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OFFICE OF THE MANAGER

September 8, 2015

The Regular Meeting of the Housing Authority of the Town of Springfield was held at the Westview Office at 8:21 A.M.

- (A) Roll Call: Present were Mr. Peter Andrews, Mr. Richard McNerney, Mr. Gerald Mittica, Ms. Carol Cole, and Mr. Richard Cummings.
- (B) Minutes: The minutes from the August 11, 2015 regular meeting were approved.
- (C) Financial Report: The financial report will be mailed.
- (D) Old Business:
 - (1) RAD Application Update – We are waiting for the RAD Physical Condition Assessment (RPCA) to be completed and sent to us for review. Once that is completed and sent to HUD, then we should be able to close this deal by 12/31/15.
 - (2) Woolson Block – The Woolson Block was purchased at tax sale by Housing Vermont Non-profit, Inc. for \$25,000. The owner now has one year to redeem the tax sale certificate or the building will become property of Housing Vermont, our partners in this deal.
 - (3) SHA Loan Program – The plan is take an inventory of the units on Union Street that are in need of exterior work. A subcommittee of the Project Action group has agreed to do this. The hope is that this inventory would lead the property owners to take advantage of the programs that the WWHT and SHA have to offer that would assist these owners in fixing up their properties. The Board had concerns about lending and funds to the property owners that criminal activity in and around their units.
 - (4) Solar Panels – Still waiting for our attorney to give us the ok to sign the document. Bill will contact the attorney to see when the review might be completed.
 - (5) Town Housing Plan – The subcommittee consisting of Peter Andrews, Carol Cole, and Bill Morlock have yet to meet and review the Plan. They will do so before the next meeting and bring suggestions back to the full Board for consideration.
 - (6) Other Business – No other old business was presented.
- (E) New Business:
 - (1) Request for Donations – Paige Graham Memorial Fund asked for a donation to help build a sports field in honor of Paige. The board declined to take action on this request.

- (2) E.D. Evaluation – The subcommittee of consisting of Gerry Mittica, Peter Andrews, and Bill Morlock was formed to determine how to evaluate the Executive Director. This committee will meet before the October meeting and bring back recommendations for the Board to consider.
- (3) Fire at 80 main Street – In the early morning of 8/21/15 (12:30 AM), a fire broke out in the sofa of the tenant in Apartment 404. The fire was controlled by the newly installed sprinkler system by the water damage was significant. In all 12 units had some water damage, as well as about half of the first floor. The elevators were also affected and were down for a week. Nine tenants were displaced but all have been housed by family member, given new units, or at a local motel. As of this date, most of the damage has been repaired. We estimate that all repairs will be completed by 9/18/15. The good news is that no one was seriously injured and the tenants and staff have been terrific given what they had to go thru. The Board decided to thank all the tenants for their cooperation and patience by giving them gift certificates to Shaws.
- (4) Smoking Policy – The Board discussed the possibility of expanding the no smoking policy to all its properties. It was decided to add this to the agenda for the next meeting so that there would more time to develop a new policy.
- (5) Signature Cards – The Board members signed the signature cards for the new account at Claremont Savings Bank.
- (6) Other Business – (a) No other new business was discussed.

(F) Adjournment: The meeting adjourned at 9:21 A.M. The next meeting will be held October 13, 2015 at the Huber Building.

Respectfully submitted,

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

Peter Andrews
Chairman
Springfield Housing Authority