

# HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

## REGULAR MEETING MINUTES

Housing Authority Office

July 16, 2020

8:30 a.m.

Attendance Via Conference Call: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Ms. Hall, Assistant Treasurer; Ms. Morin, Secretary-Treasurer; Ms. Holt, Commissioner; Ms. Fields, Executive Director; Ms. Rudd, Assistant Director; invited guests Ms. Ward and Ms. Allison.

The meeting was called to order at 8:32 a.m. by the Chairman.

### **MINUTES**

The Chairman declared, without objection, the acceptance of the minutes of the June 17, 2020 Special 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 June Bills. Motion approved unanimously.

#### **Financial Reports –A (General)**

A motion was made by Ms. Morin and seconded by Ms. Holt to approve the May financial reports with correction as noted to the YTD variance columns. Motion approved unanimously.

#### **Financial Report-B (Section 8 Statistical Report)**

A motion was made by Ms. Holt and seconded by Ms. Morin to approve the June Section 8 Statistical Report and financial report with correction as noted to the YTD variance column. Motion approved unanimously.

### **REPORT FROM TENANT REPRESENTATIVE**

Ms. Morin reported that everything was quiet at Wright's Village.

### **COMMENTS FROM COMMISSIONERS**

None

## **COMMITTEE REPORT**

### **Budget Committee**

The Budget Committee met July 8, 2020 and reviewed the first draft of the 2021 Budget.

A motion was made by Mr. Simonsen and seconded by Ms. Morin to tentatively approve base rent increases pending tenant comments received by Ms. Fields. Effective January 1, 2021 Wright's Village would have a monthly Base Rent increase of \$20 per unit. Effective May 1, 2021, Holinko Estates would have a monthly Base Rent increase for two-bedroom units of \$20 and \$30 for the three and four-bedroom units. Motion approved unanimously.

### **PROPERTY MANAGEMENT (NON-OWNED)**

#### **South Eagleville (Eagleville Green)**

Regarding the development, the FHLB loan application will be submitted by July 30, 2020.

Regarding the rental houses, both houses have been rented for the fall. The Tenants at 121 are requesting to move in on July 18<sup>th</sup> and a lease amendment will be completed to accommodate their request.

### **UNFINISHED BUSINESS**

#### **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. The court has ordered a stay on all evictions through August 24, 2020.

#### **Willington Housing Authority**

Ms. Fields and Ms. Rudd submitted a proposed budget and management fee with pending Board approval on June 11, 2020. The Willington Housing Authority had another meeting on July 14, 2020 and due to some on-going issues, a final decision has not been made.

#### **PILOT Agreement for Holinko Estates**

On June 22, 2020, the Town Council voted to accept the Holinko PILOT agreement.

### **NEW BUSINESS**

#### **Section 8 Housing Choice Voucher CARES Act funds**

Ms. Fields requested that money from the CARES Act fund be used to pay the Section 8 coordinator for the additional hours worked outside normal working hours due to childcare responsibilities associated with coronavirus. This is a HUD eligible coronavirus-related activity for which the funds can be used. Ms. Vangsness will provide Ms. Fields with the average hours per week since March 27, 2020 which is the start date for coronavirus-related expenses under the CARES Act. Ms. Fields will inform

Ms. Vangsness that the money to cover work outside normal working hours will only be available until the funds are exhausted or December 31, 2020, whichever comes first.

**NEXT MEETING DATE**

The next Regular Meetings are scheduled for August 20, 2020; September 17, 2020; and October 15, 2020. All meetings will be held at 8:30 a.m.

**OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairman declared the meeting adjourned at 9:45 a.m. without objection.

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April Morin, Secretary

**Approved**

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Richard Long, Chairman