

Brookfield Housing Authority

**3 Brooks Quarry Road
Brookfield, CT 06804-1052**

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Tuesday, Jan. 12, 2016 - 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 and Concetta Hunt, Secretary and Commissioner. Bob Ziembicki, Vice Chairman, was absent.

Residents: Iris Fiske and Shirley Gervasoni.

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

2.0 **Approval of December Minutes:**

Connie motioned to accept the December minutes, Shirley second it. Carried.

Shirley would like to have a kindle so that she may receive e-mails from the Board. Connie told her that there are kindles in the locked cupboard.

3.0 **Treasurer's Monthly Report:**

Michael said the P&L Year to Date income is slightly below budget. Didn't hit rental income.

Richard said, he requested ERAP from DOH and it has not been received.

Michael would like to see the "Capital" expense account going forward (with debits and credits).

4.0 **Executive Director Update:**

Richard submitted his listed Update. (Copy attached,)

5.0 **Old Business:**

Sewer Update - \$545,950 - Lowest bid. Rundano (bidder) Projected cost is \$615,000.

Michael proposed a resolution- The Brookfield Housing Authority authorizes Michael Steele, as Chairman of the BHA, to sign the contract for the Brooks Quarry Sewer Replacement Project, which is funded by the CHFA Critical Needs Grant the bidder recommended by the Brookfield WPCA and approved by CHFA. Michael made a proposal, and Connie second it. No discussion. Approved and carried.

CHFA Bonding Committee Meeting this month - BHA is seeking approval of the additional cost of the project.

CNA Update - 20 year financial plan review. RFP request for a proposal. Pre-development funding for BHA CNA request to be submitted prior to the 2018 election.

Solar Update - Delay in Colchester. 64 Solar have laid framework for the solar. Installed all panels. Richard said the next thing is to hook up into the electrical closet.

6.0 **New Business:**

Resident's Roundtable Update (Jan.5, 2016) - (Considered a Forum) Connie will do follow up calls to people who signed up but did not attend.

Shirley made a motion to have tenant meetings more than quarterly to six times a year. The motion was not seconded.

HASIP (Housing Authority Small Improvement Program) Update - For the Garden Club, Michael ordered 5 annual plants per building at \$5.99 a plant, a bag of Vigaro, a bag of peat moss, and other items. The coordinator in CHFA has changed.

Social Committee Issues - Liz Pliska is heading the kitchen detail for a Valentine's Day luncheon of pasta and meatballs for February 8, 2016 at 12:30PM.

A St. Patrick luncheon with soup and corn beef sandwiches is also planned. No date set.

Connie would like to have a budget for the kitchen, to replace cleaning products and an electric can opener. Richard said that if the items together, don't cost more than \$50, then Connie doesn't need a budget, just purchase the items.

Connie would like to make a motion to charge \$50 deposit to be kept on hold, for any resident private parties in the Community Room, to be returned after a post inspection is cleared. Michael second the motion. Carried.

Connie would like to purchase 10 new folding chairs to replace broken and unusable chairs in the Community Room. This is a capital item and will be purchased.

The Decorating Committee is run by Anne and Keiran Twohey. They have already decorated the Community Room for Valentine's Day. Richard has approved a budget for them.

Chris Paniccia has been taking out the trash daily and doing a great job.

Iris Fiske is the Community Room Librarian and is keeping the books in good order.

The Garden Club is being handled by Joan Mey.

Chris Lucas is in charge of the Wii

There are 10 residents at this time, who provide their volunteer help to better Brooks Quarry.

Connie will provide a record of appointment schedules for all residents who have appointments for Income Tax preparation, for office use.

Reading into minutes - Michael makes a motion that he will have signature authority to sign checks until the board finds a Treasurer. Connie second it. No discussion. Carried.

Michael met with Howard Lasser shortly after Christmas, and asked him if he would consider the possibility of becoming a Commissioner on the BHA Board. Michael has a meeting with Howard scheduled for January 25, 2016 at 1:00PM. Michael had met with Steve Dunn (new 1st Selectman) to solicit candidates. (A commissioner cannot be a public official or have statutory responsibilities in the town.)

7.0 *Michael made a motion to move to Executive Session at 6:55PM, and it was seconded by Connie*

8.0 **Executive Session:** *The Board started its session at 6:58PM .*

9.0 **Adjournment:** *Session ended at 7:44PM.*

Respectfully submitted by Iris E. Fiske, Recording Secretary