

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

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Thursday, April 14, 2015 - Board Meeting Minutes

Community Room, Brooks Quarry

1.0 **Call to order:** *The meeting was called to order at 1:00PM by Michael Steele*

In Attendance: *Richard Groski, Executive Director*

Commissioners: Shirley Gervasoni, Michael Steele, Connie Hunt and Dick Sturdevant

Residents: Iris Fiske, Keiran Twohey, Dick Oberg, Beverly Bartram, Hanna Russo, Grace Wixted, Chris Lucas and Arlene David

Pledge of Allegiance to the Flag was led by Michael at 12:59PM.

2.0 **Status of last month's Resident comments:**

Regarding snow time for cars - Residents must still park down near the garage. Snow removal is \$55 per hour per man. Back entrances will be cleared.

3.0 **Resident Open Forum:**

Beverly brought up that the fan filters over the stove are very greasy. Michael wanted to have it stipulated in the lease that residents are responsible for cleaning them. Beverly argued that how would residents be able to get on a chair/ladder to reach it, remove it from the ceiling without falling to the floor. The apartments, Michael responded, are for independent living and the residents are responsible for servicing the unit.

Dick Oberg inquired about keeping firearms on the property, as he is a hunter. Richard said that he would have to keep them off the premises, to store them off site.

The subject of Security was brought up by Dick Oberg, but he referred to incidents that happened many years ago. Arlene said that less than two years ago, a tire on her car was slashed and gas was siphoned from the gas tank. At present time, there have been no incidents.

Beverly mentioned that a light should be placed outside on the corner of the Community Room, to better light the walkway on the West side.

Richard said All American Waste does not want large plastic bags in the Recycle Bins.

Richard said that any resident who wishes to discuss any point in the new lease, to come to him and he and the resident will go over the point in question together.

Hanna inquired about a man and woman she saw, who were pulling a wagon and picking up items in the yard. Richard said they were removing branches and other debris left by the harsh winter.

4.0 **Approval of March Minutes:**

Shirley motioned to accept the minutes. Connie second it. All in favor. Carried.

Richard told Iris she did a good job in processing the minutes. She thanked him.

5.0 **Treasurer's Report:** July 1, 2014 - Mar. 31, 2015

Total Income	\$137,518	
Total Expenses	<u>122,656</u>	
Net Income	\$ 14,862	(More money than BHA spent)

Significant variances from budget

Accountant's Fee	- \$	600
Office Supplies	- \$	1,456
Education	+\$	750
Personal Services	-\$	700
Material and Supplies	-\$	1,143
Electrical	+\$	2,518
Landscapers	-\$	685
Snow Removal	+\$	540
Handyman Maintenance	+\$	3,616
Maintenance Shop	-\$	2,812
Insurance	-\$	1,395
Rental Income in E.B.	+\$	8,039

Bank Balance - Savings Bank of Danbury \$138,960.90

Submitted by Richard Sturdevant, Treasurer - 4/14/15

Michael said the Utility Allowance is out of sync. He also asked how BHA shows a positive value on relevant vacancy loss.

6.0 **Executive Director's Update:**

Recertification began.

Richard attended the March Commission On Aging meeting.

Solar Energy application accepted. (Solar panels originally to be placed behind buildings #7 & #8.) Changed plans to be behind building #5. BHA would make \$2,000 a year. \$50,000 over 20 years. Michael told Richard he did great work toward making this happen.

Connie started Scrabble with the residents. The residents who participated seem to be happy with it.

Gerry Hipp had a class to make St. Paddy Day Shamrocks.

HASIP sponsored St. Paddy's day corned beef sandwiches and salads. Residents who attended enjoyed themselves very much.

Attended Town meeting on Small Cities Grant. There was a great resident turn out at the meeting.

A new desk and chair were installed in the office for Richard.

Community Room reserved for the Red Hatters.

Three (same resident) ambulance calls for March.

Shirley said that Gerry will be having hors d'oeuvres on April 29th at 12:00PM in the Community Room. Residents are also bringing hors d'oeuvres to share.

7.0 Old Business:

Action Item - *Small Cities Grant Application - Director of the Department of Housing called Lisa Low at 10AM, that he would not accept the Small Cities Grant. It would be better funded by CHFA with the Critical Needs Program. Michael says the project will put in \$425,000.*

List BHA Capital Projects - *BHA have vinyl asbestos tile in the bathrooms that could be replaced with incapsulated non asbestos tile for \$35,000. Deferred Maintenance Project for 2012 and 2013 - \$800,000. Of that, Site Improvements is the biggest chunk which is \$400,000. Looks like kitchens and bathrooms where the money is. BHA needs to set aside \$4,000 per turnover. Need someone to begin taking on the project for the Capital Needs Grant, the 2.3 million dollar 2019 project, which is going to involve pre-development money and hiring a consultant. Need documented drawings. Michael said*

BHA needs another Commissioner for the Board who works with Exel. The three different plans are RAP, the Capital Plan and the Sewer. Would like to use John DiMileo as our consultant.

Advertise for new Applications- *Wait for CHFA on ERAP. Restrict housing to Elderly Residents.*

8.0 New Business:

Secretary's Certificate- *Connie is now the new secretary.*

Connie - Misc. - *This coming Friday, April 17, there will be a Wii demonstration in the Community Room at 1:00PM.*

April 20th, a Kindle demonstration will be held at the Brookfield Library at 1:00PM. Transportation will be provided at 12:30PM. Tech Jennifer will be the instructor.

April 27, (last Monday of the month) Bingo will be played starting at 6:30PM. It will cost residents \$1 for the evening to play. Each person will sign a paper that they received Bingo card(s) and sign it when giving back the card at the end of the game. Cash prize will go to the winner at the last game.

Connie will start a guest book for visitors and also wants to have the visitors to write down why they are here at Brooks Quarry.

Service dogs on leash are allowed in the Community Room.

Shirley would like to have a phone in the Community Room for just "911".

9.0 Adjournment: *The meeting was adjourned at 2:59PM. Dick made a motion to adjourn. Connie second it. All were in favor.*

Respectfully submitted by Iris E. Fiske