

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

(203) 775-1403 Fax (203) 740-8714

Tuesday, September 9, 2014 - Board Meeting Minutes

Community Room

1.0 **Call to order:** *Meeting called to order at 1:06PM by Rolf Enger*

In Attendance: *Richard Groski, Executive Director*

*Commissioners: Rolf Enger, Dick Sturdevant, Shirley Gervasoni and Michael Steele
Ronnie Smith was absent.*

*Residents: Iris Fiske, Dick Oberg, Betty Humphrey, Joan Mey, Pat Callahan, Nancy
Vasaturo, Barbara Locke, Ken Schaefer, and Hanna Russo*

Rolf Enger led the Pledge of Allegiance to the flag at 1:07PM

2.0 **Resident Open Form:** *Debbie Lane inquired about leaving our cars in place during snow days in the Winter months and shoveling out our own areas around the cars instead of moving them all the way down to the lower parking lots. It wouldn't work out. The cars must be moved so that Sunburst Landscaping can do their job in plowing out the parking areas.*

Joan Mey typed out a schedule and had Iris give the board members each a copy of her proposal to have a tag sale to take place Oct. 11 from 9:30AM to 2:30PM in the Community Room and under a tent Joan will provide. There is a \$25 Town fee to run the tag sale. Joan said she would take care of it.

Betty Humphrey asked about the power washing suggested by her at the last meeting.

Action: *Habitat will do this. Gutters also need cleaning.*

3.0 **Pending Action Items:**

Drainage of buildings #2 and #5 - *Exchange fans were replaced for Unit #2-4 as well as in Unit #5-4. Richard spoke to Pete from Sunburst and he will fix the drainage problem for \$500.*

Parking signs, tenants, and building ID colored background signs *are being worked on. Richard will get a date from the person who is to get this job done.*

No Smoking for Brooks Quarry complex. Rolf suggests using the Newington Procedure to be sent out. Waiting for new commissioner to handle this project.

Asset Review - Recertification - Review assets for next meeting. Dick said that there is a special form for this. A copy of this form, he said, should solve the problem.

BBQ with the Board - Pete McPadden will help with the cooking if the Lions Club cannot make it that day - 12:30PM to 3:00PM.

Bagels with the Board - Follow up - Shirley said she has not seen Ronnie who was going to handle this. Too many medical appointments for her husband.

Identify Financial Reports for Board Review - Dick last month, identified the Financial Reports. So that is finished.

Create Operating Report similar to the State report produced Quarterly. Richard said the report is done.

Action: Anne and Kiernan Twohey had agreed to give a demonstration of the Wii program. Rolf said dates are needed. Shirley to get dates for demonstration.

Kindles are also available for those residents who are interested in learning how to use them and going to the library and having books downloaded into the Kindle for reading.

Action Item - New - Brush for Kindness to paint resident doors.

Handicapped Door Levers - Brooks Quarry is ADE compliant.

Action: Application and Tenant selection process to be filed and be sent to Jermika.

Action: Dick will work on Accounting System before sending to Jermika. Rolf's daughter-in-law is meeting with Richard Groski on Thursday, September 11th to discuss the accounting reporting system.

4.0 **Approval of August Minutes:** Dick Sturdevant made three amendments. Page 2, should read the Balance Sheet Summary. Page 3, Dick said the Expenses are under control, and also on Page 3, it should read our Quarterly Compilation Reports services is a waste of money in his opinion. Rolf made a motion to accept the amendments. Dick second it. All in favor.

Treasurer's Monthly Report:

Dick suggested opening up a separate checking account for the Dakota money of \$80,000.

Financial Year to Date Report as of 8/31/2014:

Total Income \$29,021

Total Expenses 31,541

(\$2,520) Loss

Rental

Income for this year is trending upward and expenses less than anticipated , after two months.

Cash in checking account is \$137,292.39

Accountant should be trained on DECD Methodology. Michael made a motion to have the young lady come to help Richard with the Quick Books. Dick second the motion. All were in favor.

Action: The Board to consider another CPA other than Janet Wortman.

Michael Steel had to leave the meeting to attend to an emergency call.

Executive Director's Report:

The Ice Cream Social had 18 residents and 28 in total who attended. It was a success.

Advance Electronics System smoke alarm checkup in buildings #5 through #9.

10 Kindles were delivered.

All Units are fully rented by August 15, 2014.

There were 7 unit tours.

Accurate lock on-site for the handicapped doors.

Brush for Kindness started painting the exterior doors.

Envirocare Pest Control dusted for bees and sprayed foundations - There was no charge for spraying.

The carpet in the Community Room was cleaned by the vendor because he did not like the way that the first cleaning turned out. There was no charge.

Transition of Charter Communications from analog to digital installation has begun.

Marie Rota, one of the new residents, received a donated electric wheel chair from HDHM.

8 ambulance calls for August - 4 'pick-ups'.

Action: BHA is no longer going to automatically cut out tub sections in the unit bathrooms. New tenants will be asked if they want it done.

Correspondence: *There was no correspondence.*

5.0 **Old Business:** *Strategy Meeting follow up - Monday, Sept. 15th at the Town Hall from 1 to 4PM. (Or Thursday, Sept. 18th.)*

Richard is going up to Hartford on Wednesday, Sept.10th. for CHFA Con/App Training. Small Cities Grant Application next steps - Focus on Sewers update suggested by Rolf. Michael will be the lead person and Richard will be the support person.

PHA Web Site - Richard said this is a great tool. Includes Quick Books, Excel, Word - All on Line. \$900/yr. \$1,250 for Training, a onetime charge, and no additional licenses. It is a Property Management System. Dick motioned to go forward. Shirley second it. Rolf amended the motion. Not enough information. Motion to table.

6.0 **New Business:** *No Smoking Resolution - Rolf said BHA will use the Newington Resolution on No Smoking. Richard said BHA now has a document. See attachment. Step by step process (template). Need designated area for smokers. Suggested area at the end of the property.*

Action: *Rolf to speak to Ronnie Smith re: Resignation Letter.*

Action: *Rolf is to speak to Michael and work out what day would be best to set up a meeting.*

7.0 **Adjournment:** *The meeting was adjourned at 3:37 PM.*

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

Respectfully submitted by Iris E. Fiske