

# **Brookfield Housing Authority**

**3 Brooks Quarry Road**

**Brookfield, CT 06804-1052**

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

**Thursday, March 19, 2015 - Board Meeting Minutes**

Community Room, Brooks Quarry

1.0 **Call to order:** *The meeting was called to order at 1:04PM by Michael Steele*

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

*Commissioners: Shirley Gervasoni, Michael Steele and Connie Hunt*

*Residents: Iris Fiske, Barbara Locke, Debbie Lane, Hanna Russo and Joan Mey*

*The Pledge of Allegiance was led by Michael at 1:05PM.*

2.0 **Pending Action Items:**

**Investigate Medical Schedules** - *Connie referred one resident to Jeanette Holliday of Social Services to help with the resident's prescription problem.*

**Meet with Social Services on services for handicapped resident** - *open*

**Community Room Inventory** - *open*

3.0 **Action Item - New:**

**Review 'Snow Melt' with Unit #3-1** - *The resident was concerned that she would have a flood with her apartment when the snow melted from the building above her. It didn't happen.*

**CHFA should review budget and rents** -

**Email Dick Sturdevant the By-laws** - *Richard submitted the By-Laws to Dick in February.*

4.0 **Resident Open Forum:**

*Hanna brought up that residents were losing picture and sound while TV's were on. Richard called in Charter Communications and after checking it out, they said it was a line problem.*

**Action:** *Need to follow up to see how Charter is progressing with putting cable underground.*

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*Joan Mey is concerned that the mulch that is used for gardening, is moldy, Connie will speak to Sunburst Landscaping. Also, Joan would like the large field behind her unit, not to be mown every week because the mowing creates too much dust and allergens.*

**Action:** *Connie to schedule meeting with Sunburst.*

*Outside lights' timer needs to be changed to off at 7:00AM and on at 7:00PM.*

*Hanna questioned why the buildings were not cleaned of mold on the outside siding last year when she had addressed the subject at a meeting. Richard responded that the job was started in November so only a few buildings were done because it was too cold.*

*Barbara Locke said that several back doors were not shoveled during the winter, so it became impossible for those residents to use the back doors in case there had been an emergency.*

**Action:** *The town needs to be questioned regarding where standing water goes during torrential rains.*

*Michael thinks that BHA needs to have an update on any dry wells on the property.*

*Shirley asked if anyone would attend a meeting concerning the Brooks Quarry sewer, (the Small Cities Grant), being held at the Town Hall on Monday, March 23rd, in room #209 at 5:00PM. Michael would like as many residents as possible to show up to support Brooks Quarry.*

## **5.0 Approval of February Minutes:**

*Shirley made a motion to accept the minutes. Connie seconded it. All in favor.*

## **6.0 Executive Director's Update:**

*A new Lease was reviewed by the BHA Attorney, Larry Marks.*

*A new computer and printer were installed in the Community Room for the resident's use.*

*The Rent Roll and Rent Proforma was submitted to CHFA for review for additional RAP monies for the next fiscal year.*

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*An application for additional SRAP (ERAP) made to the Department of Housing.*

*Site Review with CCA for SCG. Richard had to send them some documentation.*

*Dick Sturdevant and Richard Groski met with the new accountant to turnover management plan, Quickbooks data.*

*Arco-Rooter addressed sewage problem in Building #3. (Roots have been found in the pipes.)*

*Sav Mor addressed two resident's heating issues.*

*Snow piles moved to lower parking lot by Sunburst Landscaping. It cost \$1,000 to remove.*

*Richard attended Conn-NAHRO meeting to hear Evonne Klein speak (DOH).*

*Crafts with Gerry Hipp on February 4th.*

*Pizza with the Board luncheon on St. Patrick's Day. Very well attended.*

*Community Room was reserved for the Red Hatters.*

*No ambulance calls for February.*

## **7.0 Old Business:**

*Rap Request - In Hartford limbo.*

*Small Cities Grant Application - Grant writer is Dr. Lisa Low and Associates. The cutoff date to apply is April 10th. Decision isn't made until July. Monies are not distributed until September.*

*Capital Plan - Sewer project (small piece of Capital Plan).*

*New Lease - Richard said the new updated leases will be given to the residents in June. He suggests a few changes be made in the Lease, like charges on bounced checks and the snow shoveling of back doors to be placed in BHA Rules and Regulations.*

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## **8.0 New Business:**

Tenant Participation Initiative - Connie addressed the problem of some of the residents not moving their cars when it snows. She feels that if the resident owner was fined the first time, the resident would then move the car for every snow storm after that.

Michael suggested having the landscapers use a skid stir or Bobcat to plow in between the cars after a snow storm.

Connie - Misc. - Games such as Scrabble, Bingo and other board games are suggested by Connie for the residents.

A Library Tech will be coming to Brooks Quarry on Thursday, April 2, 2015 at 2:00PM to show the residents how to use the kindle.

Advertise for new Applications - \$2,000 in the budget. \$400 and \$460 are the base rents.

New Commissioner - BHA needs one more commissioner for the Board.

By-Laws Change - On March 3rd, Michael sent out a revision of the By-Laws, to combine the role of Secretary with the role of Executive Director. Michael asked for a motion to accept the change. Connie seconded it. All were in favor.

Michael wanted to talk about the Conn-NAHRO Meeting. There was a 56 page document which lists many items that BHA should look through to see if there are suggestions that can be used.

Michael would like to have Pizza with the Board for the residents on Wednesday, May 13, 2015.

## **9.0 Adjournment: The meeting was adjourned at 3:06PM. Michael made a motion to adjourn. Shirley seconded it. All in favor. Carried.**

Respectfully submitted by Iris E. Fiske