

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

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Tuesday, August 12, 2014 - Board Meeting Minutes

Community Room

1.0 **Call to order:** *Meeting called to order at 1:05PM by Rolf Enger*

In Attendance: *Richard Groski, Executive Director*

Commissioners: Rolf Enger, Dick Sturdavant and Shirley Gervasoni

Residents: Iris Fiske, Dick Oberg, Betty Humphrey, Joan Mey, Pat Callahan and Beverly Bartram

Rolf Enger led the Pledge of Allegiance to the flag at 1:06PM

2.0 **Pending Action Items:** *The Marketing Plan is in a PDF File and can be updated. Richard told Shirley that she and Ronnie need to come up with the percentages of ethnic groups.*

The Application Selection Process has been typed and processed.

Drainage of buildings #2 and #5 had an air exchange fan installed. Because of the long winter of last year, ice formed in front of the compressor outside which caused the residents that were effected, to turn on their base board heat. Ice also accumulates in the Winter with drainage spill off.

The estimate to install an Electronic Keypad and Panic Alarm for the community Room would be \$2,000. Richard Groski is concerned about leaving doors unlocked. Insurance coverage premiums will be higher. Beverly spoke up to mention that there is very little light outside the back door of the Community Room. It was suggested to have a lighted keyboard. Dick Sturdevant also is concerned leaving the doors unlocked. Shirley made a motion to vote to leave things as they are: No Keypad and No Panic Alarm. Rolf second it. Dick Sturdevant did not agree. Dick feels it is impractical to depend on manual lock up.

Parking signs, tenants, and building ID colored background signs are being worked on.

No Smoking for Brooks Quarry complex. Rolf suggests using the Newington Procedure to be sent out, and to speak about this at the next meeting. Waiting for new commissioner to handle this project.

Asset Review - Recertification - Review assets for next meeting.

BBQ with the Board - Brookfield Lions - Shirley suggested to Richard that he ask the Lions if she and Ronnie be allowed to co-ordinate this event sometime in September before Ronnie's retirement from the Board on September 30th.

Action: Notify Ronnie Smith for her notes on the do's and don'ts regarding Bagels with the Board.

Identify Financial Reports for Board Review - Dick says the Board needs the P&L, the Profit and Budget Performance, the Balance Sheet Detail and a copy of the General Ledger. Rolf created the Cash Book Report. Richard put together an Operating Statement that BHA gets quarterly from Janet. Dick said there is also a Balance Sheet Summary that BHA normally gets and he feels it would be helpful to hand out to everyone a copy at the meeting. Dick mentioned that the report for RM&R is a big deal and it is over reporting on the items dedicated to that account. He feels that this account should just be significantly for Capital Items.

Action Item - New - Create Operating Report similar to the State report produced Quarterly.

Anne Towney has agreed to give a demonstration of the Wii program. Rolf says we need dates.

3.0 **Resident Open Forum:** Betty asked to have the buildings power washed. There is too much green algae around the windows outside. Rolf suggested getting someone in from Habitat who knows how to do it. BHA would have to rent the equipment. **Action** Richard also said that the back doors all need to be painted. **Action**

Joan Mey said there is still a drainage problem. Water was cascading down walkways during last rain storm.

Beverly continually loses her balance and falls into the Rose of Sharon bush while walking close on the walkway near building #7. She would like to have the bush trimmed a little shorter. Rolf said he would look at it before he leaves.

Joan Mey suggests having a tag sale by residents at the end of October. Her idea was to have residents set up tables with items they wish to sell, keeping most of the profits but

donating a percentage into a Brooks Quarry fund. Many thought that was a good idea. Rolf said Joan should be considered the Committee Chairman for this project.

Shirley complained about the treatment of one of the Red Hatters ladies when she tried to park in front of the bus shelter last week. She was told that only residents were allowed to park there and was told to find another place for her car.

4.0 **Approval of July Minutes:** Take action items from the minutes to be revised.

Treasurer's Monthly Report: Richard provided for Dick the P&L Report, the General Ledger. Rolf created the BHA Checking/RM&R/P&L Reconciliation Report and Richard the Checking Acct thru July YTD Balance Sheet.

Dick submitted for the month of July and Year To Date 2014-2015 the Total Income which exceeded the Budget by \$875. Total Expenses exceeded the Budget by \$599. Total Net Income was \$276. The balance in the checking account is \$146,266.56.

Dick said that the Debit is under control and hopes it will continue to the rest of the year. Everyone knows the problem that the income does not match the expenses. Dick had a question about the Management section. He said that BHA needs to put more money into the Capital Assets that are deteriorating over time. Dick also feels that the money spent for Janet Wortman's services is a waste of money in his opinion. But, he understands that this is required by CHFA; the State says to do this.

Action: Richard will contact CHFA about an Accounting Service and find out if BHA needs Janet.

Dick said the Management Report put together by Mike and Rolf has integrity and is as good as it can get.

Dick doesn't feel the Quarterly Report is necessary. He feels it is wasteful. Rolf disagrees.

Rolf had some questions regarding the Cash Book. He said that the Income should equal the Expenses. What reads in the Management Plan, you cannot have a greater expense than what is in the budget. The expense and the budget should match.

Rolf proposed to use a temporary agency to do landscaping at Brooks Quarry. It was finally decided that Sunburst Landscaping should trim the bushes once a year for \$1,000.

