

**Draft**

**Town of Fairfield Housing Authority**

The Housing Authority of Fairfield held a meeting on July 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, Treasurer  
Dorothy Anderson, Commissioner  
Maureen Delaney, Resident Commissioner

ALSO PRESENT: Carol Martin, Executive Director; Peggy Ford, Resident Services Coordinator; Bruce Whitaker, Millenium Management; Residents: Nancy Dills, Mary Skarstrom, Inez Saucier, Peggy Caraglio, Carol Kuhl, Alaine Keiser, Betty Murray

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

**PUBLIC PARTICIPATION**

Ms. Caraglio reported a recent incident in which a tenant had grossly misused the laundry room making it unusable to other tenants. Ms. Landsman and Ms. Martin said the issue had been addressed.

Ms. Dills said that on Saturday, July 7, some non-residents were in the complex apparently soliciting business. She reported this to the police department. Ms. Ford said that, as a follow-up, the Police Department would do a program on safety for the residents sometime in August. Ms. Landsman mentioned that there is a ‘No Solicitation’ sign at the entrance to the properties.

Ms. Landsman thanked the members of he public for their participation.

MINUTES: The minutes of the meeting of June 12, 2012 and the special meeting of June 27, 2012 were accepted as amended.

**REPORT OF THE RESIDENT SERVICES COORDINATOR**

Ms. Ford said she had attended a recent meeting at the Senior Center that was focused on the accessibility of the Town and its facilities.

The Farmers’ Market coupons, valid until October 31<sup>st</sup>, are now available. Each resident is entitled to \$15.00 worth of coupons to use at approved Farmers’ Markets.

Ms. Ford continues to contact the Fire Department to discuss the annual barbecue. She hopes to have the event at the end of August.

Ms. Ford and Ms. Delaney have started work on an orientation packet to be distributed to residents.

#### REPORT OF THE RESIDENT COMMISSIONER

Ms. Delaney said that a drop box to receive residents' suggestions is located in the office area of Pine Tree. Among the issues brought to her attention are

- 1) requests for some additional informational signs;
- 2) a query as to whether the Community Room can be open additional hours; (The Board and Ms. Martin agreed that, for safety reasons, the room may only be open when the office is in use.)
- 3) a question regarding the availability of a dumpster for use by Pine Tree residents in the Spring and a
- 4) suggestion to recognize residents' birthdays once a month. (Ms. Ford said perhaps a social committee could be formed to address such issues.)

Mr. Baumgardner asked if there is a standardized suggestion form. Ms. Ford and Ms. Delaney will address this.

#### REPORT OF THE EXECUTIVE DIRECTOR

Ms. Martin thanked Ms. Ford for her help in the transition period.

Ms. Martin distributed reports detailing the cash positions of the FHA Administrative Account, Pine Tree and Trefoil Court as well as the HCV Program. In regard to the HCV accounts, Ms. Martin said the January to May figures have been reconciled with Mr. Sandor's help. She said the auditors are still working on the report.

#### Pine Tree Apartments

A management plan for Pine Tree has been submitted to CHFA. It includes a proposed base rent increase, effective August 1, 2012, as presented in Resolution #12-04. If the Board adopts the proposed rent changes at this meeting, Ms. Martin will forward the Resolution to CHFA and request they approve the increases. It is hoped this approval will be granted within 30 days.

#### Trefoil Court

Ms. Martin reported that she has submitted a budget based contract renewal to JeffCo. This will provide the FHA the opportunity to receive a Rent Adjustment beyond the standard increase and allow the property to make deposits into replacement reserves. If approved, the budget and associated rent increases would be effective November 1, 2012. The entire submission package is available for review by contacting Ms. Martin.

Ms. Martin said she expects to retain a firm to do a Capital Needs Assessment of the property.

### Housing Choice Voucher Program

Mr. Whitaker said the goal is to maximize the utilization rate. The present rate is 42% (73 families) of available vouchers.

Ms. Martin said she had directed Millennium to begin leasing up to three additional units per month through December 2012. It is important to maximize these rates as HUD bases next year's funding on this year's activity.

Mr. Baumgardner asked why the utilization rate is so low. Ms. Martin said she does not have an answer for this. Mr. Baumgardner asked if the rental units must be in Fairfield. Ms. Martin said the tenants must live in Fairfield the first year of the arrangement. Then they could take the voucher to another location. Ms. Martin said there are 286 names on the waiting list.

Ms. Martin said she has communicated with HUD Boston regarding the FHA FMR. They acknowledged that the current FMRs were above the FMR for the Bridgeport area. HUD suggests that the FHA submit a formal request to HUD Hartford for a fair market rent exception. Ms. Martin will submit the request this week. An adjustment of the FMR should make it easier to find eligible rental properties for the program.

An RFP for Professional Management firms will be published this weekend. The due date for responses will be August 10, 2012. A selection committee will review the responses and make a selection on or before August 31, 2012. Ms. Martin has asked Ms. Landsman, Ms. Waterman and Mr. Barnhart to serve as the selection committee.

Ms. Martin said she is continuing to work on the Voluntary Compliance Agreement prepared by the HUD Fair Housing Office in the O'Connor matter. The findings are related to the local preferences adopted by the FHA Board in January 2012. Ms. Martin said that after a review of the process of adopting the local preferences and revising the HCV Administration Plan, she has determined that the process did not follow 24 CFR 903, and section 2702 of the Housing and Economic Recovery Act of 2008, as applicable. Therefore she recommends the FHA Board rescind the action taken at the January 10, 2012 Board meeting adopting the HCV waiting list local preferences.

### **Resolution #12-04: To Approve a Base Rent Increase at Pine Tree Apartments E23 to E56**

Ms. Landsman asked the Commissioners to read the resolution. Ms. Anderson asked if this applied to all tenants. Ms. Martin said it applied to all paying base rent, about 18 units.

The motion to accept was made by Mr. Baumgardner, seconded by Ms. Waterman.

The resolution was adopted unanimously.

**Resolution #12-05: To Adopt a Rental Phase-in Policy for Pine Tree Apartments for existing residents**

Mr. Baumgardner asked how this policy was to be communicated to the affected residents. Ms. Martin said the policy must be approved by CHFA first, and then would be explained by letter to the residents.

The motion to accept was made by Mr. Bumgardner and seconded by Ms. Landsman.

The resolution was adopted unanimously.

**Resolution #12-06: To Rescind the January 10, 2012 Resolution adopting local preferences for the FHA's Housing Choice Voucher Program**

The motion to accept was made by Ms. Delaney and seconded by Mr. Baumgardner.

The motion was adopted unanimously.

**OTHER BUSINESS**

Ms. Murray, a tenant, asked why Pine Tree residents were getting an increase. Ms. Martin explained that it was due to the fact that income did not cover expenses. She said the goal of the FHA was to give residents quality housing and to preserve the rents at 1/3 of tenant income.

At 7:25 the meeting moved to Executive Session.

The date of the next regular meeting is August 22, 2012

Respectfully submitted,

Gretchen Goethner