

Town of Fairfield Housing Authority

The Housing Authority of Fairfield held a meeting on April 10, 2012 at 6:00 p.m. in the Community Room at 15 Pine Tree Lane.

PRESENT: Carol Landsman, Chair
Rita Waterman, Vice-chair
Andrew Baumgardner, Commissioner

ALSO PRESENT: Peggy Ford, Resident Services Coordinator; Carol Martin, Executive Director, Westport Housing Authority; Maureen Delany, resident

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

MINUTES: The minutes of the meeting of March 13, 2012 were approved as amended.

REPORT OF THE CHAIR

Ms. Landsman introduced Carol Martin who will assume the position of Executive Director on or about April 23, 2012. Ms. Martin has been working with Mr. Gurge in order to understand the workings and processes of the FHA. Ms. Landsman introduced Ms. Delany, who has expressed interest in assuming the position of Resident Commissioner. Ms. Delany submitted a resume that will be sent to the office of the Selectmen and on their approval, appointment to the board.

Ms. Landsman mentioned that the by-laws do not address the duties of the Resident Commissioner or the maintenance personnel. These omissions will be addressed.

Ms. Landsman addressed the issue of the number of signatures needed for the bank accounts. Ms. Martin recommended that all checks have two signers. It was decided that a policy would be developed to address the issue of who should sign and what limits should be set on the amounts of the checks. Ms. Landsman asked Mr. Baumgardner if he would be Treasurer. He will give consideration to accepting the position.

TREASURER'S REPORT

A report of the FHA Account Balances was distributed.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Martin reported that she was investigating the available information and compiling pertinent material in order to develop a management plan for the three entities that are under the auspices of the FHA. She will be examining the income verifications and the rents charged for units. It is essential, she said, that rents cover expenses. Ms. Martin said

she is optimistic that the programs can be stabilized and expects major progress in 120 days. She also expects the FHA to apply for some grants to help cover expenses.

Ms. Martin acknowledged the debt still owed to HUD by the FHA and expects that a repayment plan will be worked out.

RESIDENT SERVICES COORDINATOR

Ms. Ford distributed copies of her report. Among the continuing programs offered is the Balance and Fall Prevention program presented by Fairfield University students. She attended a meeting at Town Hall regarding the state sponsored Renter's Rebate Program. Each resident, or his or her representative, must go to the Senior Center for information during the summer enrollment period.

OTHER BUSINESS

Ms. Waterman said she would update and distribute a Directory of FHA Board and Staff members.

The public portion of the meeting adjourned at 7:22 p.m.

The next regular meeting will be held on May 8, 2012.

Respectfully submitted,

Gretchen Goethner