

Audrey Beck Municipal Building
Mansfield Town Hall
4 South Eagleville Road
Council Chambers

MINUTES (DRAFT)

I. CALL TO ORDER and ROLL CALL: Chairman Will Bigl called the meeting of the Housing Code Board of Appeals to order. All members were present (David Spencer, Bill Briggs, Will Bigl and Charles Wiggins). Building & Housing Inspection Code Enforcement Officer Benjamin Funk, and Administrative Assistant Jennifer Thompson (acting as secretary), also attended the meeting.

II. APPROVAL / REVISION OF MEETING AGENDA: Chairman called for motion to revise or approve the agenda. Charles Wiggins motioned to accept the agenda as presented. Seconded by Bill Briggs. All being in favor, motion passed.

III. BUSINESS MEETING:

- ❖ Approval / Revision of Meeting Minutes: Chairman called for a motion to accept or revise the minutes of the December 9, 2019 meeting. Charles Wiggins motioned to approve the minutes as presented. Seconded by David Spencer. All in favor, motion passed.
- ❖ Building & Housing Inspection Department Report:
 - Inspections continue to be conducted by both Building and Housing Inspection code officials during pandemic. In instances of tenant(s) exposed or affected by the virus, a 30-day extension is granted for housing cases. Inspectors follow protocols of wearing masks, and often gloves and shoe coverings as well.
 - There are six properties currently that matters have been referred to the Town Attorney and are in different phases of legal action. The same company owns five. Some have fines and are in process of lien on property. Another has outstanding violations and next step would be a Marshal serving letter to owner to appear before Court Judge in Superior Court to explain why not fixing/repairing items. All matters involve occupied units. One is a single-family dwelling that began as an overcrowding complaint. Although the issue has been cleared, in the process of enforcement stages to get to state of compliance fines accrued. Others are relative to 4-family or more apartment complexes.
- ❖ Review / Approval of 2021 Regular Meeting Schedule: Upon general discussion, it was consensus of all to continue meeting on regular quarterly basis schedule (March, June, September, December), on the 2nd Monday of respective months at 5:00 pm. A special meeting can be set for any appeal hearings if necessary.
- ❖ Selection of Chairman: Will Bigl agreed to continue as Chairman for the next year. Everyone supported him in favor with thanks.

IV. ADJOURNMENT: Ben Funk noted that Jennifer Thompson is retiring from the Town of Mansfield. Another individual will have to serve as secretary for the committee in the future. Members expressed their appreciation for years of service and good wishes. David Spencer made motion to adjourn the meeting; seconded by Bill Briggs. All being in favor, the Chairman adjourned the meeting at 5:16 p.m.

Respectfully submitted,
Jennifer Thompson, Secretary