

# **Brookfield Housing Authority**

**3 Brooks Quarry Road**

**Brookfield, CT 06804-1052**

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

**Tuesday, Sept.15, 2015 - Board Meeting Minutes**

Brookfield Town Hall, Rm. 129

1.0 **Call to order:** The meeting was called to order at 6:00PM by Michael Steele

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

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

Residents: Iris Fiske

Pledge of Allegiance to the Flag was led by Michael at 6:01PM.

Richard Groski started the meeting by reading and submitting the Annual Report 2014 - 2015, which consisted of The Mission Statement of the Brookfield Housing Authority, Annual Director's Report, highlights over the past year, Administrative and Operating Statement from BHA's Accountant, Independent Accountant's Compilation Report, Semi-Annual Affidavit for Financial Statements, Administrative Fund Balance Sheet as of 6/30/2015, Administrative Fund Operating Statement, Administrative Fund Analysis of Retained Earnings, Transactions by Account as of 6/30/2015, and 2012 - 2014 Audit Finding. A copy was sent to Brookfield Town Hall.

2.0 **Resident Attendance:** Eleven residents, including Iris Fiske and Shirley Gervasoni, attended the Tenant Meeting held at 10:00AM this morning in the Community Room at Brooks Quarry. Quite disappointed in the lack of participation monthly by the majority of the residents, Michael suggested alternate monthly tenant meetings, one at 6:00PM with pizza and two months later one at 10:00AM.

It was suggested that Nanny-Cams be placed in the Community Room so any suspicious activity can be recorded.

3.0 **Action Items - Open:** Charter needs to bury cable outside of Building 3 leading to Building #1.

Handicapped door locks. (Work order)

*Replace Washers and Dryers - Late September, early October.*

*Painting of Crosswalks to be handled by Connie Hunt. Cost estimated at \$350 ea. Multiple - Discount. Extra \$50 for iridescent painting. Every two years the crosswalks need to be painted at the cost of \$200. Connie suggested waiting to paint crosswalks until after WPCA breaks up road and finishes sewers. Michael said that after the sewers are finished, WPCA is obligated to put back the roads the way they found them, which includes repainting any crosswalks that were there before. Connie feels that two crosswalks are enough.*

*Traffic signs can be gotten from the Town.*

4.0 **Approval of August Minutes:**

*Dick Sturdevant motioned to accept August minutes, Bob Ziembicki second it. Carried.*

5.0 **Treasurer's Monthly Report:**

July 1 - August 31, 2015

Total Income	\$30,150
Total Expenses	<u>- 26,985</u>
Net Income	\$ 3,164

*There are no significant variances from budget to account for the positive balance.*

*Bank Balance at Savings Bank of Danbury as of August 31, 2015 is \$138,024.96.*

*Submitted by Richard Sturdevant, Treasurer, September 15, 2015.*

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

7.0 **Correspondence:** *Connie sent a letter to The Lion's Club and is waiting for a response. David Moissonier is the contact person.*

8.0 **Old Business:**

PHA Web Progress - *Richard using it. Writing letters with it. Accounting piece missing. Richard still using Quick Books.*

PHA - *Dick to speak to Linda Wagner - How to authorize a PHA payment. Inquire of Bank what software they use regarding electronic check payments.*

Grant from CHFA - Sewers

The following motion offered by Michael Steele. The BHA authorizes the Brookfield WPCA to complete the Bid Package and issue the RFQ for the Brooks Quarry Sewer Replacement Project. Furthermore, the BHA will reimburse the WPCA an amount not to exceed \$8,000 for engineering work to complete the bid package.

Michael motioned to accept. Bob second it. Vote carried.

Michael will send a letter to Nelson regarding the resolution.

9.0 **New Business:**

Parking Decals - 250 decals @ \$99. Connie chooses the decal that would be placed on the inside of the window of residents' cars. displaying 'Resident Parking Permit'.

Connie proposed to speak about printing the decals. So moved.

Michael said there has to be a town ordinance in order to have the police enforce parking.

A motion by Connie to print the decals. Michael second it. Vote carried.

CONN-NAHRO Convention Update - Michael, Bob and Richard attended the convention at Mohegan Sun. Michael spoke with individuals at meals and breaks. He and Bob met representatives of a company called Millennium, a consulting firm, who expressed interest in BHA's Capital Needs Process. Bob went to "How to ask for Money" session. Also, he attended the "GAP Meeting" and "How to Secure Bids". Richard - "SRAP (State) - ERAP (Elderly), GAP - (General Accounting Practices) and "How to Deal with Difficult Folks".

Planning Session Dates - Two hour sessions: Sept. 24, 2015, 1PM - 3PM and Oct. 22, 2015, 1PM - 3PM at the Town Hall.

CNA Review- Bob suggested meeting the third Wednesday of every month for the next three months.

10.0 **Adjournment:** The meeting was adjourned at 8:04 PM. Dick Sturdevant made a motion to adjourn. Bob second the motion. All in favor. Carried.

Respectfully submitted by Iris E. Fiske, Recording Secretary

