

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

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

Tuesday, November 11, 2014 - Board Meeting Minutes

Community Room, Brooks Quarry

1.0 **Call to order:** *The Meeting was called to order at 1:03PM by Rolf Enger*

In Attendance: *Richard Groski, Executive Director*

Commissioners: Rolf Enger, Dick Sturdevant, Shirley Gervasoni, Michael Steele and Stanley Parker

Residents: Iris Fiske, Hanna Russo, Barbara Locke, Dick Oberg, Debbie Lane and Nancy Vasaturo

Rolf Enger led the Pledge of Allegiance to the flag at 1:04PM

Shirley opened with wishing Happy Veterans Day to all Veterans.

2.0 **Action Item - New:** *Richard started with the need to investigate the Small Cities Grant and led into some still **Open Action Items** such as the Marketing Plan since October of 2013, a demonstration of the WII by Kieran and Anne Twohey (July 2014), the HFH PowerWash and investigate the CPA change (September 2014).*

Shirley and Richard worked on the Affirmative Fair Marketing Plan (Form AA-5) together. Richard said this plan needs to be updated every time BHA needs to place an advertisement for new tenants and new rentals. Richard asked that each commissioner read the plan at their leisure and to get back to him so this can be put to bed. This is used also, to get monies from DOH. Rolf suggested that this plan should be sent to Tom Bourque for him to see and approve. Tom has taken Jermika's place as Asset Manager at CHFA. Michael brought attention back to page 7 regarding the least likely to apply and then to page 8 the name of group/organization in helping to reach out to least likely to apply such as Native Americans, Asian, Hispanic, etc. and doesn't think that the Brookfield Senior Center is the place to reach out to those people who need housing. For the Portuguese, Michael suggested the Portuguese Center. Dick asked about going through affiliated churches. Richard responded that he listed Black affiliated churches.

Richard had thought that the HFH Power Wash had completed all of the buildings, but Hanna, Shirley and Barbara simultaneously said that the company had not washed all of the buildings. There is still green mold running down the outside and around the windows, and the gutters were not cleaned out. Richard said he would follow up to get this done.

Richard asked Shirley about the WWII Demonstration. She said she had mentioned it to Anne and Kieran Twohey several times but they didn't respond to her inquires other to say they did it at home. Michael said a date should be set up so people can sign up if they are interested.

Debbie asked if the sewage problem had been fixed. Building #1 had a problem, and Richard had Arco Router come and pull the toilet and flush it out in Dick Oberg's apartment and they were able to get everything working again.

3.0 **Resident Open Form:** Dick Oberg complained that produce and bakery items provided by Phil Burdick for residents, are being taken by care givers for some of the residents not for the residents they care for, but for themselves and placed into their cars and taken home. A sign "For Residents Only" should be put up, suggested Michael.

Iris inquired about whether Peter Cronin was going to help residents with their Medicare Part D coverage this year. Shirley suggested that Iris call Peter at home.

Action: Rolf suggested that Stanley look up schedules for help with insurance coverage.

Shirley wanted to do something for Ronnie Smith to honor her for her 15 years of service on the BHA Board of Commissioners. December 8th was suggested.

Debbie Lane said she suspects the substitute aid for Roland Smith is putting items into the toilet creating sewage problems.

Shirley brought up that one of the residents, Mary Jane Curtis, passed away.

Iris wanted to place a poster up in the Community Room for the AWS Annual Holiday Bazaar which is taking place in New Milford on Saturday, November 15th. Shirley put it up on the bulletin board.

Dick said the lights outside were not on around 5:00AM when he walked his dog. The timing on the automatic lights has been changed so they are now coming on at the right time.

Iris complained that employees at AJ Construction were banging their trucks and making too much racket some nights from 3:30AM to 4:30AM.

Action: Richard to speak to Ray at AJ Construction.

4.0 **Action Item - Open:**

Investigate CPA Change -

Stanley to review Commission on Aging first Wednesday of every month.

5.0 **Action Item - New:**

Investigate Small Cities Grant -

6.0 **Approval of October Minutes:** Michael proposed to accept the minutes. Rolf second it. All in favor.

7.0 **Treasurer's Monthly Report for 7/1/14 - 10/31/14:**

Total Income	\$59,309
Total Expenses	<u>57,515</u>
Net Ordering Income	\$ 1,794

Total Maintenance Budget Overspent - \$15,321

Michael disagrees with Dick's overage. He said he sees \$8,000 over.

Michael says that BHA is in the process of making an appeal to CHFA for RAP money, and he would like to include the most updated management plan.

Action: To find a bookkeeper to work with Quick Books for \$50/hr. By Wednesday, November 19th, to get names, addresses and phone numbers of bookkeepers. Dick said he would take responsibility.

8.0 **Executive Director's Report:** Richard held the Annual Meeting last month on October 14th at the Town Hall.

The new Commissioner, Stanley Parker, was introduced.

The residents held a tag sale which was unsuccessful.

The Community Room was reserved by two groups, the Red Hatters and the Gargons.

The Oktoberfest Luncheon - 'Quit Now' presented by Mary Ann Mitchell APRN - WCHC of the Pulmonary Unit of the Danbury Hospital.

Crafts with Residents run by Gerri Hipp for Tea Cup Arrangement had eleven people who attended.

Resident and Visitor Parking signs were installed.

The Small Cities Grant Meeting was held with the First Selectman.

There were two CHFA Strategy Building Meetings.

Brush for Kindness stained the Gazebos.

Habitat for Humanity and students from Kent School did 'Fall Cleanup' of the grounds.

There were 14 ambulance calls for October. Nine of them were for Grace Wixted alone.

Action: *Stanley to speak to Jeanette Holliday of Social Services and recommend Grace Wixted to have aids to come help her or to have her move to a better care facility.*

9.0 **Correspondence:** *None*

10.0 **Old Business:**

CHFA meeting follow up/dates - Michael said he needs a little more time to work on that.

Small Cities Grant Application update - Rolf's objective is to meet with Bill Tinsley and set up a date, and they have to make a decision and then they have to notify the town of a public meeting. BHA will send the engineering drawings to Larry Wagner and the engineering firm that the WPCA is using, will sit down and develop a boiler plate recommendation as to how much approximately this is going to cost BHA. Rolf said that it would be ready for the next WPCA meeting which is the 28th of November.

Michael suggested that since the town will be digging ditches, he would like to see if Brooks Quarry could be hooked up to town water.

Stanley wanted to find out if it is cost effective regarding the hook up of town water.

Rolf said he would take on the responsibility to speak to Aquarian for an estimate on the cost of water hook up.

PHA Web - Richard submitted a 26 page presentation of this computer service. Michael remarked that it doesn't show Payroll. His biggest concern is that he doesn't know if a person could be found that would know PHA Web as readily as Quick Books. Richard had called CHFA to see if they would fund it. They will not. Rolf said he would like to have

Tom Bourque look at it and tell the board the pros and cons and tell BHA if this system would work for Brooks Quarry. Richard feels that this system would simplify the office tremendously. Rolf commented that it was a highly complex sophisticated system.

Dick Sturdevant left the meeting.

11.0 New Business:

CPA Update -

Luncheon - November 13th. - Shirley said there are eighteen residents plus one aid that have signed up for this event.

Rolf said there is a CONN-NAHRO membership luncheon on November 20th. The speaker is speaking on the topics of Appointment and Discrimination Laws. That the Housing Authorities must come if interested.

Michael proposed to move into the Executive Session. Rolf second it. All approved.

12.0 Executive Session: Started at 3:05PM.

Respectfully submitted by Iris E. Fiske