

Draft

4/5/2011

Town of Fairfield Housing Authority

The Housing Authority of Fairfield held a meeting on April 5, 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; Julie Tomchik; Y. Razdrik

ABSENT: Cynthia Perham, Commissioner

DISTRIBUTIONS: Draft minutes of March 8, 2011; Account Balances, Financials; HCV Report; Management Report

CALL TO ORDER: Ms. Landsman called the meeting to order at 6:05 p.m.

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

REPORT OF THE CHAIR

Ms. Landsman confirmed that Mr. Gurge had received a letter regarding a problem at a 2-family home. Mr. Gurge said that the problem mentioned in the letter did not fall within his jurisdiction. The matter has been referred to the Fairfield Health Department. Ms. Landsman said that other items on her agenda would be discussed in executive session.

TREASURER'S REPORT

Ms. Anderson asked if there was a budget document she would like to compare it with the one from the previous year. Ms. Gutierrez said Mr. Pekar should have sent it out. Ms. Landsman said she would have a copy at the next meeting.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Gutierrez asked for discussion on the personnel policy that was sent out. Ms. Waterman said she had found some areas where minor changes needed to be made. She said the number of holidays listed did not match the number in Ms. Gutierrez contract. She will submit the other revisions to Ms. Gutierrez for inclusion in the policy. Ms. Landsman moved that the Personnel Policy Handbook be adopted as amended. The motion was seconded and adopted.

Ms. Gutierrez said there have been many applications as the result of ads placed in papers and online for 3 FHA jobs: Resident Services Coordinator, part time HCV clerk, and Maintenance Supervisor. The closing date is April 15, 2011. Ms. Anderson asked if salaries had been set for these jobs. Ms. Gutierrez said Mr. Pekar would put line items in the budget. She said CDBG would fund two of the positions. Ms. Landsman said the Executive Director oversees the establishment of the budget and presents it to the board for approval. She said the salaries would be based on figures from other similar housing authorities.

Ms. Gutierrez said the auditors have been on site. They will present recommendations to staff. They have indicated that they have already observed improvements in reporting.

With regard to the opportunity to federalize Pine Tree, Ms. Gutierrez said Mr. Barnhart was not optimistic as there are substantial wetlands associated with the property. The Commissioners advised Ms. Gutierrez to move ahead with the application as it is due June 1, 2011 and to include potential additional units in it. Ms. Gutierrez asked for the Board's approval to get an environmental report on the property to accompany the application. Approval was given. Ms. Landsman asked what the timeline might be for a response from HUD on the application. Ms. Gutierrez said it typically takes 6 weeks to 6 months for an initial ruling. She said HUD would also want to see local matching funds made available. CDBG may be able to help in this regard.

Ms. Gutierrez submitted a Home Inspection Report on the near by house under consideration for purchase. A variance would be needed to do anything with the property and Mr. Barnhart said the P & Z would be cautious about granting one. Ms. Landsman said she would speak to the staff at P & Z to see if they will visit the site and get an opinion.

Ms. Gutierrez said the leases and re-certifications have been completed for Pine Tree.

Security badges have been obtained for Ms. Gutierrez and Mr. Gurge

HOUSING CHOICE VOUCHER/SECTION

Mr. Gurge reviewed his report. He said he is working with 3 new voucher recipients and expects positive outcomes for them.

As regards his work place location, he indicated it is best for him to retain space at Trefoil (with expansion) and that it would be advantageous for the Executive Director and Resident Services Coordinator to be at Pine Tree. Ms. Landsman suggested that renovations be made soon.

Mr. Gurge will be at training in Rochester, NY from 4/11 to 4/15.

OLD BUSINESS

Ms. Gutierrez said she has purchased new garbage containers. There is one for every 2 units. The trash collectors can easily empty them. She will see that they are equipped with latches.

NEW BUSINESS

Ms. Gutierrez said that she expects to move the facilities to Smoke Free Housing status. She said this would reduce the cost of turning vacancies over in good condition. The process would be gradual and residents will be offered assistance in stopping the habit. Prospective tenants will be made aware of the policy. She expects it will take about three years to implement the policy fully.

The public portion of the meeting adjourned at 7:0 p.m.

The next meeting will be held on May 10, 2011 at 6:00 p.m.

Respectfully submitted,

Gretchen Goethner