

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

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

Tuesday, February 10, 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: Dick Sturdevant, Shirley Gervasoni, Michael Steele and Connie Hunt

Residents: Iris Fiske, Chris Lucas, Betty Humphrey, Barbara Locke, Hanna Russo, Beverly Bartram, Arlene David, Nancy Vasaturo, Joan Mey and Pat Callahan.

Pledge of Allegiance to the Flag was led by Michael at 1:01PM.

Michael introduced Connie Hunt as a new commissioner of the board.

Connie said she would like to get Bingo, Scrabble, card games, etc. started with the residents on a slow basis. She would also like to get residents interested in using the Kindle and she would get someone to show people how to use it.

2.0 **Open Action Items:**

Inventory *to be done by March 31st by Richard and Gerry Hipp.*

Meet with Social Services on services for handicapped *- Connie will handle this.*

There was no action regarding the residents comments made last month.

3.0 **Resident Open Forum:**

Beverly inquired about the books that were found missing from the bookshelves in the Community Room. Connie spoke up and apologized for the removal of the books as she felt that there wasn't enough room for all of them. Betty suggested a bulletin be put out when books are going to be purged so residents can join in and make decisions as to what books should be selected for removal.

Action: *Shirley said that Dick Oberg is still running his dog without a leash. Richard responded and said he will have to send Dick a second letter.*

Hanna brought up that Sunburst Landscaping is plowing in the cars, and it is difficult for residents to shovel their cars out of the snow banks. Richard spoke to Pete of Sunburst and arranged to have a front loader remove the piled snow from where the snow was originally plowed and have it trucked either into the woods or into the swamp.

Hanna is nervous about the accumulation of snow on the roofs from all of the snow storms we have been having. She is afraid because she hears cracking overhead while in her apartment, the roof will collapse. She was assured that the ice was just settling.

Barbara Locke commented on the painting done in the Community Room. Very nice job. Beverly agreed.

Action: Joan Mey complained about water gathering at the back of her apartment when the snow melts and runs down the hill from building #2. Richard said he will look into it. Maintenance forms must be filled out by residents for any issue that arises, to have the issue taken care of.

Hanna wanted to discuss the large hike in the electric bill. It was recommended that she speak to Jeanette Holliday in Social Services to see if she is qualified for a subsidy.

Shirley said she would like to have a defibrillator in the Community Room in case of emergencies. Shirley said she was certified to use the machine.

Beverly complimented the person who was responsible for the new computer and printer for the residents' use in the Community Room. Richard said it was Michael's doing. Michael thanked Richard for setting it all up.

4.0 **Approval of January Minutes:**

Michael motioned to accept minutes. Shirley second it. All in favor. Motion carried.

5.0 **Treasurer's Monthly Report:** For 2/10/15 Meeting-

Period covered from July 1, 2014 to Jan.31, 2015

Total Rental Income:	\$92,841	Other Income:	<u>11,520</u>
		Gross Profit:	\$104,361
		Total Expenses:	<u>96,249</u>
			\$ 8,112
		Accounts Payable:	<u>2,469</u>
		Net Income Operations:	\$ 5,643

This is the current budget with the current expenses.

Action: Tom Bourque should come to Brooks Quarry to get his view on the Budget and the rents.

6.0 **Executive Director's Report:**

Small Cities Grant Preparation of documents. Richard worked with Dr. Lisa Lowe for the sewer system and had to prepare a bunch of documents. Two meetings to prepare for.

Community Room, both bathrooms and laundry room were painted at \$600. Vinyl flooring was put down in the kitchen and bathrooms.

Attended Commission on Aging Meeting. Jeanette spoke about the Food Pantry there and talked about the Energy Assistance and Richard received copies of The Senior Center Newsletter and the commission spent about a half an hour talking about FISH, (a pickup system if one needs to go to a doctor).

New Accountant hired. Michael LoFurmento who is two miles up the road instead of the fifty miles up to Harwinton.

BFK painted Unit 5-1 and also installed a new floor and vanity.

Community Room reserved for the Red Hatters.

Only one ambulance call for January.

7.0 **Old Business:**

Small Cities Grant Application update - Michael said that BHA has the green light to go ahead with Sewer project. BHA is required to go through a Phase I Environmental Study of this facility before we can be considered for a Small Cities Grant. Phase I essentially goes to the property to make sure there are no obvious areas of contamination. It is strictly a walk through visual inspection. WPCA has solicited a proposal from CCA Environmental Services, a Brookfield company, to do an environmental study at the cost of \$3,000. This money will be reimbursed when or if BHA gets the Small Cities Grant.

Michael wanted a motion to authorize BHA to spend \$3,000 for the Small Cities Grant. Shirley made a motion to pay the \$3,000. Dick Sturdevant second it. All in favor.

RAP request update - (Rental Assistance Program)- Michael sent in a request to the Commissioner of Housing on November 10, 2014. Michael has been having difficulty getting a response.

Marketing Plan - Richard sent each Commissioner of the Board a copy of the Marketing Plan back in October or November. Michael said that a good job was done on this plan which was put on a Word document.

Lease Update - Ready for Attorney Review - The lease is ready for review.

No Smoking Binder - (28) residents have returned their signed binders. (6) remaining. Second letter to be sent.

8.0 **New Business:**

Resolution for Engineering Study - Is done.

Base Rent Increase July 2015 - Base Rent: Increase of 5%-10% for Grandfathered Residents by July 1, 2015. \$200 - Efficiency, \$220 - Handicapped, \$230 - Couple or one bedroom. (\$20, \$22, \$23) New Residents: \$400 Efficiency, \$460 for both Handicapped and one bedroom (\$40, \$46).

Board Elections -A requirement to formally elect a Chairperson - Michael. Dick Sturdevant, Treasurer. Secretary, Connie Hunt. Resident Commissioner, Shirley Gervasoni. Michael asked for a motion to accept. Shirley second it. All in favor.

Action: Dick asked Richard for a copy of the By-Laws.

Valentine Pizza with the Board - February 17, 2015 at 12 Noon. Commissioners will discuss changes on the rent with the residents.

(Dick Sturdevant will be gone entire month of March. Richard will be out week of March 9th. The March Board Meeting will be Thursday March 19th).

9.0 **Adjournment:** The meeting was adjourned at 2:35PM. Michael made a motion to adjourn. Shirley second it. All in favor. Carried.

Respectfully submitted by Iris E. Fiske