

Draft

3/8/2011

Town of Fairfield Housing Authority

The Housing Authority of Fairfield held a meeting on March 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; Michael Gurge, HCV Manager; Carol Kuhl, Resident; Brian Gaugler; Dean Gaugler

ABSENT: Cynthia Perham, Commissioner

DISTRIBUTIONS: Draft minutes of February 8, 2011; Account Balances; Notification of Closed Management and Occupancy/Owners Civil Rights Compliance Review; HCV Report

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

MINUTES: The minutes of February 8, 2011 were approved as amended.

REPORT OF THE CHAIR

Ms. Landsman said Ms. Waterman, Ms. Zalenski and Ms. Gutierrez attended the February 22 hearing on the CDBG requests for the next fiscal year. At the meeting, Mr. Barnhart indicated some of the funds might be used for sidewalk improvements and additional staffing for the FHA.

Ms. Landsman said she had received a number of positive comments from residents in regard to the snow removal for the season.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Gutierrez said she had received an e-mail stating that the closing on the property adjoining Trefoil had not been completed. Mr. Gurge, Ms. Zalenski, Ms. Gutierrez and Paul did a walk through. They found the building to be in very poor condition with many non-conforming additions and repairs. Discussion followed as to what the Authority could do to acquire the property, what it could be used for and what the cost would be. The commissioners decided that (1) Ms. Gutierrez would ask Mr. Barnhart and the P & Z for clarification as to what could be built on the footprint of the existing house and (2) an expert would be asked to evaluate the existing foundation.

Ms. Gutierrez said she had tenants for every unit though some people had not moved in as yet.

She said that the auditor was doing the 2009 and 2010 audits at the same time. They will have suggestions soon as to how the systems could be improved. This may help in federalizing Pine Tree. The management reports have been closed out.

Ms. Gutierrez suggested that next month the commissioners should have a tour of the garage to see if the space could be put to better use.

Ms. Gutierrez said letters have been sent to residents detailing the rent increases that have been requested from CHFA. These will help to off set the day-to-day expenses. There will be a public hearing on the matter on March 31. The increases would only affect new tenants.

Ms. Kuhl asked about the funds from rents put aside in the past by Mr. Feld. Ms. Gutierrez said these were restricted funds and were held by the state in the STIF account.

Ms. Gutierrez distributed copies of ads for three positions at the FHA. These will be placed in local papers.

HOUSING CHOICE VOUCHER/SECTION

Mr. Gurge reviewed his report. Ms. Anderson asked how past due funds were collected. Mr. Gurge said he is able to work out a payment plan for most tenants. He said people are not able to move to another jurisdiction without clearing their accounts in Fairfield.

UNFINISHED BUSINESS/FHA Employee Handbook

Ms. Waterman led the examination of the employee handbook as it had been presented. Among the revisions was one to change the title 'Human Resources Director' to 'Executive Director.' Other additions and corrections were noted and will be incorporated in a document to be presented for approval at the April meeting.

The public portion of the meeting adjourned at 7:30 p.m.

The next meeting will be held on April 12, 2011 at 6:00 p.m.

Respectfully submitted,

Gretchen Goethner