condition. They evaluated air sealing, levels of insulation in the attics, blower door tests, windows, and the common areas.

Planning Department

Ms. Fields met with Linda Painter, Kathy Dorgan and Kathy Ward on November 18, 2015 to talk about the process for Holinko as well as South Eagleville.

Green Charrette

A meeting has been set up on December 3, 2015 at the Buchanan Auditorium from 9:30 to 3:00 to review the information gained from the audit and look for ways to incorporate as much energy efficiency into Holinko Phase II, Holinko Rehab and the South Eagleville projects with the concentration being on the Holinko projects. It will be a working lunch to complete the process by 3:00 p.m. Ms. Fields stated that the Housing Authority will provide the food.

Development Coordinator Position

With the development and rehab of Holinko Estates and the future development of South Eagleville Road, Ms. Fields asked that the Board consider hiring a Development Coordinator to assist Ms. Fields with the development process.

A motion was made by Mr. Simonsen and seconded by Mr. Hundt to approve the advertisement for and hiring of a Development Coordinator.

Office Maintenance Driveway

This item was deferred to the next meeting.

MEETING DATE REVIEW

The next meeting will be as scheduled on December 16, 2015 at 9:30 a.m.

OTHER BUSINESS

Nonprofit B Membership Appointment

A motion was made by Mr. Simonsen and seconded by Ms. Hall to add to the agenda the appointment of a Class B Member to the Mansfield Nonprofit Housing Development Corporation. Motion approved unanimously

Mr. Hundt was asked to join the Mansfield Nonprofit Housing Development Corporation as a Class B member and he accepted.

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve Mr. Donald Hundt as a Class B Member to the Mansfield Nonprofit Housing Development Corporation. Motion approved unanimously

ADJOURNMENT

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

Dexter Eddy, Secretary

Approved:

Richard Long, Chairman