

## **Town of Fairfield Housing Authority**

The Housing Authority of Fairfield held a meeting on March 13, 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  
Andrew Baumgardner, Commissioner

**ALSO PRESENT:** Michael Gurge, Acting Executive Director; Peggy Ford, Resident Services Coordinator; Jim Zalenski, Maintenance; Carol Martin, Executive Director, Westport Housing Authority; Carol Kuhl; Inez Saucier; Marie MacDonald; Theodore Sileo; Elizabeth Murray; Eileen Hurrey; Yvonne Razdrih; Anne Harris; Walter Yurkowski; Julie Tomchick; Peggy Caraglio; David Belcher; Carolyn Duguay; Eunice White; Gladys Erazo; Wilson Erazo; JoePiel; Dric Grimes

**CALL TO ORDER:** Ms. Landsman called the special meeting to order at 6:00 p.m.

**MINUTES:** The minutes of the February 22, 2012 Special Meeting were approved as amended and the minutes of the special meeting of March 7, 2012 were approved as submitted.

### **REPORT OF THE CHAIR**

Ms. Landsman introduced and welcomed Mr. Baumgardner as a new member of the board. He has been a corporate CPA and an active member of the community.

As there were a number of attendees at the meeting, a motion was made and approved to amend the agenda to allow one person each from Pine Tree and Trefoil to speak to the board. Ms. Zalenski of Trefoil expressed the concern of the residents about the board decision to reduce the hours of the maintenance staff. Ms. Landsman said that in the recent meeting the board was told by HUD that by its standards, the Authority was overstaffed in this area. The Authority is facing severe fiscal problems and so took the action to reduce each of the positions to .75 with the expectation that by April the board hopes to agree on a benefit plan for employees and these individuals would still be eligible to receive them.

Ms. Saucier, a Pine Tree resident, asked if Pine Tree is a HUD or state funded facility. Ms. Landsman said that it is supported by rents and grants.

Ms. Landsman stressed that the board members want to be aware of and address the concerns of residents. Their priority is to maintain a safe and viable facility with the available resources. She suggested that anyone wishing to address the board at the April

10, 2012 meeting, contact Mr. Gurge and ask to be included on the agenda per Robert's Rules of Order.

Ms. Landsman introduced Carol Martin, Executive Director of the Westport Housing Authority. She also works with Konover Development Company, a builder of affordable housing. Ms. Martin said that 4 ½ years ago, the Westport Housing Authority faced many of the same problems occurring here. They have been successful in improving the financial position of that Authority and adding new housing units in Westport.

Ms. Landsman said the CY 2012 Action Plan and the Pine Tree and Trefoil Action Plans have been approved. HUD has contacted the Town of Fairfield about the fiscal position of the Authority. Ms. Landsman said the only connection between the Town of Fairfield and the FHA is that the Board of Selectmen appoints FHA Board members. However, the FHA is willing to work collaboratively with the Town to resolve FHA issues. The town has offered to assist with an independent audit of the Authority. Ms. Landsman received a preliminary report from the town today. Mr. Gurge said Pine Tree is projected to break even by the end of the year and that Trefoil should be also be solvent. Regarding the HCV program, Mr. Gurge said that the program is projected to be sustainable to year end. However, there are too many variables to allow accurate projections. Ms. Landsman asked if the FHA had the ability to allocate salaries between the different entities. Mr. Gurge said that this was done with salaries but that benefits were assigned to the HCV program. Ms. Landsman clarified that restricted net assets were solely used for HAP landlord payments. Unrestricted funds were used for salaries and other expenses. When there was an overpayment to HUD, monies were paid back using restricted funds when it should have come from unrestricted funds. By the April meeting, she hopes to be able to have HUD figures compare to those used by the town. Mr. Gurge mentioned that HAP expenditures change regularly. Because the program is relatively small, a \$1000.00 change can be significant. He said that his reports, compiled by using the software program, conform to HUD requirements.

#### REPORT OF THE ACTING EXECUTIVE DIRECTOR

Mr. Gurge said he had successfully completed the Property Management Course.

#### RESIDENT SERVICES COORDINATOR

Ms. Ford distributed copies of her report. She said she had continued to attend mediation training. The balance training program, provided by a grant through Fairfield University, attracted 11 participants. The safety committee continues to meet monthly. Ms. Ford is continuing to solicit interest in the position of Resident Services Commissioner, a board position.

#### MAINTENANCE

Mr. Zalenski said maintenance orders are being filled in less than 24 hours. He wanted to know who to report to about change orders. Ms. Landsman said these should be referred to the Acting Executive Director. She thanked the maintenance staff for an outstanding job performance.

## OTHER BUSINESS

A resident asked if the recertification process would still be conducted on March 15 and 16. Ms. Landsman said this was still on schedule.

A resident asked if a resident could request a copy of their complete file. Ms. Landsman said this was possible. There will be a charge per page for copying.

The public portion of the meeting adjourned at 7:05 p.m.

The next regular meeting will be held on April 10, 2012.

Respectfully submitted,

Gretchen Goethner

### Addendum:

After the Executive Session, the Board voted on the following motion:

The following motion was made by Carol Landsman and seconded by Dorothy Anderson:  
The Commissioners of the Fairfield Housing Authority shall send a letter of intent to Carol Martin regarding her employment as Executive Director of the Fairfield Housing Authority pending resolution of certain conditions imposed by the FHA Board of Commissioners. The motion was passed unanimously.