

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

SPECIAL MEETING MINUTES

Housing Authority Office

April 15, 2020

8:30 a.m.

Attendance Via Conference Call: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Ms. Hall, Assistant Treasurer was excused; 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 8:33 a.m. by the Chairman.

MINUTES

The Chairman declared, without objection, the acceptance of the minutes of the March 19, 2020 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 March Bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Ms. Morin to approve the February financial reports. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Ms. Holt and seconded by Ms. Morin approve the March Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Ms. Morin stated that is was very quiet at Wrights Village. People were taking walks and gardening and keeping distance.

COMMENTS FROM COMMISSIONERS

None

COMMITTEE REPORT

Pet Policy Committee

The committee met on March 11, 2020 and reviewed the existing policy that was provisionally approved by the Board in 2015. Another meeting was scheduled for April but cancelled due to COVID-19. The committee's work is on hold until further notice.

UNFINISHED BUSINESS

Wrights Village Fire Alarm System

Ms. Fields has not had an opportunity to collect more information on system replacements or contact any vendors. This project will be on hold until further notice due to COVID-19.

Holinko Eviction

Ms. Fields has contacted Attorney John McGrath to begin the eviction process. The notice to vacate was not responded to so Attorney McGrath will begin the summary process through the court. Judgement was granted on March 12, 2020. The execution was filed. The court is not executing any eviction orders due to COVID-19. All evictions are on hold until May 1, 2020.

Willington Housing Authority

The Willington Housing Authority is requesting management proposals for Button Hill, one of its senior housing projects. Mr. Berg, with the Willington Housing Authority, asked if we would be interested in submitting a proposal. Ms. Fields provided the information submitted by Mr. Berg via email to the Board of Commissioner prior to this meeting.

Ms. Fields put together a budget for discussion. The Board members agreed to continue pursuing this, addressing questions and getting further information. Due to COVID-19 it is not expected to be able to meet with Mr. Berg at this time. Ms. Fields will email Mr. Berg stating that the Housing Authority is still interested and would like to pursue it further with him.

Ms. Fields has asked Barbara McGrath to confirm that there are no statutory reasons we could not manage affordable housing for another town. She stated that she could find nothing that would prohibit the Housing Authority from managing Button Hill. Usually inter-governmental contracts are viewed with less suspicion, but they must meet their required procurement rules.

NEW BUSINESS

Section 8 2020 Utility Rates

The utility rates have been set for section 8, with an effective date of July 1, 2020. The only utility that has been increased is the electrical rate.

A motion was made by Mr. Simonsen and seconded by Ms. Holt to approve the new Section 8 2020 Utility Schedule. Motion approved unanimously.

Auditors

Ms. Fields emailed the auditors on March 25, 2020 stating the annual requirements letter had not been received. On March 31, 2020 Ms. Fields received a response that Ms. Robinson (Authority's auditor) had left the firm and they were having

difficulty replacing her and that due to lack of staffing, Roy and Associates will not be doing the Authority's audit this year. HUD has provided a 6-month extension. Ms. Fields asked if Roy and Associates could do the audit this year if they used the 6-month extension provided by HUD (Audit would be due March 31, 2021). This is not the best time to try to find another auditor.

Ms. Fields provided a draft of the RFP to search for a new auditor. Mr. Simonsen asked Ms. Fields to request our accountant, John Sullivan, to review the RFP and provide comments.

A motion was made by Mr. Simonsen and seconded by Ms. Holt to send the draft RFP to Jack Sullivan for comment and then to send it to the Seven (7) audit firms suggested by Orrie Vardar, CHFA Asset Manager. Motion approved unanimously.

Wrights Village – Unoccupied Unit

A tenant at Wrights Village (Unit 403) is requesting an extension to the policy that prohibits a unit to be unoccupied by the tenant for more than 6 months. Ms. Fields recommended extending the tenant's period of being absent from the unit for another six months.

A motion was made by Ms. Morin and seconded by Ms. Holt to grant an extension to Unit 403 and allow the unit to remain unoccupied for an additional six months.

NEXT MEETING DATE

The next Special Meeting will be a Regular Meeting May 21, 2020; and a Special Meeting June 17, 2020; and a Regular Meeting July 16, 2020. All meetings will be held at 8:30 a.m.

OTHER BUSINESS

None

ADJOURNMENT

The Chairman declared the meeting adjourned at 9:25 a.m. without objection.

April Morin, Secretary

Approved

Richard Long, Chairman