

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

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Tuesday, Oct.13, 2015 - Board Meeting Minutes

Brookfield Town Hall, Rm. 129

1.0 **Call to order:** *The meeting was called to order at 6:05PM by Michael Steele*

In Attendance: *Richard Groski, Executive Director*

Commissioners: Michael Steele - Chairman of the Board, Connie Hunt- Secretary, Shirley Gervasoni, Resident Commissioner and Bob Ziembicki - Commissioner on Capital Needs. Dick Sturdevant-Treasurer, was absent.

Residents: Iris Fiske and Shirley Gervasoni.

Pledge of Allegiance to the Flag was led by Michael at 6:06PM.

2.0 **Pending Action Items - Open:** *Richard had contacted Tim Stack at Charter who has spoken to their line crew again for the third time. Charter needs to bury cable outside of Building 3 leading to Building #1.*

Handicapped door locks- *Richard questions why the handicapped locks cannot be the same as everyone else's locks. He said he would speak to Denny, the building inspector.*

Replace Washers and Dryers - *Late October. Shirley wants to have the present dryers cleaned. She said BHA is going to get 2 new washers and 3 new dryers.*

3.0 **Action Items - New:**

The purchase of brooms for each building's patio has been done.

Barbara Boudreau has a grievance regarding her Mitsubishi Air/Heat Unit in her apartment. It has been fixed quite a few times, but it continues to be very noisy. BHA decided replace it.

4.0 **Approval of September Minutes:**

Connie motioned to accept August minutes, Bob Ziembicki second it. Carried.

5.0 **Treasurer's Monthly Report:**

July 1, 2015 - Sept. 30, 2015

| | |
|----------------|----------|
| Total Income | \$47,118 |
| Total Expenses | - 48,089 |
| Net Income | - \$ 971 |

Significant variances from budget.

| | |
|--------------------------|-----------|
| Rental income | + \$1,624 |
| Legal and other services | - 443 |
| Advertizing | - 1,500 |
| Computer and Software | - 548 |
| Membership Fees (3) | - 350 |
| Other Office Expenses | + 660 |
| Water | - 780 |
| Sewer | - 1,900 |
| Insurance | - 769 |

Bank Balance Savings Bank \$122,927.55

Submitted by Richard Sturdevant, Treasurer, October 13, 2015.

6.0 **Executive Director Update:** *Richard submitted his listed Update. (Copy attached,)*

Correspondence - 6-1 -

7.0 **Old Business:**

Sewer Update - *Michael received a note from CHFA. They have changed the rules of the package. 11/18/25 on WPCA Agenda. The project will be completed by June 2016.*

Michael told WPCA that this not a WPCA Project. it is a BHA Project. CHFA doesn't do advancements only reimbursements.

Shirley made a motion to restrict the use of the washers and dryers to the residents only. Connie second it. Carried.

Solar Update - *Green Bank needs more paperwork to get started. 50 Solars are ready to be built. Trees to be taken down before 64 panels are installed.*

Richard discussed the work orders still open.

8,0 **New Business:**

Parking Decals - Residents are at risk at having their vehicles towed if decals are not placed in their car windows. There are still three residents who have not come to the office for their decals.

Dashboard for BOC Meetings - Michael made a motion for a discussion for a Dashboard for BOC Meetings. Bob second it. Carried. It would consist of Open Grievances, Open Units and Rental Delinquency. Dashboard -(Posted rules in one place.)

Need e-mail address. Michael suggested - BHAComm@Gmail.com (Common Group). and a drop box. Richard suggested - BHADocs@Gmail.com. Bob offered to start a Google Group.

Michael proposed an Open Planning session. Bob second it. Carried.

10.0 **Adjournment:** The meeting was adjourned at 7:15 PM. Michael made a motion to close the meeting to start the **Executive Session**.

Respectfully submitted by Iris E. Fiske, Recording Secretary