

Draft

1/10/12

Town of Fairfield Housing Authority

The Housing Authority of Fairfield held a meeting on January 10, 2012 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: Michael Gurge, Interim Executive Director ; Peggy Ford, Resident Services Coordinator; Evelyn Gearing; Dave Belcher

DISTRIBUTIONS: Draft minutes of December 13, 2011; HCV Waiting List Report; Safety Team Report; RSC Report; January Newsletter; Audited Financial Statements for Trefoil and Pine Tree

CALL TO ORDER: Ms. Landsman called the meeting to order at 5:55 p.m.

MINUTES: The minutes of December 13, 2011 were approved as amended.

REPORT OF THE CHAIR

Ms. Landsman said she would address issues in executive session.

TREASURER'S REPORT

There was no treasurer's report.

REPORT OF THE RESIDENT SERVICES COORDINATOR

Ms. Ford presented her report. Highlights include the news of the adoption of a no-smoking policy by the FHA Board. Ms. Ford said she would be pleased to refer current residents who are smokers to sources for cessation programs. There was a successful holiday dinner attended by 23 residents from both complexes. A program called "A Matter of Balance," hosted by Fairfield University graduate nurses will begin on February 20th. The classes are offered free of charge.

REPORT OF THE INTERIM EXECUTIVE DIRECTOR

Mr. Gurge said the 3rd quarter financials had not been submitted to HUD. He asked that the board approve the audited returns as presented so they might be submitted by January 16, 2012. A motion to accept the audits was made by Ms. Landsman and seconded by Ms. Waterman. There were two votes to accept and one abstention. The motion passed. Ms. Landsman said she would have the audits notarized at her place of business

tomorrow so they could be mailed to CHFA immediately. The board decided to invite the accountant, Tim Sandor, to the February meeting to review the audit process.

Mr. Gurge said that a Safety Team has been established. It will meet twice monthly. There are eight members of the team representing staff and residents. Among the topics discussed were Fire Safety and First Aid availability. Ms. Anderson asked if there were fire drills. She was informed that this is an area to be considered and implemented.

REPORT OF THE HCV PROGRAM

Mr. Gurge distributed copies of the Proposed HCV Waiting List Local Preference Point System for the FHA. Ms. Waterman suggested several changes in wording that will be incorporated into the document. Definitions of each category of resident are included along with source references and statistics. A motion was made by Ms. Anderson and seconded by Ms. Waterman to accept the Proposal. A motion was made to include the Proposal in the Administrative Plan was made by Ms. Landsman and seconded by Ms. Waterman. Both motions were approved unanimously.

Mr. Gurge said he and Mr. Sandor would be attending an HCV III meeting on February 2, 2012.

The 2012 Management Plan will be discussed in Executive Session.

A resident presented a request for recertification. Mr. Gurge said progress was being made on existing issues and that he would meet with her on January 11 so she could sign all the appropriate papers and receive her certification.

The public portion of the meeting adjourned at 6:50 p.m.

The FHA adjourned into executive session at 6:50 and returned to a regular meeting at 7:15. At that time a motion was made by Chair Carol Landsman and seconded by Rita Waterman to accept the 2012 budget and management plan as presented. The vote in favor was unanimous.

The next meeting will be held on February 14, 2012.

Respectfully submitted,

Gretchen Goethner