

**Draft**

**Town of Fairfield Housing Authority**

The Housing Authority of Fairfield held a meeting on February 12, 2013 at 6:05 p.m. in the Community Room at 15 Pine Tree Lane.

PRESENT: Carol Landsman, Chair  
Andrew Baumgardner, Treasurer  
Maureen Delaney

ALSO PRESENT: Carol Martin, Executive Director; Peggy Ford, Resident Services Coordinator; Joan Daley; Mary Skarstrom

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

**Minutes**

Minutes of the January 8, 2013 meeting were approved as amended.

**Public Participation**

Ms. Skarstrom expressed frustration at the delay in clearing snow after the latest storm. She commended Renaldo Guzman from Millennium for his work on the property. Ms. Martin and Ms. Ford said they were on the premises by Sunday and acknowledged the difficulty of access due to the amount of snow. They noted that the whole town was similarly affected. Ms. Skarstrom said she would be pleased to be part of a committee to plan actions for future major difficult events.

**Minutes**

The minutes of January 8, 2013 were accepted.

**Report of the Executive Director**

Pine Tree

Ms. Martin discussed her progress in finding a predevelopment lender for this facility. If such funds were obtained, they would provide aid in developing plans and specifications for work on the property as well as the ability to retain professionals needed to obtain zoning approvals. Ms. Martin is discussing the issues with CHFA and stressed the need for immediate action.

Trefoil Court

Ms. Martin said the FHA's application to Walker & Dunlop for refinancing for this property had been rejected. Another potential lender has been located and is being approached. Ms. Martin and Mr. Whitaker of Millennium are stressing that this transaction has the potential to be the first in an ongoing business partnership.

Ms. Martin and Ms. Ford held meetings with in January residents of both properties to explain the proposed improvements and changes. Ms. Martin is currently reviewing the process of obtaining a Tax Abatement Agreement from the Town of Fairfield. This is necessary in order for the FHA to refinance the property.

#### Housing Choice Voucher Program

Ms. Martin explained the status of the HCV projections and her discussions with HUD's Shortfall Prevention Team regarding increases in the FHA's Payment Standards. She has sent letters and e-mails to HUD explaining the Fairfield Housing Authority's position as it relates to the current payment standards.

#### **Report of the Resident Services Coordinator**

Ms. Ford said the meetings held at Pine Tree and Trefoil Court on January 31, 2013 were well received by the residents. Ms. Martin and Ms. Ford discussed plans for improvements to the properties. The residents were offered option of forming a resident council as well as offering suggestions as individuals. The next meeting is scheduled for March 3, 2013.

HUD will present Fair Housing Training to FHA staff on February 15, 2013. Ms. Ford will attend the monthly meeting of the Greater Bridgeport Elderly Service Council on February 20, 2013.

Ms. Ford commended Ms. Martin, Renaldo Guzman and Millennium staff for their dedication and determination to help the residents of FHA during the recent storm.

#### **Resolution 13-01, Deferred Compensation Plan**

After discussion the Board agreed to table a vote on this resolution pending obtaining some answers to questions.

#### **Resolution 13-02, Approve Amendments 1 & 2 to the Independent Contractor's Agreement for Accounting and Financial Services**

The Board approved this resolution. However, the Board members requested that they would prefer future services have fixed pricing to extent feasible.

#### **Resolution 13-03, Adopt Revisions to the Reasonable Accommodation Policy for Trefoil Court and Pine Tree**

Ms. Martin explained that HUD requires that a written policy be in place defining the responsibility of the FHA in regard to expectations for accommodations for tenants. The Board voted to accept the draft policy as presented.

**Resolution 13-14, Authorize Formation of Non-Stock Corporation**

Ms. Martin explained the purpose and nature of the proposed resolution. The formation of such a corporation will help stabilize the financial health of the FHA and its properties. Board members asked for written clarification of some aspects of the resolution. The Board voted to table the resolution.

The board adjourned to Executive Session at 8:20 p.m.

The Board returned from Executive Session and adjourned the meeting at 8:40 p.m.

The date of the next regular meeting is March 12, 2013.

Respectfully submitted,

Gretchen Goethner