

The Bloomfield Housing Authority  
C/O 156 Bloomfield Avenue  
Windsor, CT 06095  
June 6, 2016

The Commissioner of the Housing Authority of the Town of Bloomfield met for a regular meeting on Monday, June 6, 2016, at Bloomfield Town Hall in Conference Room 2.

Present: Commissioner Berman, Commissioner Colman, Commissioner Schulman, Commissioner Fernandez

Absent: Commissioner Politis

Excused: N/A

Managing Agent Present: Jermika Williams and Shelly McDougall

**1. Call to Order:** Commissioner Berman called the meeting to order at 7:02 pm.

**2. Minute Approval**-May 2, 2016 Regular Meeting

a. Motion to approve minutes by Commissioner Berman. Seconded by Commissioner Schulman. All are in agreement.

**3. Financial Reports - April 2016**

A. General Account Ledger

(Jermika Williams did not account for ledger)

B. Tenant Accounts Reports

C. Budget to Actual

(Reference page 10 of Operating Statement ending April 2016)

D. Check Signing

Motion to approve financial reports by Commissioner Berman. Seconded by Commissioner Colman. Unanimous vote.

**4. Consultant's Report – June 2016**

***Maintenance Items:***

- 3 Dale Ave still has an impending random inspection. The screen door that was damaged will be charged to the resident and replaced.
- Commissioner Fernandez noted that the contractors reported bathroom repairs and painting were needed. In addition, repair is needed for over the stove hood fan as well in his unit at 10 Taft Ave.

**Financial Items:**

- HUD still has not release operating funding for May 2016 as of 6/1/16. They are researching why we have not been allotted May's funding. It is to not the fault of the HA. Our region is delayed. Can Congressman Larson help in this matter?
- Need capital improvement for budget. Jermika Williams stated \$12,000.00 budget prolonged. Capital funds were put in operating- which is currently in deficit.
- Plan to take \$40,000.00 from reserve to put towards capital.
- Jermika Williams will need more time to review. Motion made by Commissioner Berman to approve. All are in agreement.

**Residential Items:**

- The capital improvement contractors are currently underway. They are on schedule. All projects should be completed by July 31, 2016.
- 142 Tunxis repairs- deck and roof
- Lawn care /mowing to be done on a weekly basis not biweekly.

**5. Old Business:**

## A. Capital plan procurement project

i. A clerk of the works has been hired to oversee all capital plan projects. Some of the projects have had change orders due to damaged base boards etc. All projects are to be completed by July 31, 2016.

## B. Administration plan monthly review

i. Chapter 3 and 4 still need to be completed for this month's review. Jermika Williams will obtain your notes and suggestions from last month's chapters.

## C. New home purchases

i. Commissioner Berman is looking for a 3 or 4 bedroom house.

ii. Motion made to approve 233 Woodland Ave HUD approval by Commissioner Colman. Seconded by Commissioner Fernandez. Unanimous decision.

## D. 07/01/16 Draft Budget

i. Budget is fine.

Motion by Commissioner Colman to move \$40,000.00 from reserve to put towards capital.

Commissioner Schulman seconded. Unanimous decision.

## E. 1190 Blue Hills Ave -Parcel of Land

- Commissioner Berman will talk to Jackie
- Does the Board want to sell 1190 Blue Hills Ave parcel of land upon demolition?

**6. New Business:**

## a. New home purchases- 233 Woodland Ave.

i. Take down the sunroom and exterior door. There is no lead, and little bit of mold and fixing the deck.

## b. 1190 Blue Hills Ave Parcel of Land

i. The Town Mayor Joan Gamble is doing a letter of report for sale of property.

ii. Commissioner Berman distributed copies of the Housing Authority waiting list. Reviewed by Board members.

**7. Adjournment:**

Commissioner Berman made a motion to adjourn the Bloomfield Housing Authority meeting at 7:37 p.m., seconded by Commissioner Colman and the meeting was adjourned.

Respectfully Submitted,

Ethnie Simpson

Recording Secretary