

# HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

## REGULAR MEETING MINUTES

Housing Authority Office

September 19, 2019

8:30 a.m.

Attendance: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Ms. Hall, Assistant Treasurer; April Morin, Secretary-Treasurer; Kathy Holt, Commissioner was excused; Ms. Fields, Executive Director; Hannah Rudd, Development Coordinator; invited guest 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 August 15, 2019 Regular Meeting and the August 27, 2019 Emergency Meeting.

### COMMENTS FROM THE PUBLIC

None

### COMMUNICATIONS

None

### REPORTS OF THE DIRECTOR

#### Bills

A motion was made by Ms. Hall and seconded by Mr. Simonsen to approve the August bills. Motion approved unanimously.

#### Financial Reports –A (General)

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

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

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

### REPORT FROM TENANT REPRESENTATIVE

Ms. Morin stated that the annual picnic for Wrights Village was taking place this afternoon.

### COMMENTS FROM COMMISSIONERS

None

## **COMMITTEE REPORT**

### **Policy Committee**

The Policy Committee with the assistance of the summer intern, Lauren Goulet, has completed the first draft of the Employee Manual. Ms. Fields will email the draft to the policy committee members for review and provide a summary for discussion at the October meeting.

## **UNFINISHED BUSINESS**

### **Holinko Estates - Landscaping**

Ms. Fields and Ms. Rudd met with Milrick Landscaping on August 26, 2019 at Holinko and discussed what need to be done to clean up the overgrowth. An Emergency Meeting was held on August 27, 2019 to approve the contract amount. Work began on September 3, 2019 and was completed on September 6, 2019 except for tree planting to screen the generator. The Board decided on the large variety of Pieris Japonica for a screen for the generator. Ms. Fields will discuss it with Milrick.

Russian Olive trees are growing in at the edges of the open field at Holinko Estates. Ms. Fields will speak with Milrick regarding removing them and the cost.

### **Rent Increases**

Tenant rent increase meetings have been scheduled tomorrow. If any comments are received, Ms. Fields will bring them back to the Board for review.

## **NEW BUSINESS**

### **Section 8 Small Area Fair Market Rents and Payment Standards**

HUD published the new SAFMR effective December 1, 2019. Ms. Fields and Ms. Vangsness reviewed the new numbers and recommend the new payment standards provided to the Board for review and approval.

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the recommended payment standards effective December 1, 2019. Motion approved unanimously.

### **Windham Regional Transit District Bus Passes**

Ms. Fields and Ms. Rudd met with WRTD to discuss the Hunting Lodge Road Route usage. In that meeting they also discussed the possibility of the Housing Authority selling bus passes. It is estimated that we might sell 10 per month. It would be a service we could provide to our Holinko Estates residents as well as anyone else in the community. Ms. Fields requested that the Board approve the Housing Authority as a point of sale for WRTD bus passes.

A motion was made by Mr. Simonsen and seconded by Ms. Morin to approve the Housing Authority as a point of sale for WRTD bus passes. Motion approved unanimously.

### **Society of Human Resource Management**

Ms. Fields requested the Housing Authority pay the annual membership fee of \$209 for Ms. Rudd to become a member of SHRM. Membership goes with the individual, not with an organization. This will allow the Housing Authority to take

advantage of all the benefits of the organization and keep the Employee Handbook current with changing laws.

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the payment for Ms. Rudd to join SHRM on behalf of the Housing Authority. Motion approved unanimously.

**MEETING DATE REVIEW**

The Regular Meeting scheduled for October 17, 2019 is cancelled and a Special Meeting will be held on October 21, 2019 and the next Regular Meeting is scheduled for November 21, 2019 at 8:30 a.m.

**OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairman declared the meeting adjourned at 9:49 a.m. without objection.

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April Morin, Secretary

**Approved:**

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Richard Long, Chairman