

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

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

Tuesday, Nov.10, 2015 - Board Meeting Minutes

Brookfield Town Hall, Rm. 129

1.0 **Call to order:** *The meeting was called to order at 6:06PM by Michael Steele*

In Attendance: *Richard Groski, Executive Director*

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

Residents: Iris Fiske and Shirley Gervasoni.

Pledge of Allegiance to the Flag was led by Michael.

Shirley pointed out that the Green light is on the American Flag at Brooks Quarry to recognize Veteran's Day.

2.0 **Approval of October Minutes:**

Shirley motioned to accept October minutes, Bob Ziembicki second it. All in favor.

3.0 **Treasurer's Monthly Report:**

7/ 1/15 - 10/31/15

Total Revenue	\$63,522
Total Expenses	<u>- 59,323</u>
Net Income	\$ 4,198

Significant Variances from Budget.

Dwelling Vacancy Losses	- \$3,600
Legal and Other Services	- 5,924
Accounting Fees	- 600
Office Supplies	- 989
Advertising	- 1,275
Computer Software	- 756

Meetings & Conferences (Zero Budget)+	1,068
Other Office Expenses	- 736
Payroll Taxes	- 798
Sewer	- 1,900
Personal Service	- 2,000

Checking Account Balance as of 10/31/15 - \$123,501.99

Submitted by Richard Sturdevant, Treasurer

4.0 **Executive Director Update:** Richard handed out a Work order Completion Report, and would like to consider this under part of the Dashboard. Since July 1st, Brooks Quarry has had 52 work orders. There are 6 open and 46 complete. The average date of closing are 6.5 days. He still does not have the dollars in the report yet. Richard has to come up with a way on how he is going to do that. As of January 1st, BHA is going to go to PHA Web Accounting.

The work order for building #3, where at times there is a flooding in the laundry room and Unit #3-1 has a problem with backup, it has been found there is a problem with the pipes under the building and a camera is going to be snaked through to see if the suspected cause is again roots growing around the pipes or pushing them aside so that the drained water is not going where it should.

Apt. #6-1 has had the air conditioner/heater unit and outdoor compressor replaced with new ones. Resident is happy.

Richard submitted his listed Update. (Copy attached,)

5.0 **Old Business:**

Sewer Update - Michael is still waiting to hear from CHFA technical review. It will be wrapped up by next June.

CNA Update - Bob Ziembicki contacted Millenium. They want to inspect Brooks Quarry in person by doing a walk-thru, Tues. Nov. 17, 2015 9AM in Danbury and continue at Brooks Quarry- until 2PM.

Solar Update - Resolution approved to authorize party to sign Solar documentation - Pay \$1,102 to get into the ZREC Program, which BHA will get back. To sell electricity back to Eversource, BHA has to pay \$102. \$22.16 for use of wires. \$16 for Brooks Quarry lines. 20 year lease and then the system belongs to BHA. Buying power under the Power

Purchase Agreement (PPA). State owns, maintains and insures the equipment. Richard to write a check to CT Green Bank for 8.5 per kwh usage, every six months.

6.0 New Business:

Landscaping Budget - Dick Sturdevant made a motion to increase the budget for landscaping plans, bids and proposals for all the surrounding area of Brooks Quarry. Need a streetscape.

Discussion - Ask Sunburst for a proposal to make landscaping plans to make the grounds look better and what the cost will be. Plans at no cost. Motion carried.

Resident's Roundtable Update (Nov. 11) -Pizza with the Board and guest -Steve Harding, State Representative of the 107th District, at 6PM in the Brooks Quarry Community Room.

Christmas Party Recognition Approval- Connie Hunt wanted to have eight residents who have volunteered for various programs, such as Ann and Keiran Twohey who run the Bingo games once a month and provide refreshments for the players and Liz Pliska who handles the door prizes; Chris Lucas who is in charge of the Wii Games and breaks down tables from events; Joan Mey who runs the Garden Club and the Scrabble Club; Gerry Hipp who teaches Crafts on her own time; Iris Fiske, new Librarian, who files books back onto the shelves, in alphabetical order by author; Phil Burdick, for all of the produce, breads, rolls, etc. that he provides to the residents each week, plus how helpful he is to other residents when they need assistance; and Nancy Vasaturo, who helped out after the Community Room was painted, to be treated by the Board to the Royal Buffet in New Milford on December 16th at 12:00 noon, to thank them for their help. BHA not to exceed \$200. Michael made a motion to go ahead with the amendment. Bob second it. Approved.

HASIP Update - Sponsors TV and Breakfasts, but does not cover crafts or lunches anymore.

Motion -

Michael Steele made a motion to promote Bob Ziembicki to Vice Chairman. Dick Sturdevant second it. Motion carried.

New Rents for New Applicants - Gross income set at a minimum of \$19,200/yr. New Tenants - Minimum: \$22,640. Gross: \$24,240. \$420 now but going up to - Efficiencies: \$566.00 and One Bedroom: \$606.00/month by 2019. SRAP will take the place of ERAP.

*Must not increase over 30% of adjusted monthly income. Rates will go up acrimoniously.
Amended motion. Carried*

7.0 *Executive Session was deferred.*

8.0 **Adjournment:** . *Dick Sturdevant made a motion to adjourn. Bob second it. Carried. The meeting was adjourned at 8:10 PM.*

Respectfully submitted by Iris E. Fiske, Recording Secretary