The Commissioner of the Housing Authority of the Town of Bloomfield met for a regular meeting on Monday, November 5, 2018, at Bloomfield Town Hall in Conference Room 2.

Present: Commissioner Berman, Commissioner Colman and Commissioner Schulman

Absent: Commissioner Politis
Excused: Executive Director Urleen Naughton and Tenant Commissioner Fernandez

Managing Agent Present: Darlene West

1. **Call to Order**: Commissioner Berman called the meeting to order at 7:05 pm.

2. **Minutes Approval Postponed**: September 24, 2018, Regular Meeting.

3. **Financial Reports**
   
   A. General Account Ledger  
   B. Tenant Accounts Reports  
   C. Budget to Actual  
   D. Summary of Accounts  
   E. Check and Document Signing  

People are paying fraud reimbursement. Allocating funds properly. Collected $5000 on fraud payments, others are on payment plan. Redid drawdown authorization. No drawdown for August-October.

4. **Maintenance Items**:

   Commissioner Berman made a motion to add No Smoking Housing Policy item. Seconded by Commissioner Colman. Unanimous decision.
   Exterior and seasonal repairs/service required for all properties (concerns that properties were in much better shape for expenditures previously reported)  
   Internal inspection generated needed repairs  
   Pest inspection and treatment (ants, bugs, mice, and roaches) service contract  
   Vegetation control, weeding  
   Lawn mower/snow blower service and repairs/lawn contracts  
   Snow and lawn contract RFP/replies  
   (Snow blower & lawn mower pick up)
It is November now and no one is in place for snow removal. Commissioner Colman made a motion to use $13,000 for snow removal. Seconded by Commissioner Berman. Unanimous decision.

5. Residential Items:
   - No Kapa Notices/Notice to Quit Possession/Legal Notices

6. New Business/Updates- Discussion:
   - Commissioner Colman made a motion to distribute Handbook to tenants. Commissioner Schulman seconded. Unanimous decision.
   - Pet Policy Revision Postponed
   - Motion by Commissioner Colman approval as amended by Smoking Policy. Seconded by Commissioner Schulman. Unanimous vote.

7. Property Condition:
   - 3 Dale is empty and waiting for rehab, requires utilities and heat (needs oil, change utilities to BHA name) Inquire if property can be marketed as a 4 bedroom option?
   - 9 Glenwood & 54 Darby- treating ramps for the upcoming season for non-skidding concerns
   - 9 Glenwood needs an oil tank replaced and action should be taken expeditiously (almost ready to be moved back in) replacement cost estimate is $1000 installation. Commissioner Berman made a motion to replace tank, not to exceed $1200 in cost. Seconded by Commissioner Colman. Unanimous decision.
   - Commissioner Colman made a motion to add to the agenda/chairperson for all chimneys to be cleared on all properties. Seconded by Commissioner Schulman. Unanimous decision.

Adjournment:

There will be 2 meetings scheduled for December 3, 2018
   1- Regular meeting
   2- Annual Meeting for Board election
Commissioner Colman made a motion to adjourn the Bloomfield Housing Authority meeting at 7:40 p.m., seconded by Commissioner Berman and the meeting was adjourned.

Respectfully Submitted,
Ethnie Simpson
Recording Secretary