

The Bloomfield Housing Authority  
C/o 156 Bloomfield Avenue  
Windsor, CT 06095  
January 5, 2015  
Minutes of Regular Meeting

The Commissioners of the Housing Authority of the Town of Bloomfield met in a regular monthly meeting on January 5, 2015 at Bloomfield Town Hall in Conference Room 2.

Present: Commissioner Berman, Commissioner Politis, Chairman Ward & Commissioner Fernandez.

Absent: N/A

Excused: Commissioner Schulman

Managing Agent Present: Jermika Williams and Shelly McDougall

1. **Call to Order:** Commissioner Berman called the meeting to order at 7:00 p.m.
2. **Public Communications:** Commissioner Ward noted that the Bloomfield Housing Authority should be included in the Town of Bloomfield Publication.
3. **Minute Approval:** December minutes were reviewed and approved with a motion by Commissioner Ward and seconded by Commissioner Fernandez. Unanimous vote.
4. **Financial Reports:** November 2014
  - A. Check Register
    - a. Commissioner Berman questioned 2 charges on the register, but it was explained that they were the completion of work done on 35 Brookdale Ave and 3 Dale Ave.
  - B. Tenant Account Reports
    - a. Jermika clarified that Peachtree Business is a vendor that provided office supplies such as tags when residences are not home.
    - b. Jermika also noted that Tony Springer is an oil company that serviced 35 Brookdale Ave. and 3 Dale Ave.
  - C. Monthly Financial Statements
    - a. Page 5: Accounts Receivable
      - i. All payment plans are current.
      - ii. Shelly noted that an invoice was forwarded to the tenant of 35 Brookdale Ave.
    - b. Page 6: Fiscal Year to Date
      - i. Jermika noted that \$580.00 from account -4190 was reallocated to other utility (oil fill) as noted by the asterisk, which signifies the reallocation of the line item.
      - ii. Jermika also pointed out that the capital items have to be placed properly in line items because it determines the amount that HUD will pay.
    - c. Page 7: Operating Budget
      - i. Payment for November and December was received and the correct number should be zero.
5. **Consultant's Report:**
  - Shelly encouraged all tenants to fill out applications for free energy audits. Water and oil bills are high due to weatherization. Shelly will call on the 10<sup>th</sup> of the month to verify receipt of applications and the next steps.
  - The waitlist opened on January 3<sup>rd</sup>. Shelly emailed the representative from Social Services, the Friday before the application was released.
  - The notice was placed in the paper in Spanish and English, but the application was only in English. The application must be postmarked by January 9<sup>th</sup> in order to be considered.

- The advance notice bill was received and paid.
- Commissioner Ward wanted to invite the new Town Planner to the Town Management Meeting to discuss potential new sites.

**6. Old Business:**

- A. Capital Plan summaries of the scattered sites/Budgeting capital repairs 2015 updates
  - a. Jermika provided a worksheet that listed the concerns of the residences, highlighting work orders.
  - b. Jermika suggested having a mandatory inspection of Unit 1190 with a 10 day notice.
  - c. Commissioner Berman wanted to identify a plan on spending between now and February's meeting.
  - d. Commissioner Politis provided additional notes on units to be included and considered.

**7. New Business:**

- A. Transfer of Cash Policy: Town of Bloomfield needed to be added in place of Windsor. Motion to accept policy with amended changes by Commissioner Ward. Seconded by Commissioner Politis. Unanimous Vote.
- B. Replacement of Unit 17
  - a. Commissioner Berman attached appraisal values for all units, memorandum from the Town Attorney Marc Needelman to Philip Schenck Jr., Town Manager, concerning Public Housing Authority Land Conveyance, and an email about Public housing Development.
  - b. Commissioner Berman also questioned if they should purchase a property on a bus route. Commissioner Ward agreed that a transit oriented development will assist with costs. Shelly suggested foreclosed properties.
  - c. Commissioner Berman presented 4 properties on Tunxis Ave. for the board to review as potential properties and suggested selling some units and using the money to purchase new properties instead of repairs. Shelly explained that under HUD guidelines replacement was acceptable and that some units could receive state assistance.
  - d. Commissioner Berman wanted a plan that outlined the number of units that should be added in the next 12 months as well as the amount that should be used. Commissioner Ward suggested \$100,000 to \$125,000 as a baseline per unit.
- C. Certificate of Deposit Maturity 1/13/2015: Commissioner Politis motioned to renew CD in the amount of \$43,826.85 for 6 months. Seconded by Commissioner Fernandez. Unanimous vote.
  - a. In the event that another CD will mature before the February meeting, Commissioner Politis motioned to renew for 6 months. Seconded by Commissioner Fernandez.
- D. Procurement Addendum and cash transfer policy adoption: Commissioner Ward motioned to accept policy. Seconded by Commissioner Fernandez. Unanimous vote.

**8. Other**

- Commissioner Politis wanted to discuss the option for a bid that included the price for landscaping for all 16 units.
- Commissioner Berman stressed the importance of using local businesses for repair and electrical work. Jermika suggested using the Chamber as a resource.

**9. Adjournment:**

Commissioner Politis made a motion to adjourn the Bloomfield Housing Authority meeting at 8:10 p.m., seconded by Commissioner Ward and the meeting was adjourned.

Respectfully Submitted,

Vanessia Wilkins  
Recording Secretary

DRAFT