

Brookfield Housing Authority

3 Brooks Quarry Road

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Tuesday, Dec. 15, 2015 - Board Meeting Minutes

Brookfield Town Hall, Rm. 129

1.0 **Call to order:** *The meeting was called to order at 6:05PM by Michael Steele*

In Attendance: *Richard Groski, Executive Director*

Commissioners: Michael Steele - Chairman of the Board, Shirley Gervasoni, Resident Commissioner, Bob Ziembicki - Vice Chairman, and Connie Hunt - Secretary. Dick Sturdevant - Treasurer was absent. Dick had submitted a letter of resignation and his last day will be December 31, 2015.

Residents: Iris Fiske and Shirley Gervasoni.

Pledge of Allegiance to the Flag was led by Michael Steele.

2.0 **Approval of November Minutes:**

Bob motioned to accept the November minutes, Connie second it. Carried.

3.0 **Treasurer's Monthly Report:**

BHA is not accruing for RM&R this year, so when Michael reviews the Twenty Year Projection, you will wonder why Rents have projected an increase so dramatically for the next year. That is because BHA is going to accrue for RM&R next year. (Capital provision reserve.)

4.0 **Executive Director Update:**

Richard submitted his listed Update. (Copy attached,)

5.0 **Old Business:**

Sewer Update - 13 bid packages out. The bids are due to be opened on the 21st and the engineering firm will have 2 days to evaluate them and make their recommendations and send the lowest 3 bids and the engineering recommendations to CHFA for review and approval. If BHA gets the approved bids from a CHFA review in early January, BHA will sign a contract. First thing a contractor will do, is order a pump station (a six to

eight week lead time) with 'a shovel in the ground' sometime in March and to finish up, they know they cannot go until they receive Michael's last resubmission for reimbursement to be nullified in June. There are Macerator pumps in outside electric closets on each building. Michael will submit his first request for reimbursement tomorrow, December 16th.

CNA Update - Bob Ziembicki went to see Frank Stalato, the bidder (Millennium), will create and hire a team for BHA in terms of the CNA bid. It means they will get an architect on board and all of the ancillary services that BHA requires to have this project start right away. It was discussed that BHA would be going into the 2016 CNA bidding process with the SHHP. Bob, at this point has five or six different examples that he is putting together now to put BHA Needs Assessment out to bid to the State and hoping to get that completed by January. They will be acting as BHA's consultant. Bids will be posted with CHFA - They can give examples but they cannot write for us. (An ad for a Developing Consultant that will do predevelopment grant and follow on work leading a team.)

HASIP Update - On Michael's To Do List.

Volunteers Luncheon - Connie Hunt said that this luncheon will take place tomorrow, December 16th at noon at the Royal Buffet in New Milford for the resident volunteers and the Board.

Michael wanted everyone on the Board to know the difference between what a Commissioner can do for a resident, versus being a friend. A very fine line. Refer the resident(s) to Jeannette Holliday in Social Services.

Ellen Melville, Director of Brookfield Senior Center, is invited to attend the Resident Forum 1st week of January, 2016, as guest speaker. Michael or Bob to Chair.

(Jersey Mike's. for individual sandwiches proposed.)

6.0 **New Business:**

20 Year Financial Plans - Projection of the Operating Plan from 2015 to 2034 Net results of operations at bottom of page; it shows how much Net after expenses, BHA anticipates for that particular year. What govern that are how much BHA charges for rents. This charge is not for profits, but for covering BHA's expenses and covering RM&R responsibilities. Then there is the base rental income requirement for each of the years for the 20 year plan. In the year 2016, it is projected that the base for it is that for efficiency, it will be \$434, and \$499 for one bedroom. In 2019, the projection would be

efficiency goes to \$500 and the bedroom goes to \$573, an increase by 1% a year. Cash Flow for the Capital account for 2019, Michael is looking for an infusion of \$2.464.

Rent Increases - There must be a time for notification to residents. Richard injected BHA must be in step with CHFA.

1:00PM on January 11th, the Board will reserve the Community Room for a meeting.

Brooks Quarry Marketing Plan - No responses to ads. Need new Board Member for the responsibility for putting together the specs for turning efficiencies into one bedroom. Will be included in with CNA.

Motion - Bob Ziembicki made a motion to acquire Google Aps for the Commission of the Brookfield Housing Authority. Michael Steele seconded it.

Open for discussion: Bob said last meeting that it was discussed how much it would cost per month. It was relatively inexpensive. It is basically an acquisition of a website which comes down to a cost of \$50 per Commissioner per year. With Google Aps, BHA will have the ability to share calendars, a place to store documents electronically rather than having to store files in storage cabinets inside the office. To alleviate the paperwork, Richard stated that they also have that ability in PHA Web. PHA Web is used more for the paperwork on each of the residents. Michael can create a Google Calendar for the Commissioners. Need a Google ID for each Commissioner. Bob withdrew his motion.

Connie Hunt brought up the subject of Brooks Quarry decals. There are still four residents who haven't put them on the windows of their cars.

Work Orders should not be more than two weeks old.

Meeting moved to Executive Session to discuss personnel and resident issues.

7.0 **Executive Session:** Executive Session Ended at 8:16 pm.

8.0 **Regular Meeting resumed:**

Residents will be asked to provide an email address, as it will become the BHA's primary means of communication. Computer training will be made available to interested residents.

Motion - A motion to have a special Executive Session once a year to do a review of each resident was presented by Michael Steele and seconded by Bob Ziembicki. These sessions may occur more frequently, as needed.

Motion - A motion was then made by Michael Steele and seconded by Shirley Gervasoni to accept the Executive Director and Assistant Executive Director revised job descriptions, as were discussed during that Executive Session.

9.0 **Adjournment:** *Meeting adjourned at 8:35PM*

The next BHA Board Meeting will be held at the Town Hall on January 12, 2016 at 6:00PM.

Respectfully submitted by Iris E. Fiske, Recording Secretary