

## **Town of Fairfield Housing Authority**

The Housing Authority of Fairfield held a meeting on June 12, 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  
Maureen Delaney, Resident Commissioner

ALSO PRESENT: Carol Martin, Executive Director; Peggy Ford, Resident Services Coordinator; Residents, Nancy Dills, Mary Skarstrom, Norine Zalensky, Sharon Farrington; Chris Theroux, Jason Geel, auditors; Helen D'Avanzo, Operation Hope

CALL TO ORDER: Ms. Landsman called the meeting to order at 6:02 p.m.

### **PUBLIC PARTICIPATION**

Ms. Zalenski asked for a progress report on the parking improvement plan for Trefoil Court. Ms. Martin said that revisions to the previously submitted plan were being implemented. The FHA is reviewing a Voluntary Compliance Agreement with HUD which may impact the contract for the site improvements planned at Trefoill. While there is no date as yet for completion of the project, work will commence as soon as possible.

Ms. Zalenski suggested that residents would appreciate prior notice from the management company as to when inspections of individual units were to occur. It would be helpful to schedule a meeting with the residents, the Executive Director and the management representatives. Ms. Martin said an RFP for a management company would be available about July 1, 2012.

Ms. Skarstrom asked if the smoke free policy would be implemented July 1. Ms. Landsman said the details had not been specified yet. Ms. Martin asked Ms. Zalenski to work with Commissioner Delaney and Ms. Ford in informing the residents of the new policy and rules governing the policy and the actions to be taken for offenders.

Ms. Zalenski mentioned the need for the pet policy to be explained to residents and enforced.

MINUTES: The minutes of the meeting of May 8, 2012 were accepted as amended.

### **REPORT OF THE CHAIR**

Ms. Landsman addressed the concern of residents that the firemen did not know where to locate a main switch. That has been remedied.

Ms. Landsman thanked the residents and staff for their cooperation and hard work in the recent inspection. The Board was most gratified by the results.

#### TREASURER'S REPORT

As Mr. Baumgartner had not yet arrived, Ms. Martin distributed the FHA cash position statement for May.

Mr. Theroux and Mr. Geel are working on the audit for 2011 in order to present it to HUD and DECD. They expect to have a draft soon. Ms. Martin said she expects that the 2012 audit will not show progress toward implementing needed controls since the previous audit was completed only 5 months ago. She emphasizes the desirability of utilizing just one software program for the records. She said that, to date, there have been no reserve withdrawals in 2012.

#### REPORT OF THE EXECUTIVE DIRECTOR

Ms. Martin submitted a comprehensive written report.

Ms. Martin thanked the Trefoil Court residents for their cooperation in the recent REAC inspection.

Residents' questions about the 'call for aid' devices in their units will be addressed in an orientation document being prepared by Ms. Ford and several residents.

Ms. Martin said she and Mr. Sandor are appealing the placing of the FHA in the Fair Market Rental (FMR) area that includes Bridgeport. Their contention is that rental rates in Fairfield are more aligned with those of towns west of Fairfield rather than east and should be adjusted to meet this reality. The granting of this appeal would allow more units to be leased under the HCV program than is currently realistic. This would help the FHA HCV program to achieve a more sustainable financial position.

Ms. Martin has addressed a Fair Housing Complaint. Attorney Hausman is reviewing the document. A copy of the draft Voluntary Compliance Agreement was attached to her report.

#### RESIDENT SERVICES COORDINATOR

Ms. Ford distributed copies of her report. Among the highlights was her effort to provide more trips, per residents' requests. She is exploring the possibility of combining efforts in this direction with the Senior Center or other housing authorities, as it is necessary to have a minimum of 10 participants for most events.

Ms. Ford is helping residents prepare for the upcoming Renter's Rebate program.

Planning has begun on an orientation packet to be distributed to new and existing residents.

**Resolution #12-02 Amendment to the FHA By-laws**

Ms. Martin explained that these revisions would help simplify the operating procedures of the board and allow for some flexibility.

The commissioners discussed the proposed revisions.

ARTICLE I: The name of the Authority, “The Housing Authority of the Town of Fairfield,” conforms to language used in the 1964 resolution establishing the Authority.

ARTICLE II: A description of the duties of the Resident Commissioner will be included.

ARTICLE III: Meetings may, of necessity, occasionally be held at sites other than on FHA property.

Order of Business:

Ms. Martin said that typically the full time staff members give reports and the board members clarify issues by asking questions. The duties of the board include oversight of the staff and the setting of policy.

Ms. Landsman moved to accept Resolution #12-02 with the addition to ARTICLE II. Ms. Waterman seconded the Resolution. The Resolution as amended was accepted unanimously.

At 7:43 the meeting moved to Executive Session. The Commissioners reconvened in public session at 8:35. A motion was made and passed to adjourn.

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

Respectfully submitted,

Gretchen Goethner