

# **Brookfield Housing Authority**

**3 Brooks Quarry Road**

**Brookfield, CT 06804-1052**

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**Tuesday, Apr. 19, 2016 - 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, Shirley Gervasoni - Resident Commissioner, Concetta Hunt - Secretary and Commissioner and Bob Ziembicki - Vice Chairman, by conference phone.*

*Residents: Iris Fiske, Jo-Ann Gargiulo and Joan Mey.*

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

*Michael requested a motion to appoint Howard Lasser (in attendance) to the Board as BHA's new Treasurer. Shirley moved and Connie seconded it. All approved and the motion carried.*

*According to the By Laws, the next Organization Meeting will be in June, when the BHA will determine who the officers will be at that point.*

2.0 **Approval of March Minutes:**

*Connie motioned to approve the March minutes, Michael second it. Carried.*

3.0 **Treasurer's Monthly Report:**

*Howard read up on the January Report on the RM&R account, was confused and was concerned that it showed \$10,000 less than BHA cash.*

*Howard stated that he would need some guidance from the Board to give him pointers on the Financial Report to get up to speed.*

*Richard said that the Treasurer's Report is audited every six months. There is a Quarterly, 3/30 Report, 6/30 Year End Report.*

Richard confirmed that they have been using the PHA Web for three months. It does work orders, ledger and Recertification.

4.0 **Executive Director Update:**

Richard read his listed Update. (Copy attached,)

Correspondence - Richard received a petition from Joan Mey to have the dog restriction rescinded, so dogs can again be allowed back in the Community Room. This will be discussed in the Executive Session.

5.0 **Old Business:**

CNA Update - Bob Ziembicki passed a Procurement Document for a predevelopment consultant, to Michael. He needs Michael's agreement and then have it distributed to the Board. Michael feels that BHA would get a much better price and more response if BHA asked them to bid for the application which includes the CNA in the multimillion dollars, as opposed to predevelopment which is probably only \$50,000 to \$60,000, especially since Millennium is interested.

Need to pay for the team to attend the Housing Academy sponsored by the Housing Coalition, it was originally free but there were not enough housing authoritys signing up for the seminars. The dates that are: April 28th and April 29th from 8:30 AM to 4:00 PM, and June 14th and 15th, same time. Michael is going to try to attend the sessions at the Academy on April 28th & 29th.

Sewer Update - The construction has begun. We have secured funding. Waiving inspection fees.

Michael rewrote the PTO policy to supersede the vacation and sick policies and will distribute copies to the rest of the Board.

May 6th is the new date for when the new washers and dryers will be installed. From 12:00 PM to 2:00 PM there will be instruction on how to use the new machines and how to use the cards that will run the machines.

6.0 **New Business:**

Richard asked for an extension about the Management Plan. Recertification needs to check the last six months of 2015 from residents' bank statements.

*Richard was told to call DOH for operational issues. State Housing Authority reports to CHFA. Michael to contact CHFA management to clear up confusion regarding Operational Guidance, New Rent Comparison Study, and Elderly Rental Assistant Policy.*

*Michael passed out a draft of three step Grievance Personnel Policy #9, Procedure.*

*A) Grievance against another resident, B) Resident Grievance against the BHA and C) BHA Grievance against a resident, for review.*

*Michael motioned to move the meeting to Executive Session. Shirley seconded it. Carried.*

7.0 **Executive Session:** *The Board started its session at 7:34PM.*

8.0 **Adjournment:** *. Executive Session ended at 7:55 PM.*

*Respectfully submitted by Iris E. Fiske, Recording Secretary*