

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

January 23, 2020

8:30 a.m.

Attendance: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Ms. Hall, Assistant Treasurer arrived at 9:45; April Morin, Secretary-Treasurer; Kathy Holt, Commissioner; Ms. Fields, Executive Director; Hannah Rudd, Assistant Director; invited guests Kathy Ward and Edith Allison.

The meeting was called to order at 8:30 a.m. by the Chairman.

MINUTES

The Chairman declared, without objection, the acceptance of the minutes of the December 19, 2019 Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Ms. Holt and seconded by Mr. Simonsen to approve the December Bills. Motion approved unanimously.

Financial Reports –A (General)

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

REPORT FROM TENANT REPRESENTATIVE

None

COMMENTS FROM COMMISSIONERS

Ms. Holt asked for an update on the Trust and how the existing housing development on the Frontage Road would comply with the new zoning regulations requiring developers to either incorporate affordable housing or pay into a trust. A discussion followed resulting in more questions but no one being able to provide an update due to lack of information.

COMMITTEE REPORT

None

UNFINISHED BUSINESS

Copier Replacement

The copier was purchased in 2006 for \$5,051. It has been a good copier, but Norwich Business Machines has informed us for a few years that parts are no longer made for the machine and it is getting harder and harder for them to find parts.

Ms. Fields and staff met with Norwich Business Machine on January 14th to discuss pricing and machine options. A quote was also received from Aztec Technologies and Kyocera Document Solutions New England

A motion was made by Mr. Simonsen and seconded by Ms. Morin to approve the purchase the TA2553ci copy machine through Kyocera Document Solutions New England, Inc. Motion approved unanimously.

Wrights Village Fire Alarm System

TEC Controls has looked back to 2010 at our multiple repairs and replacements. Most part are much older. Most of the issues are related to the conditions, hot and cold, in the attics and garages where the modules are located and the conditions, wet and damp, to which the surges protectors are subjected. The main panel (Notifier AFP-200) has been discontinued for about 10 years. Parts and replacements are getting harder to find. They keep some refurbished boards for their customers. Panels are out of date for UL requirements. Ms. Fields has not had an opportunity to collect more information on system replacements and contact a couple vendors.

NEW BUSINESS

Holinko Estates Pet Policy

There have been a few families we cannot accommodate due to a no pet policy. Mostly these are inside pets. Ms. Fields requested that consideration be given to changing the no pet policy. Ms. Fields suggested that the policy be changed to allow pets that are remain inside only and that a \$200.00 pet deposit be required. After initial discussion, Mr. Simonsen asked that the discussion take place at the next meeting when time would permit a fuller discussion.

Holinko Eviction

A tenant has left their unit and not expected to return. Ms. Fields has contacted Attorney John McGrath to begin the eviction process so that the Housing Authority can regain possession of the unit and re-let it.

Maintenance Vehicle

The 2000 Subaru needs to be replaced. Money continuing to be spent repair it. Ms. Fields suggested that it be replaced with a Ford Transit type vehicle that can hold tools, ladders or a sheet of plywood. Ms. Fields requested that an amount of \$23,000 be approved to start hunting for another vehicle.

A motion was made by Mr. Simonsen and seconded by Ms. Morin to approve around \$23,000 to replace the Subaru. Motion approved unanimously.

NEXT MEETING DATE

The next Regular Meeting dates are February 20, 2020; March 19, 2020; and April 16, 2020 at 8:30 a.m.

OTHER BUSINESS

None

ADJOURNMENT

The Chairman declared the meeting adjourned at 10:15 a.m. without objection.

April Morin, Secretary

Approved:

Richard Long, Chairman