

**Town of Fairfield Housing Authority**

The Housing Authority of Fairfield held a meeting on February 8, 2011 at 6:00 p.m. in the Community Room at 15 Pine Tree Lane.

PRESENT: Carol Landsman, Chair  
Rita Waterman, Vice-chair  
Dorothy Anderson, Commissioner  
Norine Zalenski, Resident Commissioner

ALSO PRESENT: Elizabeth Gutierrez, Executive  
Carolyn Durgy, Resident Services Coordinator

ABSENT: Cynthia Perham, Commissioner

ALSO; Julie Tomchik, Resident

DISTRIBUTIONS: Draft minutes of January 4, 2011; Management Report; Finance Report; HCV report; Trefoil Financials for January, 2011; Pine Tree Financials for January, 2011.

CALL TO ORDER: Ms. Waterman called the meeting to order at 6:07 p.m.

MINUTES: The minutes of January 4, 2011 were approved.

**REPORT OF THE CHAIR**

Ms. Landsman said she had received a notice from the Fairfield police department as to how to deal with unruly meeting attendees. It included safety tips.

The town clerk has been notified of the FHA meetings for the 2011 year.

Ms. Landsman said she would meet with Ms. McNee on February 10 to discuss the issue of accrued time. She will report the results to the board at the March meeting.

**TREASURER'S REPORT**

Ms. Perham submitted a report showing that all bills for the properties are being paid within 30 days. A verbal offer has been made to the town financial officer, Paul Hiller, regarding the payroll owed to the town. The FHA is asking for five years in which to pay the amount due.

**REPORT OF THE EXECUTIVE DIRECTOR**

Ms. Landsman said the energy audit conducted through ABCD has been completed. A Connecticut state grant will fund the suggested improvements. Some of the improvements will include replacement of insulation, changes in thermostats and weather

stripping. Some older appliances will be replaced with units that meet new energy requirements.

The Department of Community and Economic Development will hold a hearing on Tuesday, February 22 to review the CDBG request for the next fiscal year. Ms. Gutierrez and Ms. Zalenski will represent the FHA.

#### REPORT OF THE EXECUTIVE DIRECTOR

Ms. Gutierrez said furnaces in apartments would be replaced in 2011 with a grant from CDBG and help from ABCD. The FHA will pay for engineering fees. She said sidewalk replacement would take place in 2012 though they could be done at Trefoil earlier. Ms. Gutierrez said the town is repairing some potholes at this point but the FHA may also have to take on some of the task. She said the Authority could draw from reserves to do some tree removal and make some landscaping improvements in the properties. She said the Quick Books accounts have been reconciled. She did a walk-through with the construction company and has released a check to it.

Ms. Gutierrez said the wait list is exhausted with the exception of the 'young disabled.' There are some new vacancies and that she will open the list in March. Ms. Landsman asked if a unit could really be used as temporary office space: to house Mr. Gurge, Ms. Durgy and an assistant to Ms. Gutierrez. Ms. Gutierrez said HUD would need to give permission, but it is a possibility. Ms. Landsman will investigate and bring her report to the March meeting.

Ms. Gutierrez has asked for rent increases for the properties. Eleven units at Trefoil would be affected. The allowed increases are \$50.00 per month.

Ms. Gutierrez said Mr. Gurge is effectively building his program. Bridgeport is paying for 16 people to participate in Fairfield.

#### REPORT OF THE RESIDENT SERVICES COMMISSIONER

Ms. Durgy said students from the Fones School at the University of Bridgeport would be coming later this month to give a program on oral health education. She has two music programs scheduled for the summer. The art teacher at McKinley is having students make Valentines for residents. Ms. Anderson asked if volunteers could come in to assist. Ms. Durgy said they must have some training. Ms. Gutierrez said that she is applying to the UCONN School of Social Work for an intern.

#### HOUSING CHOICE VOUCHER/SECTION

Mr. Gurge noted in his report that effective March 1, 2011, the payment standards for the HCV program will be at 105% of the area FMR. This should help participants find housing.

#### UNFINISHED BUSINESS

Ms. Waterman said she would proceed with work on the employee handbook. This will be on the agenda for March.

Ms. Tomchik said she had gone to the postmaster with Ms. Gutierrez to see if a new mailbox arrangement could be put in place. The meeting was unsatisfactory. Ms. Zalenski will make further contacts.

#### NEW BUSINESS

Ms. Anderson suggested a change in by-laws to reflect the meeting times agreed upon by the board. She also said the by-laws should include a job description for the Resident Services Commissioner.

Ms. Anderson asked when and how reviews would be done. Ms. Gutierrez will review Mr. Gurge and Ms. Durgy and the board will review Ms. Gutierrez work after she has been on site for at least 6 months.

The meeting adjourned at 7:35 p.m.

The next meeting will be held on March 8, 2011 at 6:00 p.m.

Respectfully submitted,

Gretchen Goethner