

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

SPECIAL MEETING MINUTES

Housing Authority Office

June 17, 2020

8:30 a.m.

Attendance Via Conference Call: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Ms. Hall, Assistant Treasurer was excused; 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 8:31 a.m. by the Chairman.

MINUTES

The Chairman declared, without objection, the acceptance of the minutes of the May 21, 2020 Regular Meeting and the May 28, 2020 Emergency Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Ms. Holt and seconded by Ms. Morin to approve the May Bills. Motion approved unanimously.

Financial Reports –A (General)

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

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Ms. Morin reported that Wright's Village had been quiet and that tenants are using the gazebo every day and seem to be enjoying it.

COMMENTS FROM COMMISSIONERS

None

COMMITTEE REPORT

The Budget Committee will meet on July 8, 2020 at 8:30 to review the first draft of the 2021 Budget. Ms. Fields will send it out to the Board in advance of the meeting.

In preparation for the Zoom Budget Committee meeting, a Zoom trial run will take place on July 7, 2020 at 1:00 p.m.

PROPERTY MANAGEMENT (NON-OWNED)

South Eagleville (Eagleville Green)

Regarding the development, working with Mr. Kluetsch and Ms. Dorgan, progress is being made to gather information required to submit the FHLB loan application and the construction plans are moving toward completion. The FHLB loan application will be submitted by July 30, 2020.

Regarding the rental houses, both houses have been rented for the fall.

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. Any eviction in progress is now on hold until June 1, 2020. The court has ordered a stay on all evictions and ejections through August 1, 2020. It is unfortunate because no one is living in the unit, we are not collecting rent and cannot lease it to anyone else.

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 spoke with Mr. Berg and he asked that a proposed proposal be submitted to begin a discussion. Ms. Fields submitted a proposed budget and management fee with caveats on June 11, 2020. Ms. Fields stated that the MHA Board had not approved it and that it was provided to further the discussion with WHA.

Auditor

Ms. Fields signed the Engagement Letter with Marcum LLP on June 1, 2020 and work has begun on the 2019 audit.

NEW BUSINESS

FHLB – AHP Application

The Mansfield Housing Authority, as asset manager for the Mansfield Nonprofit Housing Development Corporation, needs to submit an application to the Federal Home Loan Board – Affordable Housing Program on behalf of the Mansfield Nonprofit Housing Development Corporation in pursuit of funding to develop 113-121 South Eagleville Road also known as Eagleville Green.

RESOLUTION

The Mansfield Housing Authority is hereby authorized to submit an Affordable Housing Program application to the Federal Home Loan Bank of Boston with member bank, Liberty Bank, on behalf of Mansfield Non-Profit Housing Development Corp for funding to support the development of Eagleville Green in Mansfield.

A motion was made by Ms. Holt and seconded by Ms. Morin to approve the above Resolution. Motion approved unanimously.

PILOT Agreement for Holinko Estates

Ms. Fields presented an agreement to be presented to the Town Council at the June 22, 2020 meeting to formally codify an agreement for a PILOT at Holinko Estates. There has been no agreement since the State stopped making any payments.

A motion was made by Ms. Morin and seconded by Ms. Holt to approve the agreement to be submitted to the Town Council. Motion approved unanimously.

NEXT MEETING DATE

The next Regular Meetings are scheduled for July 16, 2020; August 20, 2020 and September 17, 2020. All meetings will be held at 8:30 a.m.

OTHER BUSINESS

None

ADJOURNMENT

The Chairman declared the meeting adjourned at 9:27 a.m. without objection.

April Morin, Secretary

Approved

Richard Long, Chairman