

# **Brookfield Housing Authority**

**3 Brooks Quarry Road**

**Brookfield, CT 06804-1052**

(203) 775-1403 Fax (203) 740-8714

**Wednesday, July 13, 2016 - Board Meeting Minutes**

*Brookfield Town Hall, Rm. 119*

1.0 **Call to order:** *The meeting was called to order at 6:01PM 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.*

**Residents:** *Iris Fiske and Jo-Ann Garguilo.*

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

2.0 **Treasurer's Monthly Report:**

*BHA finished the Fiscal year with \$20,000. Surplus to go to RM&R.*

**Regarding Rental Increase** - *The increase was lowered from 8.5% to 4%. Tenants will pay no more than 30% of their gross income.*

*Tenants are eligible for ERAP to the extent that funding is available.*

*DOH has not approved our request for increased ERAP for FY 2016-17. As such, using the "Need Based Allocation Methodology", four tenants will lose ERAP.*

*An electronic vote was taken on the resolution to use the "Need Based Allocation Methodology", for ERAP. It was unanimously approved by the three commissioners that were eligible to vote.*

*Bill George was introduced by Michael. Bill would like to become a commissioner with the Housing Authority. He has worked in Organizational Development, has a PHD and OD. Had been a teacher. Owned many businesses. Financial Planner for 12 years. Has used spreadsheets in Excel.*

*Howard had to leave the meeting early due to a previous commitment.*

3.0 **Approval of June Minutes:**

*Michael motioned to approve the June 21, 2016 minutes. Connie accepted. Shirley second it. Carried.*

4.0 **Executive Director's Report:** *Richard read his listed update for June. (Copy attached.)*

5.0 **Commissioners' Updates:**

**Sewer Update** - *Richard had inquired about the sewer update regarding the unfilled ditches and the new pump house. He said that it will be delayed a month.*

*Michael is having new laterals attached to the first two buildings so they will be connected to the sewer line.*

*Requested \$107,000 as a second payment toward the sewer. It was approved by CHFA (Tom Bourque).*

*Shirley - New Air Conditioner/Heater is working well. Security cameras have been installed in the Community Room and the Office. New washers and dryers are working well. Letter of Grievance is being worked on.*

*Connie asked if the entire Brooks Quarry driveway will be paved over. Michael said that it is not in the current budget. Perhaps, the following year. It is up to the Town of Brookfield to decide to do that. BHA would pay for the parking areas to be lined.*

*Connie - Resident Forum - Wednesday, July 19th in the Community Room at 6:00PM will be catered by John's Best. Maintenance up to date with yearly inspection repairs still on going.*

**Town Volunteer Luncheon** *on September 25th at Town Hall.*

*All residents must have parking decals on their vehicles.*

*New Milford donated books to the Brooks Quarry Library.*

**Lawn Maintenance** - *Connie suggested that deep lawn maintenance may eliminate one treatment a year to cut costs.*

6.0 **New Business and Comments:**

**CNA** - *Four responses. S-Rap for CNA. Need someone who can write grants.*

*Michael discussed the possibility of applying to CHFA for some number of units to be designated as "Deep Target", <20% of Area Medium Income, which, if approved would come with SRAP assistance for the qualified resident tenant. This would have to be done as part of the CNA application process and would significantly increase applications and the wait list.*

*Jeanette Holliday, the Social Services Director, is retiring at the end of August. New person has to have the right credentials.*

*Jack Dunlap has moved out of Brooks Quarry to another facility.*

*Solar Panels - Saving \$200 a month in energy.*

*Brooks Quarry is an Affordable Housing Complex*

*CHFA Asset Manager, Tom Bourque, will visit Brooks Quarry on August 3rd.*

- 7.0 **Adjourn:** A motion to adjourn was made by Shirley. Connie second it. Carried. The meeting adjourned at 7:35 PM.

Respectfully submitted by Iris Fiske, Recording Secretary