

# **Brookfield Housing Authority**

**3 Brooks Quarry Road**

**Brookfield, CT 06804-1052**

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**Tuesday, January, 13, 2015 - Board Meeting Minutes**

*Brookfield Town Hall, Rm. #129*

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

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

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

*Stanley Parker resigned as a Commissioner on December 4, 2014*

*Guests: Joe Elbaum and Connie Hunt*

*Residents: Iris Fiske*

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

*Shirley had brought up at last month's meeting that one of the residents had been walking his dog without a leash. Gerry Hipp had sent the resident a note that there is a leash law and since, he has been walking his dog on a leash.*

*Unit #3-1 's sewer and water does not drain well. Outside water is hooked up to toilet within. Pete McPadden, the handyman hired by Brooks Quarry, applied insulation tape to the outside faucet. In Unit #7-2, the toilet was plugged. After the contents were broken up, the toilet was able to flush.*

*People parking in hash striped spaces are not allowed to park there as it is for wheel chairs and walkers of handicapped residents. Michael suggests sending a letter to those who are caught parking in these spaces and tell them that the police will be notified.*

3.0 **Pending Action Items:**

**Marketing Plan-** *Is still open. It is in a PDF file and Richard wants to convert the PDF file to Word. The plan is twofold which in part recruits and selects potential residents for Brooks Quarry's affordable housing portfolio.*

4.0 **Action Item – New**

Investigate Medical Schedules - No status.

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

5.0 **Resident Open Form:**

Shirley brought up the fact that some of the residents have not been moving their cars for snow removal which causes difficulties in clearing the snow by the snowplow.

Iris spoke up regarding her neighbor, Bill Tyrrell in Unit #8-3. Bill is hard of hearing and sometimes blasts his TV and speaks loudly on the phone which she can hear through the wall into her apartment. Richard informed her that she would have to list a written grievance with him and he will give Bill a chance to respond.

6.0 **Approval of December Minutes:**

A revision, suggested by Shirley regarding her statement about Dick Oberg's dog running around without a leash. She was not complaining for herself but representing all of the residents at Brooks Quarry as Resident Commissioner. The correction was made. Shirley motioned to accept revision. Michael second it. All in favor.

7.0 **Treasurer's Monthly Report:** Fiscal Year to Date – 7/1/14 to 12/31/14

|                    |               |
|--------------------|---------------|
| Total Income:      | \$88,933      |
| Total Expenditure: | <u>83,509</u> |
| Net Income         | \$ 5,424      |

Rental income for the period is: \$1,094 in excess of budget. This is a significant improvement over the previous year. Expenses are also below projection as well. Bank balance as of 12/31/14 is: \$142,695.35

8.0 **Executive Director's Report:**

2012-2014 BHA Audit was completed.

One finding – Need to inventory furniture and fixtures in Community Room, to be done by March.

Christmas Gathering by Rotary Club, GE Capital and Brookfield Garden Club in the Community Room. They served pizza to the residents and gave out gift cards and fruit baskets via Santa.

One of the residents, Bruno Ragosta passed away at the age of 69.

NO SMOKING signs were installed outside, all through the complex.

*The Charter digital receiver for music and channel guide arrived, Richard had been trying to get from Charter for six weeks.*

*Six residents participated in the Pine Cone Craft Project run by Gerry Hipp, Associate Director. The monies for this project is part of a \$5,000 small housing grant from CHFA.*

*The Community Room was reserved for three dates. The Red Hatters, the Gargons and Liz Pliska.*

*Sav-Mor cleaned all inside heating/cooling units in the apartments, Community Room and the office. Five of them need to be deep cleaned because of pets / smoking residents.*

*Only one ambulance call for December.*

9.0 **Old Business:**

*A Holiday Pizza Party- With the combined efforts from Shirley, Gerry Hipp, the Commissioners of the Board, the Rotary Club, GE Capital and the Brookfield Garden Club, the party was a complete success and was well attended by the Brooks Quarry residents. Billy Michaels and a female high school junior entertained everyone singing Christmas Carols accompanied by Billy's guitar.*

