

Brookfield Housing Authority

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Tuesday, Mar. 8, 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, Concetta Hunt, Secretary and Commissioner and Bob Ziembicki, Vice Chairman.

Residents: Iris Fiske and Jo-Ann Gargiulo.

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

2.0 **Approval of February Minutes:**

Shirley motioned to accept the February minutes, Bob second it. Carried.

3.0 **Treasurer's Monthly Report:**

Michael congratulated Richard to getting the financials onto to PHA Web. Much more easy to read.

Michael said BHA still has a significant budget. The legal expenses related to the sewer project are covered under the grant. The current money saved for legal expenses will be needed for the CNA, posting and bid analysis. BHA has surplus allocation there. \$10,000 under budget at this point.

The amount of \$5,727 for plumbing listed in the financials, is operational and comes under RM&R. Plumbing will have to be budgeted for more monies next year.

Maintenance requests have all been completed up to date.

Michael commented that BHA's budget is within \$500, where they wanted it to be.

Howard Lasser will accept the Treasurer position on the Board. He will be at the next meeting, but would like the meetings to be changed to another day of the week.

Michael remarked that the Board would have to come to an agreement to what day is best for a meeting time. Shirley said any day but Thursday.

4.0 **Executive Director Update:**

Richard read his listed Update. (Copy attached,)

Estimate for 3 video cameras for the Community Room was received by United Alarm company quoted at \$1,800.

5.0 **Old Business:**

Sewer Update - Tom Bourque, Assistant Director at CHFA, expects to get the amended application to Helen Nunez, BHA's contact with the DOH, for the \$678,000 grant for approval. The vender has already been approved and has contracted to complete the project in one year.

CNA Update - Bob Ziembicki has not been able to work on the project due to a recent illness. He is leaning toward a longer detailed request on the application.

BHA Personnel Policy revisit - Connie, who did the research at Michael's request, reported that the policy for each housing authority, differs. Connie made a motion to discuss and amend the present Personnel Policy. Michael second it. Carried.

Discussion - To determine how much vacation time for the Executive Director and the Executive Assistant Director; Connie would like to see this: Vacation: 1-3 yrs. 2 wks. 4-7 yrs. 3 wks. 8-12 yrs. 4 wks. (Only one 2 wks. together). 1 sick day for every 3 months of service, 1 personal day - 6 months of service and 11 paid holidays.

Working 20 hours and over per week is considered full time. 19 hours and under, part time.

Michael offered to amend the amendment. He suggested combining the Vacation Policy, Sick Day Policy and Personal Time Off Policy. The Personal Time Off Policy would be for 20 days per year, for one year to four years of service, and 25 days per year for five years to ten.

Discussion - Richard was asked if he was absolutely sure that the Assistant Director could perform the exact same duties as the Executive Director, in his absence. Richard responded that she could, with the exception of the PHA Accounting and the check writing privileges, and they can be done upon his return.

Opposed to the 1st motion.

Michael said the BOD of the BHA is not an operational board and management decisions are that of the Executive Director and not of the Board.

Michael said that the Assistant Director, not being full time, will receive .6 of full time employee, for vacation time.

Motion on the table.

Michael asked to take a vote to accept the amended amendment. Shirley second it. Carried. Michael will revise the amendment accordingly.

Michael gave some paperwork to Connie for her signature as Secretary.

6.0 New Business:

Shirley would like to be able to use her kindle. The buildings that face the Wi-Fi antenna signal from building #3, can receive the Wi-Fi through their windows, but it doesn't penetrate through the aluminum siding of other buildings. Wi-Fi is in the Community Room, but all residents would like to have access to it in their apartments. Shirley will call Charter for the costs. Tabled.

Michael motioned to move the meeting to Executive Session.

7.0 Executive Session: The Board started its session at 7:30PM.

8.0 Adjournment: . Executive Session ended at 8:10PM

Respectfully submitted by Iris E. Fiske, Recording Secretary