

**Draft**

**Town of Fairfield Housing Authority**

The Housing Authority of Fairfield held a meeting on November 13, 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  
Maureen Delaney, Resident Commissioner

ALSO PRESENT: Carol Martin, Executive Director; Peggy Ford, Resident Services Coordinator; Peggy Caraglio; Inez Saucier; Bruce Whitaker; Tim Sandor

CALL TO ORDER: Ms. Landsman called the meeting to order at 6:05 p.m.

**Public Participation**

Ms. Caraglio said some dog owners in the complexes are not picking up after their pets. She asked for some kind of reminder or penalty. Ms. Ford said she would address the issue in the next newsletter.

**Minutes**

Minutes of the October 16, 2012 meeting were approved as amended.

**Report of the Executive Director**

Ms. Martin discussed the current cash positions of the two properties. She said Millennium Management is working with vendors to make payments to them without withdrawing money from the reserves.

As a result of the recent storm, Ms. Martin has requested that the town place the Pine Tree and Trefoil properties on its priority list for service restoration in times of such emergencies. Many elderly and disabled tenants were stranded for days without electrical service. UI did not respond with aid or information about the status of service. Ms. Martin commended Ms. Ford and Mr. Whitaker for their assistance in securing a generator as well as cots, blankets and emergency supplies for the Community Room at Pine Tree. As a result of this event, it is obvious that it will be necessary to have a hard-wired emergency generator in place on the property.

Ms. Martin submitted a copy of a letter written to Robert Mayer, Acting Chief Fiscal officer of the Town of Fairfield, requesting that the town consider forgiveness of the \$64,

751 due for payroll services provided in 2010. She suggested that these funds could be used instead to expand affordable housing opportunities in Fairfield.

### **Pine Tree Apartments**

The recent CHFA evaluation found the property in good condition and with no deficiencies. Ms. Martin discussed the need for redevelopment and repositioning the property with the CHFA Management staff. She is considering an RFP for a development partner for the property. The partner would provide predevelopment funds and investor guarantees necessary for a 9% Low Income Housing Tax Credit application to CHFA for the 2013 funding round.

### **Trefoil Court**

Ms. Martin said she is waiting for HUD to approve the budget with the rent adjustment and contract renewal. Two residents will be affected by the rent increase. Ms. Martin has explained the purpose of the increase to them.

### **HCV Program**

HUD has reinstated and increased the FHA payment standard to that effective prior to May 1, 2012 at 105%. Ms. Martin anticipates spending down all of the Net Restricted Assets by the end of 2012. This will be helpful in obtaining funding for FY 2013.

### **Resident Services Coordinator**

In October, Ms. Ford attended the annual meeting of the Southwestern Connecticut Agency on Aging. This gave her an opportunity to meet other professionals and to hear about new programs and benefits for the senior community.

Twenty residents applied for energy assistance at a meeting with ABCD representatives.

Ms. Ford said she distributed notices to all residents before the recent storm. The material included emergency numbers and storm protocol. After the storm, the staff and Millennium personnel checked on residents daily and encouraged them to leave the property for safer environs if they were able. Ms. Ford commended the police and fire departments for their frequent presence and assistance with transportation and maintaining the generator.

### **Review of the Budget**

Ms. Landsman introduced the preliminary 2013 budget. Ms. Martin said she expects that the final budget, to be presented at the December board meeting, will address the goals of the FHA and provide some suggested solutions to putting the property on a sustainable path.

Among the issues to be addressed are the anticipated legal bills. Ms. Martin said she is negotiating these fees.

Mr. Whitaker said the plans for renegotiating a new mortgage for Trefoil Court would ultimately benefit Pine Tree as well. He said this could be accomplished in a relatively short period of time. A capital needs study will have to be done as part of this process.

Ms. Martin said zoning approval would be needed for these plans to proceed. It would be advantageous to be soliciting support to secure the approval of the necessary Town boards.

**Resolution #12-12**

A motion was made and unanimously adopted to authorize Ms. Waterman to sign Resolution #12-12. This allows the Chair to execute the Management Plan for Trefoil Court and submit it to the Connecticut Housing Finance Authority.

The meeting adjourned at 8:30 p.m.

The date of the next regular meeting is December 11, 2012

Respectfully submitted,

Gretchen Goethner