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OFFICE OF THE MANAGER

February 10, 2015

The Regular Meeting of the Housing Authority of the Town of Springfield was held at the Huber Building at 8:00 A.M.

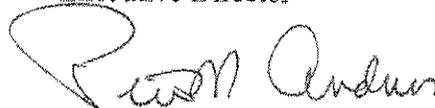
- (A) Roll Call: Present were Mr. Peter Andrews, Mr. Richard McInerney, Ms. Sherry Hatt, Mr. Frank Poole, and Mr. Gerald Mittica.
- (B) Minutes: The minutes from the January 13, 2015 regular meeting were approved.
- (C) Financial Report: The financial report will be mailed.
- (D) Old Business:
 - (1) Ellis Building – The project continues to run well. However, we do have two open units with no solid prospects. Chad and Jessie continue to do a fantastic job with the movie theater.
 - (2) 90 Main Street – After a short discussion, a motion was made by Frank Poole to have SHU purchase 90 Main Street for \$100,000 and have SHA purchase the parking lot behind this property for \$100,000 with no written agreement with the owner for any parking spaces. This motion was seconded by Rich McInerney and passed by a unanimous voice vote.
 - (3) Executive Director's Job Description – The Board tabled this action until the next meeting.
 - (4) Woolson Block – Matt Moore finally contacted the owner. The owner is agreeable to having an appraisal done to establish a selling price. The appraiser is about 6 weeks out, so we probably won't get this done until the end of March.
 - (5) Other Business – (a) No other old business was presented.
- (E) New Business:
 - (1) Request for Donations – No requests at this time.
 - (2) RAD Application- HUD will be sending out the Commitment to enter into Housing Assistance Payment Contracts (CHAPs) letters to all preapproved housing authorities by the middle of March. This will allow the SHA to move forward with its application to this program. The Board will have the final approval on this application.

- (3) HUD Section 8 Review – From 1/15/15 to 1/21/15 a person from HUD in Washington DC performed a remote review of the SHA's Section 8 Program. The end result was that the program conforms to HUD regulations and that we have to make some minor changes to the data reported in HUD's VMS program.
- (4) Executive Compensation Report – HUD requires that the SHA certify that the executive director, the top financial person, and the next highest paid employee are compensated at a reasonable rate. This report prepared by the Nelrod Company was reviewed by the Board and signed by Peter Andrews. A copy will be sent to HUD.
- (5) Possible Inspection by the State – Bill received a call from the State of Vermont's Division of Fire Safety. **It was not a pleasant call.** The results of this call led to a meeting that he will be having with Bruce Martin this afternoon. The subject of this meeting is to see if common ground can be reached concerning inspections at the Westview, Mountain View and Summit Avenue properties. Bill will keep the Board informed. The flawed Town's Rental Registry was also discussed and Bill informed the Board that he has been in contact with the Town Manager and Select Board about his concerns with this document.
- (6) Other Business – (a) Bill briefly discussed "Project Action" and let the Board know that he and Laura will continue to be part of this group. (b) The HUD letter showing the SHA's SEMAP score to be 100% was shared with the Board. Bill wished to acknowledge Carla Kangas for all her hard work in the Section Program. It showed up in the SEMAP score and the excellent remote audit report. (c) No other new business was discussed.
- (F) Adjournment: The meeting adjourned at 9:25 A.M. The next meeting will be held March 10, 2015 at the Westview Office. The SHU meeting will be held before the SHA meeting.

Respectfully submitted,



William F. Morlock III
Secretary to the Board &
Executive Director



Peter Andrews
Chairman
Springfield Housing Authority