

Draft

8/9/2011

Town of Fairfield Housing Authority

The Housing Authority of Fairfield held a meeting on August 9, 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; Michael Gurge, Deputy Director; Peggy Ford, Resident Services Coordinator; Juan Reyes; Maintenance Supervisor

DISTRIBUTIONS: Draft minutes of July 12, 2011; Budget; HCV Report; RSC Report; letter from HUD re: SEMAP; 2011 Administrative Plan Revisions

CALL TO ORDER: Ms. Landsman called the meeting to order at 6:04 p.m.

MINUTES: The minutes of July 12, 2011 were approved as amended.

REPORT OF THE CHAIR

Ms. Landsman reported that she had a recent meeting with the First Selectman, Paul Hiller and Caitlin Bosse at which she submitted a proposal for the repayment of funds due the town from the FHA. The proposal was accepted and was subsequently on the agenda of the Board of Selectmen. Ms. Gutierrez did attend the latter meeting as an observer.

Other items will be covered in executive session.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Gutierrez introduced Peggy Ford, the new Resident Services Coordinator, and Juan Reyes, Maintenance Supervisor. She said Ms. Ford who began her duties on August 1 has established and immediate rapport with tenants. She has ties to Fairfield and is a licensed nurse. She will be able to perform some of the community nursing tasks. Mr. Reyes came on board in July and has been renovating vacant apartments as well as the community room at Pine Tree. He has also been improving the lawn maintenance. He mentioned that he is interested in operating in as economical manner as possible. Ms. Gutierrez said she introduced the two new staff members at a 'meet and greet' event and that the residents responded enthusiastically.

Among other items, Ms. Gutierrez said office space had been redone to accommodate the new staff and that data and phone links were up to date. She said the wait list would open

on September 1. The information will be published in local papers and distributed throughout the community. Twenty three names have been removed from the list as there was no response when they were contacted. It is time to schedule annual inspections of the units. In regard to the parking lot redesign, Ms. Gutierrez will meet with Paul Slotnick to draw plans. It is anticipated bids will go out in January or February, 2012.

Ms. Gutierrez distributed copies of the budget for the time period ending in June. She expects to have a finalized budgeting plan by the October Board meeting. This will include Pine Tree, Trefoil and the HVC program. Ms. Waterman expressed the thanks of the Board for this work to Ms. Gutierrez and Mr. Sandor, CPA.

Ms. Gutierrez said work has started on the installation of heat pumps and new boilers for the units. The liability to the FHA is \$14,060 with a grant from ABCD providing the balance of the funds.

Parish Court has a new director, Robert Schulman. Ms. Gutierrez said the FHA is working on a management plan to submit for administering that facility.

REPORT OF THE HCV PROGRAM

Mr. Gurge submitted his written report. He received a letter from HUD confirming zero deficiencies in the SEMAP score. FHA/HCV is one of 23 PHA's in Connecticut to receive congratulations from HUD on having (0) deficiencies on the EIV deceased tenants report. Two portable tenants have been leased as of 8/1/11. FHA/HCV is being reimbursed for administrative costs regarding them. The Administrative Plan Revisions were adopted.

In regard to the proposal of Carol Martin, Executive Director of the Westport Housing Authority to 'loan' them some of our project based housing vouchers, Mr. Gurge said regulations prohibit the use of them outside our assigned jurisdiction without the approval of the Town of Westport and HUD. This would essentially start the process of becoming a multi-jurisdictional PHA. This would be a lengthy and complicated process.

The 2011 Administrative Plan Revisions submitted by Mr. Gurge were approved.

RESIDENT SERVICES COORDINATOR

Ms. Ford said she started work on August 1 and spent the first week meeting residents and assessing needs for several of them. A priority for the next week will be planning the annual Firemen's BBQ picnic on August 12th.

NEW BUSINESS

Ms. Landsman led a discussion of the proposals made by Ms. Martin. The board agreed that there were many questions to be explored regarding the transfer of Section 8 Project Based Vouchers to Westport. Mr. Gurge said that compliance with HUD's regulations would need to be considered. Other ways of collaborating in the near future will be examined.

Ms. Landsman suggested inviting the First Selectman to the next meeting.

The public portion of the meeting adjourned at 7:40 p.m.

The next meeting will be held on August 16, 2011.

A motion was made to go into executive session.

Respectfully submitted,

Gretchen Goethner