

Draft

Town of Fairfield Housing Authority

The Housing Authority of Fairfield held a special meeting on May 8, 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, Treasurer
Dorothy Anderson, Commissioner

ALSO PRESENT: Carol Martin, Executive Director; Peggy Ford, Resident Services Coordinator; Residents Maureen Delaney, Nancy Dills, Mary Skarstrom, Marie MacDonald, Inez Saucier, John Ball; Michael Gurge; Allison Gurge; Bruce Whitaker, Millennium Real Estate Services; Tim Sandor, accountant; Lisa Egan, attorney

CALL TO ORDER: Ms. Landsman called the meeting to order at 6:01 p.m.

PUBLIC PARTICIPATION

Mr. Gurge raised issues of adherence to the union contract and public meeting notification.

Ms. MacDonald asked why the fire department did not know where to find the switch for the alarm system. Ms. Landsman said the department would be informed in writing of the location of the switch.

Ms. Skarstrom asked the board members to introduce themselves and delineate their terms of office.

Ms. Delaney suggested developing an orientation package of information for new residents. Ms. Landsman asked Ms. Ford to work with Ms. Delaney on this project.

MINUTES: The minutes of the meeting of April 10, 2012 were accepted as amended. The minutes of the special meeting of April 30, 2012 were accepted as presented.

REPORT OF THE CHAIR

Ms. Landsman said the recent personnel changes were the result of HUD requests and requirements that the budget cover expenses. The goal of the Board is to provide residents with safe housing and a good quality of life in a sustainable framework. Millennium Real Estate Services LLC has been given a 6-month contract to provide property and asset management services. Ms. Landsman said the town administration was aware of the changes and supportive of the board action.

TREASURER'S REPORT

There was no treasurer's report.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Martin distributed copies of her report which she emphasized was preliminary. She said it was necessary to stabilize the FHA finances and address outstanding compliance issues relating to properties and programs.

Ms. Martin said that on April 30, 2012 she submitted an unaudited financial report for Pine Tree to CHFA, which showed a loss for the year. She also submitted a management plan for Pine Tree that budgeted a \$245 a unit base rent effective July 1, 2012. However, residents were not properly informed about the increase according to state statutes and so the increase will not be effective on that date.

Ms. Martin said that revenue for Trefoil Court for the first quarter of 2012 is on budget. She has not been able to assess expenses for this period to see if they are in line with the approved budget.

HUD has informed Ms. Martin and the Board that it will conduct a REAC Quality Assurance inspection of Trefoil Court on May 23, 2012. Ms. Martin retained a firm to do a pre-inspection in order to help prepare for the site inspection. A number of deficiencies were noted. Millennium RE Services will be working to address some of these problems in order to try to raise the Trefoil score. Ms. Landsman introduced Bruce Whitaker of Millennium RE Services. He spoke about his background and the company he represents. He said that among the corrections to be undertaken on the site is the redesign and renovation of the roadway and parking. He will meet with the contractor to see what items are covered and how to maximize the scope of the work. Ms. Delaney asked what happens after the inspection. Mr. Whitaker said HUD would determine a time frame for a re-inspection. Mr. Baumgartner asked what the cost of big-ticket items might be. Mr. Whitaker said he could not give an estimate at this time. Ms. Landsman asked if the score affected potential future funding. Ms. Martin said that was the case but that the FHA would need to show a capacity to manage its facilities appropriately.

Millennium is reviewing Tenant Eligibility and Rent Procedure forms for Trefoil Court residents to see if they are complete and accurate.

Ms. Martin said a Management and Occupancy Review performed by JEFECO for Trefoil Court on September 10, 2011 identified deficiencies at this property. This may lead to HUD directing the FHA to retain a third party property management firm that must be approved by HUD.

Regarding the HCV program, Ms. Martin said HUD staff has determined that the FHA is no longer in a "shortfall" situation and may begin to issue vouchers. HAP expenses must be monitored. The FHA needs to increase leasing so that administration fees may be increased. Ms. Martin and Mr. Sandor will ask HUD to move the FHA to the

Westport/Stamford Fair Market Rental area. This would help the Authority utilize more vouchers. This, however, is a lengthy process.

The 2010 audit reflects \$219,805 is due HUD because the Authority utilized Housing Assistance Payments for non-Section 8 purposes. Repayment plans will be developed going forward.

Ms. Martin said she would be proposing some by-laws changes in order to allow the board to be more flexible and to appropriately describe the order of business.

RESIDENT SERVICES COORDINATOR

Ms. Ford distributed copies of her report. She said the Fall Prevention Program has been successful and that it may be offered again in the future. Five residents enjoyed a trip to the Christmas Tree Shop and lunch at the Hometown Buffet. At the request of a resident, Ms. Ford attended a hearing at the Senior Center with representatives from the Southwestern Connecticut Agency on Aging. As a result of the meeting, the resident will begin receiving home health aide services under a payment formula that will be acceptable to the resident.

At 7:20 pm. a motion was made and accepted to adjourn to Executive Session

The next regular meeting will be held on June 12, 2012.

Respectfully submitted,

Gretchen Goethner