

**FARMINGTON HOUSING AUTHORITY
HOUSING AUTHORITY MEETING MINUTES**

April 13, 2016

Present: John DeMeo, Commissioner, Cheryl Lawless, Vice-Chair,
Sally Hatzenbuhler, Commissioner, Christian Hoheb, Commissioner,
Jerry Pagano, Chair, Gary Palumbo, Town Council Liaison,
Nancy Parent, Director, Marie Bouchard, Tenant (left meeting at 6:45),
George Cyrankowski, Tenant (left meeting at 6:45)

Absent: Cindy Mason, Commissioner

CONVENE-1- Chair Pagano called the meeting to order at 6:18 pm.

APPROVAL OF THE MINUTES-2-A motion was made and seconded (Hoheb, Hatzenbuhler) to approve the minutes from the meeting on March 30, 2016.
Unanimously approved.

ORAL PETITIONS AND COMMUNICATIONS-3- No Public Comment

Letter from CHFA Audit

Nancy Parent, Director, presented the Letter from the CHFA Audit. The Farmington Housing Authority received a positive score and no corrective action was required.

DIRECTORS REPORT- A motion was made and seconded (Lawless, Hatzenbuhler) to approve April 13, 2016 Director's report.
Unanimously approved.

During the Director's Report, Nancy Parent provided materials that will be updated for the 2016-2017 fiscal year including the brochure and Maple Village Rules and Regulations. Nancy Parent, Director, reminded members that in addition to the aforementioned materials, FHA will be looking at new legislation as well. The Maple Village wait list currently has 53 singles and 4 couples.

Nancy Parent, Director, will receive personal Fair Housing training. This training will help the FHA better resolve unique fair housing circumstances.

Christian Hoheb, Commissioner, alerted the members to current proposed regulations which will prevent landlords from being able to inquire about the criminal history of prospective tenants. John DeMeo, Commissioner, reminded the members that housing is on the front line of discriminatory practices. This issue will continue to be relevant given the push for criminal justice reform.

Nancy Parent, Director, noted that background checks are still allowed for Senior & Disabled as well as Section VIII clients. However, only certain crimes which would disqualify a tenant.

Nancy Parent, Director noted that the town properties are 100% leased and there are no issues with the Coop program at this time.

OLD BUSINESS

None

Farmington Housing Authority
Approved June 8, 2016

NEW BUSINESS

A) Maple Village Management Plan for FY 2016-2017

Nancy Parent, Director, presented the Maple Village Management Plan. Nancy Parent, Director, discussed improvements made during the last year to both the exterior and interior areas. Budget changes were discussed including increases in fees paid for insurance and maintenance salary and decreases in fees paid for refuse removal and electricity. The overall rental income is higher this year because of the increase in the number of tenants able to pay a higher rent. The rental income level could decrease at any time if a higher paying rental fee tenant is replaced by a lower paying rental fee tenant. Nancy identified the next two projects under consideration which are replacing the nonbrick exterior areas with siding and upgrading the water tanks.

Additionally Nancy Parent explained that this new management plan has a shift in tenant rent structure. Currently the Housing Authority calculates the rent, but then reports it to CHFA in two categories: as a base rent and then an excess of base. Nancy Parent, Director, is proposing to change that structure to a percentage of income only. In the next FY all rent would be shown in one line item.

A motion was made and seconded (DeMeo, Hatzenbuhler) to approve the Maple Village Management Plan and the new rent structure for FY 2016-2017
Unanimously approved.

B) The Administration Plan for the Farmington Section VIII Program FY 2016-2017

Nancy Parent, Director, presented the Administration Plan for the Farmington Section VIII program. The most significant item in the plan includes the opening of the Section VIII wait list in 2016.

A motion was made and seconded (Lawless, Hatzenbuhler) to approve the Section VIII Administration Plan for FY 2016-2017
Unanimously approved.

C) Review of Section VIII Wait List Parameters

The parameters for the Section 8 waitlist which will be open in April/May 2016 were set with first priority given to local applicants and a secondary priority given to veterans and senior citizens. It was noted that local means those applicants which have lived in one of the following zip codes for at least one year: 06032, 06034, 06085. Because our priorities include seniors it was recommended by an outside agency that the wait list be opened through the mail. Therefore, applications will be mailed out. The prospective tenants will have a certain time period to return the application. The outside agency will give us a randomly selected waitlist which complies with our stated priorities

A motion was made and seconded (Hoheb, Lawless) to approve the Section VIII Wait List Parameters
Unanimously approved

D) A motion was made and seconded (DeMeo, Hatzenbuhler) to ratify the Fair Housing Resolution and authorize the Executive Director to sign & distribute said statement on behalf of the Housing Authority

Farmington Housing Authority
Approved June 8, 2016

Unanimously approved

E) A motion was made and seconded (Lawless, Hatzenbuhler) to ratify the Fair Housing Resolution and authorize the Executive Director to sign & distribute said statement on behalf of the Housing Authority
Unanimously approved

F) A motion was made and seconded (Hoheb, DeMeo) to ratify the Fair Housing Resolution and authorize the Executive Director to sign & distribute said statement on behalf of the Housing Authority
Unanimously approved

OTHER BUSINESS

None

EXECUTIVE SESSION

None

ADJOURN- A motion was made and seconded (DeMeo, Hatzenbuhler) to adjourn the meeting at 7:10 pm.

Unanimously Approved.

Respectfully submitted,
Nancy Parent
Executive Director