The Commissioner of the Housing Authority of the Town of Bloomfield met for a regular meeting on Monday, September 24, 2018, at Bloomfield Town Hall in Conference Room 2.

Present: Commissioner Berman, Commissioner Colman, Commissioner Politis, and Tenant Commissioner Fernandez

Absent: N/A
Excused: Commissioner Schulman

Managing Agent Present: Urleen Naughton and Darlene West

1. **Call to Order**: Commissioner Berman called the meeting to order at 7:00 pm.

2. **Minutes Approval**- May 7, 2018, June 4, 2018 Meeting.
   a. Motion to approve the minutes by Commissioner Berman. Seconded by Commissioner Colman. The motion passes unanimously.

3. **Introduction of New Executive Director**- The Board welcomes Urleen Naughton as the new Executive Director.

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

Executive Director Naughton is currently reviewing the budget and financials in depth with the accountant for accurate maintenance and is proactively engaging a team effort including bringing an attorney on board to be involved with the budget and expenses. A new leadership and a new approach will initiate a revision of compliance review, amendments to existing policies; will do hearings for HUD regulations, monitor housing guidelines, write Admin plan, Pet Policy revision, qualify for inspection, eliminating wash cycle of tenants, revamp old contracts/vendors obtaining new statewide bids as per federal guidelines and address any other related issues, redo Annual Action Plan for 2017 and do 2018.
Expense Reimbursement Forms, Invoices, Purchase Orders, have been created and new working policies put in place, for example cell phones designated for work purposes, and recommendation for lawn care contracts instead of residents to avoid tenants liability.

All commissioners expressed their interests in moving forward collectively with rules and procedures presented and the new approach of utilizing a CPA for HUD housing.

5. Maintenance Items:

- Screen doors and general exterior repairs
- Pest inspection and treatment (ants, roaches) service contract
- Lawn care- weed killer, lawn pests, weeds, trees etc.
- Lawn mower/snow blower service and repairs/lawn contracts
- Landscaping will be every other week – not weekly
- Snow and lawn contract RFP

6. Financial Items:

- Commissioner Colman made a motion to move Windsor Federal Savings upcoming expiring CD accounts to transfer into a Money Market account. Commissioner Politis seconded. Unanimous decision.

7. Residential Items:

- No Kappa Notices/Notice to Quit Possession/legal notices
- Water bill/Utility payment status (residents with outstanding balances)
- 3 Dale water bill – Housing Authority is paying installments due to them vacating the property

8. New Business/Updates & Discussions:

- Tenant Resident Handbook
- Pet Policy Revision
- Rental Insurance flyer/policy
- Security Deposits
- Community Service Requirements
- Fraud repayments & materials
Adjournment:
Commissioner Berman made a motion to adjourn the Bloomfield Housing Authority meeting at 8:30 p.m., seconded by Commissioner Colman and the meeting was adjourned.

Respectfully Submitted,
Ethnie Simpson
Recording Secretary