Rolf said that Richard and Dick have to come up with a solution as to how to use the Dakota money of \$80,000. Richard said it was recommended to open up another checking account and place the money in that account.

Executive Director's Report: Richard finished the yearly unit inspections.

He contacted CONN-NAHRO about CL&P rate changes. They will increase the rates by \$9.75/mo. Richard told his friends and neighbors and Lions to send a letter to the Executive Secretary of PURA. CONN-NAHRO told Richard that they would take this on as a fight of their own.

Richard had ordered and distributed the annual pamphlet on water purity for Brooks Quarry.

The heat block was replaced on the generator.

The Brush for Kindness volunteers have speeded up and completed work within two weeks.

New residents have moved into the following units: Hanah Russo into 1-4, Joanna Gargiulo into 6-2, and Marie Rota into 7-4.

Unit 4-4 was vacated.

Richard concentrated on turnaround of units. Thomas Perone is moving into 4-4, and Patty Bartley will move into 8-1.

Richard, Michael and Rolf met with the Newington Executive Director and picked up some valuable information.

There was a workshop at Brookfield Town Hall to review five year plan data.

Richard vetted four potential residents for Brooks Quarry.

There were five ambulance calls for July, four of them were for Grace.

Announced NO SMOKING to begin January 2015.

He had the drains cleaned on sidewalks outside of units.

Ordered ten Kindles for the Community Room to be used by the residents.

Richard has begun the creation of the Operating Report.

Correspondence: *There was no correspondence.*

5.0 **Old Business:** *The Marketing Plan, the Application Selection Process, and the Bagels with the Board were discussed previously.*

Rolf brought up the subject of the sewer system which Michael Steele worked on. The WPCA (Water Pollution Control Authority) had looked at the Brooks Quarry sewer system

and had done an assessment and said it would take \$334,000 to fix it. In their judgment, it is a health and safety threat. Tinsley, the First Selectman, recommended talking to Ray Sullivan, the Health Director, just to get his awareness as to what is going on and get his input which would help BHA, if we go for a grant. There are two people that BHA should approach who are grant writers, Paul Wagner out of Waterbury and Lisa Lowe, to give BHA some guidelines on how to apply for a grant. Michael had mentioned that BHA may have to get Larry Marks involved to do a review on an existing restricted land ownership. Richard wanted to know if he would do this pro bono. Rolf said Tinsley could talk to the town lawyer without spending any money. Bill Tinsley does support BHA in going for the Small City's Grant, which the previous selectman did not.

6.0 **New Business:**

Safety Issue- A lock conversion program was done a couple of years back. Thirty one door knobs were replaced by lever handles. However, the handicapped units, which were left alone, were already levers and the residents in those units can still be locked out of their apartments.

Action - Richard to get price for door lever replacement for doors on handicap units. Two doors per unit; four units.

Painting Contractor- Rolf said he used a contractor last winter and for \$425 he and his wife gave two coats of paint for one room or two for the one price.

Carpet for Community Room- Dick made a motion to have the carpet cleaned and to forget about vinyl flooring. Shirley second it. Richard proposed to table the motion until all five members of the Board were here. Rolf made the decision as the Chairperson to put it to the board of three members today and made the motion to clean the carpet and repair the rip in the carpet, and not replace it with the vinyl flooring. Again, Shirley second it and Rolf and Dick were in favor.

PHA-Web- In Newington, Richard said that this PHA-Web is being used for property management solution. Total start up for the initial system is \$1,250, and that goes with the PHA Software License, the data base setup and \$1,000 to train Richard on the system. It is a computer base training, so he doesn't have to travel, but do the training from Brooks Quarry. The annual software support is \$900 a year divided by twelve is \$75 per month. Richard said that this system has everything that BHA needs and it gets rid of Quick books. Richard said he doesn't want any vote at this time, but he just wants the Board to know what the prices are for this system as information only. This subject will be brought up next month at the next meeting

- . **Action** Richard is to get more information on pros and cons of PHA-Web vs. Quick books.

Comments - Richard feels that too much time was taken with the residents' comments. Rolf does not agree. He went to a couple of CONN-NAHRO conferences and the State wants the residents to become much more involved, more participative and in fact, sharing in the decision making process. Rolf supports that. Dick also said that he would rather spend time answering questions of the residents, because their concerns eat at them.

Rent Rebate - Rolf said residents need to submit information required, by the end of September to receive assistance from this program. People should take advantage of this assistance, which would help them with their revenue stream, so when BHA raises the rents, this will offset that. Residents must be at Brooks Quarry for a year before they can apply, which was pointed out by Shirley.

Energy Assistance- In 2014, if a resident had a maximum income of \$22,180, that person was eligible for energy assistance. Twenty eight of Brooks Quarry's residents can apply for this assistance. If there were two persons who had a maximum income of \$31,000 and less than \$7,000 in the bank were also eligible.

BHA gives each resident each year a \$55 for single or \$60 per couple utility allowance. Rolf suggests reducing utility assistance by \$10 per month versus increasing the rents.

Discussion - The new Commissioner that is replacing Ronnie Smith, has agreed to be a PR person and will go to apartments of residents who do not want to go to the meetings and he will personally discuss the rent and energy assistance programs with them and help them make a decision that is best for them.

- 7.0 **Adjournment:** The meeting was adjourned at 4:00PM.

Shirley motioned to adjourn. Rolf second it. All in favor.

Respectfully submitted by Iris E. Fiske