

**Draft**

**Town of Fairfield Housing Authority**

The Housing Authority of Fairfield held a meeting on May 14, 2013 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  
John Madeo  
Maureen Delaney

ALSO PRESENT: Carol Martin, Executive Director; Peggy Ford, Resident Services Coordinator; Bruce Whitaker, Millennium Development; Jaime Berryman

CALL TO ORDER: Ms. Landsman called the meeting to order at 6:00 p.m.

**Minutes**

Minutes of the April 9, 2013 meeting were approved.

**Public Participation**

No members of the public attended the meeting.

**Report of the Executive Director**

Ms. Martin referred the commissioners to the last page of her report that is a timeline for the FHA's 3-year Stabilization Plan.

**Pine Tree**

Ms. Martin said that a predevelopment lender has been located but that she is also submitting a request for funding assistance to CHFA. She is hoping to have a reply by the end of May. As soon as approval is granted, Ms. Martin expects to issue a RFP to retain design professionals to assist in evaluating zoning, and creating plans for the site and architectural work.

**Trefoil**

Ms. Martin reported that an application for the Fairfield Housing Corporation was submitted to the Secretary of State. Bellwether Enterprises is working with the FHA on the refinancing application for this development. The timeline envisions a commitment by HUD by Sept. 30, 2013 and a closing by Oct. 31, 2013. While it is necessary to obtain

the state's consent to the ground lease the Trefoil property to Trefoil LLC, Ms. Martin said her goal is to stay in the state's elderly program.

#### Housing Choice Voucher Program

Ms. Martin said HUD has declined the request of the FHA to be removed from the Bridgeport region FMR standard. The next step may be to secure the help of the Connecticut Fair Housing Center in order to get assistance to make the change so that the HCV program has payment standards that reflect the rental market in Fairfield.

Regarding the sequester effect, Ms. Martin said some set-aside funds will be available to assist with payments to landlords. While there will be no cancellations of leases, no new vouchers will be made available.

#### Cash Position Statement

Ms. Martin referred to this page of her report. Ms. Martin consulted the FHA's fee accountant, and is contemplating the withdrawal of some funds from the STIF reserve accounts in order to improve the cash flow so that receivables do not go beyond 60 days. It is anticipated that these funds would be returned to the STIF accounts before the end of the year, through the ability of the FHA to complete the refinancing at Trefoil

#### **SEMAP Review**

Ms. Martin introduced Ms. Jaime Berryman, owner of Seabrook Solutions, who was brought in to evaluate the FHA's SEMAP score with the goal of appealing the designation of "troubled" and securing an upgrade to "standard." Ms. Berryman presented her detailed report and recommendations and said the objective is to change the total score to 135. The indicators she will concentrate on are #3, and #13. She said her findings reflect the transition between the old and new administration and recognizes the advances in organization and reporting as they exist now.

An appeal to HUD will be filed on behalf of the Fairfield Housing Authority.

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

Ms. Ford said that residents were invited to attend a meeting May 23rd regarding the development of a smoking policy for Pine Tree and Trefoil Court. A recent trip took residents to the Christmas Tree shop and lunch at Home Town Buffet. On April 26<sup>th</sup>, Ms. Martin and Ms. Ford attended meetings at both properties to update residents on plans for redevelopment of the properties. The next of these meetings will be held on May 31<sup>st</sup>.

#### **Resolution 13-07**

Ms. Landsman introduced this resolution intended to align the fiscal year of Pine Tree Apartments to that of the FHA's fiscal year which is Jan. 1<sup>st</sup> through Dec. 31<sup>st</sup>. The

Executive Director will request CHFA's approval and execute any required documents to implement the change. The resolution was adopted unanimously.

The meeting adjourned at 7:45 p.m.

The date of the next regular meeting is June 11, 2013.

Respectfully submitted,

Gretchen Goethner