

Draft

Town of Fairfield Housing Authority

The Housing Authority of Fairfield held a meeting on January 22, 2012 at 12:00 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, Deputy Director; Peggy Ford, Resident Services Coordinator; Mark Barnhart, Director, Department of Community and Economic Development

DISTRIBUTIONS: Draft minutes of January 10, 2012; letter from Mr. Tetreau acknowledging Ms. Perham's resignation; Certified Resolution

CALL TO ORDER: Ms. Landsman called the meeting to order at 12:17 p.m.

MINUTES: The minutes of January 10, 2012 were approved as amended.

REPORT OF THE CHAIR

Ms. Landsman reported that the Board had received an official resignation notification from Ms. Gutierrez. Her last day of employment was December 31, 2011. Other issues regarding this matter will be discussed in executive session.

Ms. Landsman reiterated the need for several new board members. Mr. Barnhart said Mr. Tetreau was aware of the need and that he expected appointments soon. Ms. Zalenski questioned the procedure for naming new board members. Ms. Waterman said it was by custom that the chair makes recommendations to the Selectmen. Ms. Landsman stressed that it was important to have someone who was knowledgeable about the needs and procedures of the Authority.

Mr. Gurge, Ms. Landsman and Mr. Barnhart attended a meeting at HUD in Hartford recently. They discussed financial management issues and the overall sustainability of the Fairfield institution. Ms. Landsman said there had been accounting errors resulting in the Authority making payments to HUD from inappropriate accounts. She said HUD is willing to work with the FHA. The agency has given the FHA 30 days to submit a plan for modifications and projections of what progress can be made by July of 2012. HUD is willing to work out a payment plan for reimbursement.

Ms. Landsman complimented Mr. Gurge on his presentation to HUD and credited him with encouraging them to aid the Authority.

Mr. Gurge said HUD is concerned with the increase of expenses over income in the Sec. 8 program.

Ms. Landsman said HUD questioned the extent of the use of consultants and that this is a matter of great concern.

Mr. Gurge said changes are underway in the software programs used by the Authority. When completed, these will make all functions up to date and efficient. These will encompass the financial records, pertinent resident information, and work orders. He expects the conversion to be complete by July 2012.

Ms. Landsman stressed the need for security of the information. Mr. Gurge said he will bring in an expert to ensure this is handled appropriately.

Ms. Landsman said the FHA has an obligation to inform the town, in particular Mr. Hiller and Mr. Barnhart, of the current situation. She emphasized that the Board is committed to making necessary corrections.

REPORT OF THE INTERIM EXECUTIVE DIRECTOR

Mr. Gurge said he had attended a NOFA meeting January 13, 2012. He will be applying for a grant from them for Pine Tree. Mr. Christiano will help put this together. A certified resolution was distributed. It reads as follows:

Be it resolved by the Board of Commissioners of the Fairfield Housing Authority that Michael Gurge, Acting Executive Director, is hereby authorized to submit an application to the Connecticut Department of Economic and Community Development and or the Connecticut Housing Finance Authority for funding under the State Housing Rehabilitation and Preservation Program and to execute any amendments, revisions, or recessions required thereto.

The motion was proposed by Ms. Anderson and seconded by Ms. Waterman. The motion was approved.

Mr. Gurge said that Mr. Christiano approved a change order relating to the installation of the boilers. This was necessary in order to create adequate drainage for the systems in order to comply with current codes. This work was done, in part, through a grant from CDBG. When questioned, Mr. Gurge said there were funds in the STIFF account to cover the additional cost.

Mr. Gurge said the HCV program will have a financial management review in mid to late April.

The public portion of the meeting adjourned at 1:00 p.m.

The next meeting will be held on March 13, 2012.

Respectfully submitted,

Gretchen Goethner