

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

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Tuesday, Feb. 9, 2016 - Board Meeting Minutes

Brookfield Town Hall, Rm. 129

1.0 **Call to order:** *The meeting was called to order at 6:07PM by Michael Steele*

In Attendance: *Richard Groski, Executive Director*

Commissioners: Michael Steele - Chairman of the Board, Shirley Gervasoni, Resident Commissioner and Concetta Hunt, Secretary and Commissioner. Bob Ziembicki, Vice Chairman, conferenced in by speaker phone.

Resident: Iris Fiske.

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

2.0 **Approval of January Minutes:**

Connie motioned to accept the January minutes, Shirley second it. No discussion. Carried.

3.0 **Treasurer's Monthly Report:**

Michael mentioned that Richard had sent out a 6 month P&L and Balance Sheet ending 1/31/16, a period amount of year-to date.

Richard is waiting for Mike Lofrumento, accountant for BHA the last 16 months, to give him the off sets to show him how to write journal entries, so he may add the first six months to PHA Web. This is just the period of January, and it is a work in progress.

Year to Date - \$9,000 under. Down \$4,000. Projecting a rent increase for next year to get back on solid ground again. Going to \$434 and \$499 in fiscal year, 2016-2017. Michael would rather schedule a discussion on this at the next meeting.

Richard printed out for Michael a summary of the RM&R account to date. It shows a negative balance of \$21,443 for the sewer project. That money will be recovered and Michael will cover that under Old Business for the sewer project.

4.0 **Executive Director Update:**

*Richard read his listed Update. Solar installation complete. Will go live on 2/10/16.
(Copy attached,)*

5.0 Correspondence:

A letter was received from Dr. Jonathan Alexander, a Cardiologist, who recommended giving Dick Oberg permission to have his dog with him in the Community Room as treatment for stress. Michael suggested that Richard and Gerry write back to Dr. Alexander and get a definitive position from the Dr., that Dick is disabled, and if so, what life function does this dog provide and in fact, is this dog a service animal. The dog does not fall under ADA.

During the last Executive Session, Michael discussed a resolution that he was making, to offer an exception to Ken Schaefer for the permitted dates out of the domicile, to his lease. At that time Michael couldn't make a motion after Executive Session because the Board required a receipt of the letter from Ken Schaefer's case worker (Patrick) at Ability Beyond Disability and signed by Jack Schaefer. Kenny and brother Jack, have agreed to the terms of the letter. After the receipt of the letter, it is no longer considered confidential. Kenny Schaefer will reside at Brooks Quarry 5 days a week, and two days a week reside with his elderly mother. He will receive help from his family or case worker in the completion of the Brookfield Voter Registration Form.

Michael would like to make a motion that the Board accept the resolution as presented, for exception to the lease provision. Seconded by Shirley.

Discussion- Richard is waiting for a transition plan from Kenny's mother and brother Jack. He has not heard from them. Kenny moved back to Brooks Quarry on Feb. 8th. Michael says that the letter that had been signed and dated by Kenny's brother, as a 'Good Faith' effort.

Carried.

6.0 Old Business:

Sewer Update - New grant request before the Bonding Committee for \$673,202. Cleared the hurdle of CHFA and is now going to DOH. February 22nd looks like a reasonable date to expect a decision. The good news is that they are going to give BHA a year from the date of the project. No longer under the gun to have it done by June 30th. Application went in by Feb. 7th. Low bidder wanted \$30,000 beyond the bidding price which CHFA considered a contingency fund. It was decided it was not a contingency fund. It was for miscellaneous work.

CNA (Capital Needs Assessment) Update - Predevelopment to get BHA moving. Need to be reviewed by Board. Bob Ziembicki to review draft and discuss it with Michael Steele. Responders will receive a proposal kit with a Capital Needs Study and Market Assessment Study and BHA is interested in entertaining additional ideas on improvement of the streetscape, the landscape and the refurbishing of apartments beyond the Capital Needs replacement kind of thing. Want only grants without currying financial commitment. Need standardized package for the bidders. Board chooses bidder.

HASIP Update - Michael did a fine job gathering all the paperwork together and Richard got it in last Thursday, Feb. 4th.

7.0 **New Business:**

Community Room Purchases - 24 new folding chairs were purchased for the Community Room and they were used yesterday for the Valentine luncheon.

Service Requests all up to date.

Connie is planning a St. Patrick's Day luncheon

Connie made a motion to allow the Commissioner on Aging to hold one of their meetings in the Community Room on March 2nd. Michael second it.

Discussion - They include a lot of services under their heading. They made \$700 collecting clothes and selling to Savers and they are in the midst of putting together a Resource Book for seniors to refer to for any help they may need. They have FISH under their jurisdiction and the 'Food Pantry'. The meeting would only be one hour. Thirty minutes reserved for questions from residents who attend.

Carried.

Michael made a motion to approve one week vacation for 20 hour employees. Connie second it. Table the motion for more research.

Michael made a motion to get Handbook updated. Connie second it.

Discussion: - \$50 charge for reserving Community Room by residents for parties, which will be returned after inspection.

Address laundry hours.

Carried.

8.0 **Executive Session:** *The Board started its session at 7:12PM.*

9.0 **Adjournment:** *. Session ended at 7:27PM*

Respectfully submitted by Iris E. Fiske, Recording Secretary