

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

ANNUAL MEETING MINUTES

Housing Authority Office

September 17, 2020

8:30 a.m.

Attendance Via Conference Call: Mr. Long, Chair; Mr. Simonsen, Vice Chair; 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 8:31 a.m. by the Chairman.

ELECTION OF OFFICERS (Current officers below)

Chair – Richard Long

Vice Chair – William Simonsen

Acting Secretary and Treasurer – Vice Chair until the position is filled

Assistant Treasurer – Gretchen Hall

A motion was made by Ms. Holt and seconded by Ms. Hall to elect the above slate of officers to their positions. Motion approved unanimously.

MINUTES

The Chairman declared, without objection, the acceptance of the minutes of the August 20, 2020 Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

Access Agency

The Housing Authority received a check in the amount of \$105 from Access Agency as a token of their appreciation to help offset some of the costs for assisting the Wright's Village residents in preparing and submitting energy assistance application. The Housing Authority received a Resident Service Coordinator grant which covers among other things, the administrative cost to provide the service of helping the Wright's Village residents apply for energy assistance.

A motion was made by Kathy Holt and seconded by Ms. Hall to contact Access Agency and ask if they would like it returned or in the event they do not, it will be donated to the Mansfield Nonprofit Housing Development Corporation. Motion Approved unanimously.

Appreciation Letter from Tenant

Ms. Fields shared an email from a tenant at Holinko Estates who expressed his appreciation for the landscaping work Scott Brine has been doing. He said that Scott has been keeping everything tidy and neat, cleaning up around the trash enclosure and keeping the grass mowed. We forwarded his appreciation to Scott as well. Scott is a volunteer that works on the landscaping at both Wrights Village and Holinko. We also appreciate the work he does.

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

A motion was made by Ms. Holt and seconded by Ms. Hall to approve the July financial reports. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Ms. Morin would like to have the Pet Policy Committee be reinstated and begin work on a Pet policy.

Ms. Morin stated that she would be resigning, effective today following this meeting. Ms. Fields stated that she was sorry to see April leave and appreciated her flexibility in working with the office through COVID.

Ms. Fields will begin the process of replacing the Tenant Commissioner by posting the vacancy.

COMMENTS FROM COMMISSIONERS

None

COMMITTEE REPORT

None

PROPERTY MANAGEMENT (NON-OWNED)

South Eagleville (Eagleville Green)

With the Federal Home Loan Bank funding request completed, the focus is now on securing funding from the Department of Housing. If both these funding sources are received, there are still some unfunded construction costs. The Mansfield Nonprofit Housing Development Corporation is continuing to search for the last dollars needed to complete the project. A conference call is scheduled for this afternoon with the UCONN Foundation to discuss their interest.

UNFINISHED BUSINESS

Holinko Eviction

Judgement was granted on March 12, 2020. The execution was filed. The court is not executing any evictions until October 1, 2020 under orders from the governor.

CARES Act HAP Funding – Housing Choice Voucher Program

Ms. Fields received additional HAP funds under Extraordinary Circumstances for the HCV Program. The Housing Authority received \$67,642. With this additional funding, the Housing Authority has pulled twenty additional names off the waiting list and expect all eligible families to be provided with vouchers by early October.

NEW BUSINESS

Section 8 Fair Market Rents – Payment Standards

The 2021 Fair Market Rents (FMR) have been determined by HUD. They will be effective December 1, 2020. Ms. Fields provided the Board with the new payment standards that are the HUD numbers or within 10% of the HUD numbers. Any payment standards set by the Housing Authority that are within 10% of HUD's FMR do not need HUD approval.

A motion was made by Ms. Holt and seconded by Ms. Hall to approve the Payment Standards as presented by Ms. Fields. Motion approved unanimously.

Dog Bite at Wrights Village

A tenant's dog nipped at and broke the skin of another tenant. Upon further investigation and conversations with the Mansfield Animal Control, the tenant had provided a fraudulent service dog certificate among other things. Ms. Fields sent the tenant a letter stating what was required to remain living at Wrights Village with the dog. The tenant has responded that she will comply with Ms. Fields' requests by October 31, 2020 to keep the dog and remain a tenant a Wright's Village.

Fall at Holinko Estates

A Wrights Village tenant visiting her daughter at Holinko Estates fell on the sidewalk. A child had left a log about 4 inches in diameter and a foot long on the sidewalk. She stepped on it, it rolled, and she fell. She stated that she has a compression fracture in her back. She has asked that our insurance carrier cover any out of pocket costs she may have to pay for medical services. Ms. Fields filed the claim paperwork to be put the insurance company on notice.

NEXT MEETING DATE

The next Regular Meetings are scheduled for October 15, 2020; November 19, 2020; and December 17, 2020. All meetings will be held at 8:30 a.m.

OTHER BUSINESS

None

ADJOURNMENT

The Chairman declared the meeting adjourned at 9:29 a.m. without objection.

William Simonsen, Acting Secretary

Approved

Richard Long, Chairman