

# **Brookfield Housing Authority**

**3 Brooks Quarry Road**

**Brookfield, CT 06804-1052**

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**Tuesday, December 9, 2014 - Board Meeting Minutes**

*Brooks Quarry Community Room*

1.0 **Call to order:** *The meeting was called to order at 1:06PM by Michael Steel*

**In Attendance:** *Richard Groski, Executive Director*

*Commissioners: Dick Sturdevant, Shirley Gervasoni and Michael Steele*

*Stanley Parker was absent.*

*Rolf Enger attended the meeting.*

*Residents: Iris Fiske, Debbie Lane and Barbara Locke*

*Michael led the Pledge of Allegiance to the flag at 1:07PM*

*Michael announced that Rolf Enger has declined to renew his position as Chairman of the Board, but hopes that Rolf will do some volunteer work with BHA.*

2.0 **Status of last month's Resident Comments as Open Action Items:**

*Richard called Ray at A.J. Construction and told him about work that was being done there at 3:30AM in the morning, caused a great deal of noise and kept people awake at Brooks Quarry. Ray apologized and said he would take care of it.*

**Pending Action Items:**

**Marketing Plan** - *Richard to update with Shirley.*

**Demonstrate WII**- *Since the residents have shown little interest in learning the WII, Michael suggested not to pursue this course of action.*

**Action Item - New**

**Investigate Medical Schedules** - *No status.*

**Meet with Social Services on services for handicapped resident** - *No status.*

Michael had suggested getting a new HD box from Charter Communications for the TV. Richard went through quite a bit of trouble with Charter over the phone to set up a date to install the box.

- 3.0 **Resident Open Form:** Shirley complained about Dick Oberg's dog running about without a leash. Michael remarked that there is a Brookfield ordinance that doesn't allow unleashed dogs. He told Richard that Gerry should send a reminder to Dick Oberg about the ordinance.

Barbara spoke up regarding Joan Mey 's suggestion to having each building flushed out, a building done a month until all buildings have been flushed. Richard pointed out that no one has complained about slow moving water. If anyone has a complaint about their building having sewage problems, Richard wants to know about it so he can document it and take pictures of it, which will help BHA's case for a Small Cities Grant.

Barbara brought up the subject regarding the spaces with diagonal lines. She said that she was parked in this space for at least six months before she was asked to move her car. Michael said these spaces are for the handicapped who have vehicles parked near this space to give them room for wheelchairs and walkers. No parking at any time in these diagonally marked spaces which is mandated by Connecticut State Law.

Barbara also expressed her sadness that Rolf retired from the Board. She felt that Rolf improved upon many BHA issues.

Michael said while on that same note, he would like to recognize Rolf, and presented Rolf with a plaque for his outstanding leadership and dedication to the residential community of Brooks Quarry. Michael also gave Rolf a gift certificate to a restaurant that recently opened in town. Michael expressed hope that Rolf would act as a volunteer to go over the sewage project with him and bring him up to date.

- 4.0 **Approval of November Minutes:** No corrections.

Dick moved to approve. Michael second it. All in favor.

- 5.0 **Treasurer's Monthly Report:**

Total Income y/t/d is:	\$6,225.00	Over Budget
Total Expenses y/t/d is:	\$ 775.00	Under Budget

Total of \$7,000 is the amount total revenue ahead of Budget.

After provisions for repairs, maintenance and replacements BHA is: \$3,404 ahead of the plan for the fiscal year.

Bank Balance as of 11/30/14 is: \$142,511.65.

6.0 **Executive Director's Report:**

BHA Audited - 8 hours of data gathering and filing forms for audit, 7 hours of auditor on site.

Richard attended CHFA meeting in Rocky Hill for RAP.

He presented activities at the Commission On Aging Meeting.

A current resident, Mary Jane Curtis passed away.

Richard attended a Grant Writing Seminar in Bridgeport which he self funded.

The Italian luncheon was held in the Community Room December 8th. Many attended. It was enjoyed by all.

Habitat for Humanity did weeding and general cleanup of the grounds - Immaculate High School Students, a couple of weeks ago. BHA had cocoa and donuts for them.

The Community Room was reserved by two groups, The Red Hatters and a resident, Jack Dunlap and family.

A former resident, May Judd moved to the Cascades in Bethel, CT.

Two new residents are vetted for residency - Ann Santi for 12/1; Lorreta Adarmo for 12/15. This will be discussed during the Executive Session.

Brush for Kindness turned around (painted) unit #7-2 in three days for resident to move in by 12/15.

Bath tub step in installed in Unit 9-2.

Only one ambulance call for November.

7.0 **Old Business:**

CHFA meeting follow up/ dates - No Update

Small Cities Grant Application update - Received approval by Larry Wagner, a grant writer. But Lisa Lowe who is the grant writer for 2013, will reapply for the grant. On January 13, 2015, there is going to be a workshop. Expect Bill Tinsley to attend.

Sewer Steps/Update - There is a January 26, 2015 meeting in Hartford. Need two people to attend. The First Selectman and the Chairman of the Board was suggested by Larry Wagner. The WPCA was notified of the overflow of toilets here at Brooks Quarry.

8.0 **New Business:**

CPA Update - Dick Sturdevant attended a CONN-NAHRO Meeting in anticipation of a back up system. What was discussed did not apply to BHA.

Richard Groski said he will call Tom Borg and ask him if BHA needs a CPA.

Financial Reporting - Richard enquired of the Board what documents they would like to see coming from his office before a Board Meeting. RM& R, P&L and Income Statement. Michael would like a Balance Sheet.

Michael motioned to go into the Executive Session at 2:50PM.

9.0 **Executive Session:** Ended at 3:30PM. Shirley motioned for adjournment. Dick Sturdevant second it. All in favor.

Respectfully submitted by Iris E. Fiske