

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

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Tuesday, May 17, 2016 - Board Meeting Minutes

Brookfield Town Hall, Rm. 134

1.0 **Call to order:** The meeting was called to order at 6:05PM by Richard Groski

In Attendance: Richard Groski, Executive Director

Commissioners: Michael Steele - Chairman of the Board, Shirley Gervasoni - Resident Commissioner, Concetta Hunt - Secretary and Commissioner, Howard Lasser- Treasurer and Bob Ziembicki who has initially moved to South Carolina cannot be a member of the Board, but may act as a consultant.

Resident: Iris Fiske.

Pledge of Allegiance to the Flag was led by Richard Groski.

2.0 **Approval of April Minutes:**

Howard motioned to approve the April 19th minutes, Connie second it. Carried.

3.0 **Treasurer's Monthly Report:**

Howard said there was an infusion of cash - He needed to know how much was for working capital. There is \$140,000 in cash, \$110,000 of that is dedicated to the RM&R. It leaves BHA with \$30,000, unrestricted cash. Howard sent a note to Tom Bourque. He wanted to get a sense of what was an appropriate level of cash reserves to have relative to monthly expenditures. He noted that for monthly expenditures, it is \$15,000 a month which puts BHA in good shape.

4.0 **Executive Director's Report:**

Richard read his listed update for April. (Copy attached,)

Shirley is pleased with the new washing machines and dryers.

Richard said that with the new installed phone lines, the office, which use to pay \$127.00/mo., the bill is down to \$78.00/mo.

There will be an increase in rent, but there are some residents who receive E-Rap, so they are eligible for rental assistance.

5.0 Old Business Updates:

Sewer Update - *As of today the sewer company is finished, except for sweeping up the dirt. They still have to build the pump house. They had accidentally cut the cable for the lights to Building #5, but it was repaired.*

CNA Report - *Bob Ziembicki produced a six page Procurement Document bid package for Brooks Quarry.*

BHA needs Pre-Development Funds to essentially plan what the BHA's development is going to be. In lieu of obtaining the predevelopment funding and moving on to development at a later time, brings BHA back another year. At the lowest cost it would take BHA between \$20,000 and \$25,000 in the hole to get that wall in place.

Frank Stalato has agreed with the Development Needs Grant. Michael would like a Consultant. Minimal cost to place an ad.

2017 2nd Management Plan - \$20,000 for Consultant.

Ask Millenium or if another company is chosen, for an estimate.

Michael motioned to approve the Request Proposal, the placing of the advertisement and the posting on the State Business Net with the revisions discussed. Shirley second it. Carried.

6.0 New Business:

New Rent Discussion/CHFA Mgt. Plan - *Richard reviewed last year's plan with Howard. Richard would like a separate meeting for this.*

Rental Increase to go up 8%. RM&R - 3% to 4%/yr. Must turn assets into flowing cash stream.

- Lawn Maintenance - *Connie contacted five companies. Lowest estimate from Tru Green \$2,580/yr. Sunburst Landscaping - \$5,250/yr. for the lawn (fertilizing). HASIP Funds \$500.*

Connie made a suggestion to hire Gerry Hipp as a gardener for Brooks Quarry, when Gerry is finished in the office. Connie to keep costs within \$500.

Office Space and Privacy - Discussed an office offsite to give more room to the Community Room. Richard is concerned because the office onsite, is really for the residents.

Comments - Procurement Process - must comply with State's requirement.

Paid \$500 to attend the Academy. Process send in Performa. Michael to send in to Matt. Bob Ziembicki can do offsite management.

Brooks Quarry people must be involved in the CNA.

It was decided that there were no items to discuss for an Executive Session.

7.0 ***Adjournment:** A motion to adjourn was made by Michael. Shirley second it. Carried. The meeting adjourned at 7:57 PM.*

Respectfully submitted by Iris E. Fiske, Recording Secretary