

Draft

5/10/2011

Town of Fairfield Housing Authority

The Housing Authority of Fairfield held a meeting on May 10, 2011 at 6:00 p.m. in the Community Room at 15 Pine Tree Lane.

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

ALSO PRESENT: Elizabeth Gutierrez, Executive; Helen D'Avanzo, Operation Hope, Carol Duguay, resident

DISTRIBUTIONS: Draft minutes of April 5, 2011; Account Balances, Financials

CALL TO ORDER: Ms. Landsman called the meeting to order at 6:03 p.m.

MINUTES: The minutes of April 5, 2011 were approved as amended.

REPORT OF THE CHAIR

Ms. Landsman read a letter from a resident, Ms. White, regarding the parking habits of one of her neighbors. Ms. Gutierrez said an air quality study had been done for the area adjacent to her unit and it found no hazardous conditions. Ms. Gutierrez said there were no parking regulations at this time. Ms. Anderson suggested that the issue be addressed the time of the redesign of the areas.

Ms. Landsman read a letter from the League of Women Voters suggesting some areas in need of improvement in the conducting of public meetings in order to enhance the status of open government in Fairfield. Some of the requests were for the timely posting of minutes on the town web site, more accurate and complete agendas, reasons for closed executive sessions, and posting of sub-committee reports.

Ms. Landsman asked about the status of the request to federalize Pine Tree. Ms. Gutierrez said the project is not eligible under current HUD guidelines. An application can be submitted in October for the next grants, but in order to qualify, it might be necessary to show the intent to add more units.

Ms. Landsman asked if it was possible to pro-rate salaries for work done between Pine Tree and Trefoil. Ms. Gutierrez said is currently happening with Mr. Gurge's salary. This will be discussed further in executive session.

Regarding the near-by property under consideration for purchase, Ms. Gutierrez said Mr. Barnhart said that in his judgment, the house should be demolished. Ms. Anderson

suggested that the FHA make an offer for the land. It was agreed that Ms. Perham would ask Mr. Canty, a contractor from West Haven, to evaluate the property and submit a report as to what the costs would be to demolish and rebuild 2 housing units plus office space on the lot.

Any outstanding compliance issues will be discussed in executive session.

TREASURER'S REPORT

Ms. Perham submitted the financials for both complexes. Ms. Gutierrez said she had to spend \$15,000 to renovate 3 bathrooms in order to rent the units. She said that currently there is no emergency fund to handle such situations. It is difficult to rent units that are not in good condition. She said that she is working with the auditors and Mr. Pekar and expects that in the future changes in the budgeting process will be incorporated in the operation of the properties which will help the budgeting process to be more efficient.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Gutierrez said that Mr. Gurge did very well on the executive management exam he took recently. He has received many compliments from other professionals and has been asked to share his expertise in a number of areas with them.

Ms. Gutierrez said that 2 vacancies have been filled. She is working with the town Social Services Department and one of the families.

The management review will be on June 15.

Heat pumps will soon be installed in some units. These apartments will no longer need air conditioners. Baseboard heating will be turned off and each renter will control the temperature in the individual unit.

Ms. Gutierrez said interviews have been scheduled for Residence Services Coordinator and Maintenance Supervisor. Several residents from each complex have been involved in evaluating the resumes. Ms. Gutierrez says this input will help bring the 2 communities together.

OLD BUSINESS

Ms. Perham said that 2 contractors would be submitting bids for the parking realignment plan. She will call Mr. Barnhart for a suggestion for a 3rd company to contact.

NEW BUSINESS

Ms. Duguay, a resident, the commissioners and Ms. Gutierrez discussed the status of the presence of Carl Duguay on the property. Ms. Gutierrez said an agreement has been reached with Ms. Duguay and that she has been cooperative. From time to time, agreements have been established with other tenants. Ms. Waterman just confirmed that the office is consistent on its positions.

Ms. D'Avanzo asked about the plan, advanced in 2008, to advocate for more project-based vouchers. Ms. Gutierrez said this issue would not be advanced at this time, as there are some problems with the HCV program that need to be fixed first. The Board is supportive of the idea and will address it in the future. She said the FHA would work with Operation Hope on the issue.

The public portion of the meeting adjourned at 7:09 p.m.

The next meeting will be held on June 14, 2011.

A motion was made to go into executive session in order to discuss personnel issues.

Respectfully submitted,

Gretchen Goethner

Executive Session:

A motion was made by Ms. Waterman that the FHA is to request all outside contractors bring all data and records pertaining to the Housing Authority back to the FHA by May 31, 2011 and remain on the property. The motion was seconded by Ms. Anderson. All commissioners voted in favor of the motion.

The Executive Session adjourned at 8:02 p.m.