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The Bloomfield Housing Authority  
C/o 156 Bloomfield Avenue  
Windsor, CT 06095  
April 13, 2015  
Minutes of Regular Meeting

The Commissioners of the Housing Authority of the Town of Bloomfield met for a special meeting on April 13, 2015 in lieu of regular monthly meeting on April 6, 2015 at Bloomfield Town Hall in Conference Room 1.

Present: Commissioner Berman, Commissioner Schulman, Commissioner Politis, and Commissioner Fernandez.

Absent: N/A

Excused: N/A

Managing Agent Present: Jermika Williams

1. **Call to Order:** Commissioner Berman called the meeting to order at 7:03 p.m.
2. **Public Communications:**
  - Commissioner Berman gave an update on the Commissioner vacancy and stated that the approved candidate declined the recommendation.
  - Commissioner Berman also received an email from Tony at HUD with details on how to replace units. The process will take a couple of months.
  - Consultant from state gave quote of \$160 per hour for her services and \$125-150 per hour for associates. It would be 40-50 hours of work and application process would be an additional \$30,000-70,000.
  - On April 21<sup>st</sup>, Commissioners Schulman, Fernandez, and Berman will attend a forum being conducted by the Partnership for Strong Communities on the topic of Public Housing Revitalization: Building Communities Together.
  - Presentation to Town Council will be on April 27<sup>th</sup> at 7:30pm that will provide updates.
3. **Minute Approval:** March minutes were reviewed and approved with a motion by Commissioner Schulman and seconded by Commissioner Fernandez. Unanimous vote.
4. **Financial Reports:** February 2015
  - A. Check Register
  - B. Tenant Account Reports
  - C. Monthly Financial Statements
  - D. BHA Bank Accounts
  - E. Check Signing
5. **Consultant's Report:**
  - Maintenance Issue:
    - REAC will occur on all properties on July 7th. There will be an inspection done in house to review repairs that needs to be done in order to prepare for the inspection. The goal is to get above an 80 this year so that the inspection will be every 2 years.
    - There is an issue with MDC with 420-422 Park Ave. MDC states the separation of the water pipes were done incorrectly and the issue must be resolved by the end of April 2015.
    - 35 Brookdale's furnace will be priced out for replacement.
  - Financial Issues: N/A

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- Residents' Issues:
  - Fully leased.
  - 49 Marguerite Ave. on March 17, 2015, a tree fell on two cars on property and damaged the lighting on the house, gutter and shed.
  - The new tenant at 3 Dale Ave. needs the toilet replaced and the mailbox. The toilet will be replaced at the tenant's expense.

### 6. Old Business:

- a. Capital projects procurement project and capital fund program
  - i. Jermika is still working on the scope of services for capital projects. She has to have a conversation with HUD because they are not accepting the old environmental waiver. Jermika will keep board updated on progress.
- b. Weatherization copays- Weatherization inspection has occurred for 6 units. To date copays of \$1,500 have been approved for payment to cover insulation, new refrigerator, etc.

### 7. New Business:

- a. 07/2015 Budget-Draft of Budget will be emailed to the Board because of new form required by HUD.
- b. 5 Year PHA plan-Draft of PHA Plan was presented to the Board. The forms have to be signed by the Chair person and due by 4/14/15. In the absence of Resident Advisory Board, the Tenant Commissioner Fernandez will make a statement.
- c. Environmental clearance for capital funds releases- HUD requires an environmental clearance for Capital funds to be used. A meeting will be held with HUD to discuss the clearances.

### 8. Other

- a. Commissioner Berman will consult with Simsbury Bank to ask questions about mortgaging property. Jermika Williams recommends hiring a consultant if there are time constraints.
- b. Commissioner Politis motioned to renew CD for 6 months. Seconded by Commissioner Schulman. Unanimous vote.
- c. Jermika wanted to clarify roles and responsibilities of WHA in regards to consulting obligations and expectations of the Board.

### 9. Adjournment:

Commissioner Politis made a motion to adjourn the Bloomfield Housing Authority meeting at 8:00 p.m., seconded by Commissioner Fernandez and the meeting was adjourned.

Respectfully Submitted,

Vanessia Wilkins  
Recording Secretary