

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

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Tuesday, June 21, 2016 - Board Meeting Minutes

Brookfield Town Hall, Rm. 129

1.0 **Call to order:** The meeting was called to order at 6:02PM 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 Howard Lasser-Treasurer.

Resident: Iris Fiske.

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

2.0 **Approval of May Minutes:**

Howard motioned to approve the May 17th minutes. Connie second it. Carried.

3.0 **Treasurer's Monthly Report:**

\$81,000 received from CHFA to pay for sewer work. \$120,000 in excess in RM&R. Still have \$30,000. Surplus to go into RM&R.

Richard would like to have a meeting on Thursday, June 23rd, at 10:30 AM in Room. 129 regarding Rent Increase and the CHFA Management Plan. Shirley doesn't need to be at this meeting, as she cannot vote.

It was suggested by Howard to put rules for Comfort Animals up in the Community Room. Misbehavior is unacceptable.

Michael is going to meet with Bill George as a Project Manager for BHA.

Shirley's Resident Commissioner position on the Board is up in September 2016. It will be posted in the Community Room 60 days prior, to give others the opportunity to apply for the position.

4.0 **Commissioners and Consultant Reports and Comments:**

Chairman - Abusing the Staff of the BHA- Barbara Boudreau, a resident, has caused much verbal abuse to John Foley, Richard Groski, Shirley Gervasoni and Gerry Hipp. With the many letters of complaint against her over the last five years, the Board is going to have the BHA attorney write a letter to her.

Discussion re: Eviction. Set aside money for attorney to handle.

Executive Director's Report- Richard read his listed update for May. (Copy attached.)

Because the new washers are large and deep, short persons have difficulty reaching into the machines for all of their wash. Michael will supply grabbers for retrieving the clothes.

Richard had an FOIA request from E-Rap. How many tenants are disabled and how many are elderly.

Secretary- Budget for Gardening, Lawn Maintenance Recommendation - \$100 gift card to be given to Gerry for all her help in beautifying the small gardens in front of some of the buildings and for helping Connie clear the areas around the heat pumps.

Connie to handle the HASIP funds. It was decided to use Tru Green for the lawns.

Resident Commissioner's Report for Fiscal year - 2016-2017 - Shirley would like time to present her report for next month's BHA meeting.

Consultant, Bob Ziembicki - CNA Update - Michael will speak with Bob for his report.

Michael said that Bill George is interested in the Project Manager position for the Board. He is meeting with Bill at 2 PM Wednesday, June 22nd. Bill to be sent to CONN-NAHRO conference.

5.0 **Old Business:**

Sewer Update -

Redondo can put in two laterals for Pump Station with left over money.

6.0 **New Business:**

Michael submitted a sixteen page Procurement Policy with cost and price analysis.

Motion made by Howard to accept the Procurement Policy. Seconded by Shirley. Carried.

Petty cash to be \$50.

The next BHA Meeting will be Wednesday, July 13th at 6:00 PM at the Town Hall.

Date for Resident Forum - July 19th at 6 PM in the Community Room.

- 7.0 **Adjourn:** The meeting was adjourned at 7:45 PM. Michael made a motion to adjourn. Connie second it. Carried.

Respectfully submitted by Iris Fiske, Recording Secretary

- 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