*Audit results – Dick was asked for this. There should be an electronic file on the inventory of the furniture in the Community Room. Rich to have audit performed by March 31, 2015. A subsidiary Ledger – file of utilities is available, there should be a replacement schedule for hot water heaters.*

*Small Cities Grant Application update - Michael remarked that the original sewer system installed is not WPCA compliant. To replace and bring the system up to WPCA standards, it would cost about \$350,000. The Small Cities Grant must be applied for by the Town of Brookfield which would be for \$600,000. BHA needs a grant writer to help apply for the monies needed for a new sewer system. Michael presented a copy at this meeting, of a Resolution by the Commissioners of the Brookfield Housing Authority, that they are recommending to the First Selectman of the Town of Brookfield, that the firm of Lisa Low and Associates be selected as the Grant Writer for the 2015 Small Cities Grant.*

**RESOLUTION BY THE COMMISSIONERS OF THE BROOKFIELD HOUSING  
AUTHORITY**

I hereby certify that at a meeting of the Brookfield Housing Authority, on 13<sup>th</sup> day of January 2015, at which said meeting a quorum was present and acting throughout, the following resolution was adopted and ever since has been and now is in full force and effect:

**ON MOTION** duly made and carried, **BE IT RESOLVED THAT:**

1. The Brookfield Housing Authority is recommending to the First Selectman of the Town of Brookfield, that the firm of Lisa Low and Associates be selected as the Grant Writer for the 2015 Small Cities Grant.

**The Commissioners Adopting said Resolution:**

**S. Michael Steele**

**Dick Sturdevant**

**Shirley Gervasoni**

I, S. Michael Steele, Chairman of the Brookfield Housing Authority, do hereby certify this to be a true copy of the resolution duly adopted by the of Board of Commissioners on January 13, 2015 and that it has not been rescinded, amended or altered in any way, **and that it remains in full force and in effect**. I further certify that the authority thereby conferred is not inconsistent with the By-Laws of Brookfield Housing Authority., and that the above is a true and correct list of the Commissioners of the Brookfield Housing Authority as of the present date.

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**S. Michael Steele**

**Chairman, Brookfield Housing Authority**

**January 13, 2015**

Michael asked that a motion be made to select Lisa Low and Associates as Grant Writer. Shirley second the motion. All were in favor.

RAP request update - (Rental Assistance Program) which was a request that was sent to the State Commissioner of Department of Housing on November 6, 2014. Using Capital Needs Assessment that CHFA commissioned in 2014, part of the finding when they reviewed Brooks Quarry was that BHA was on the path of insolvency. The rents were far below where they needed to be, far below market rate, and BHA needed to immediately increase the rates to avoid insolvency. The profile of BHA's current residents was such, the State needed to give them rental assistance payments to make up the difference.

Status of the No Smoking Rules going into effect - The signs were installed and Richard had given each resident a notice to read and sign and return to the office for filing in each resident's file, to show that the document was read and understood and would abide by the ruling. Those who do not follow the rules may face a 'notice to quit'.

10.0 **New Business:**

Change in outside Accountant (need a motion) - Mike Lofrumento has been chosen to replace Janet Wortman. He will process the payroll. Dick made a motion that MFL Associates be chosen to replace the current CPA. Shirley seconded the motion, The motion passed unanimously.

Community Computer and Printer – Michael suggested purchasing a black and white laser printer as well as a new HP computer at the price of \$450 for the Community Room and to move the computer to the end of the room away from the office area. Michael will research and purchase and be reimbursed with the HASIP funds.

Human Resources - Michael will ask Gerry and Richard for updated Job Descriptions and Performance Projections for FY 2014-2015. What are the key objectives?

Quarterly self assessment of performance

Initiate a review/update Brooks Quarry Handbook - Two years in the making, Shirley and Ronnie did a great job. Each resident is given a copy of this handbook.

Clarify resident and landlord responsibilities in a State Sponsored Elderly Affordable Independent Living Housing development.

11.0 **Adjournment:** The meeting was adjourned at 2:50PM. Shirley made a motion to adjourn. Michael second it. All in favor.

Respectfully submitted by Iris E. Fiske