The Bloomfield Housing Authority  
C/O P.O. Box 7134  
Bloomfield, CT 06002  
November 4, 2021

The Commissioners of the Housing Authority of the Town of Bloomfield met for a special meeting on Thursday, November 4th 2021, at Bloomfield Town Hall in Conference Room 2.

Present: Commissioner Berman, Commissioner Barnes, Commissioner Lawson and Tenant Commissioner Fernandez

Managing Agent Present: Executive Director, Urleen Naughton and Coordinator, Shelley McDougall

Absent: N/A

1. Call to Order: Commissioner Berman called the meeting to order at 6.21pm.

   a. Motion moved to approve the minutes by Commissioner Barnes. Seconded by Tenant Commissioner Fernandez. Unanimous decision.
   b. October 5, 2021, Meeting.
      Motion moved to approve the minutes by Commissioner Barnes. Seconded by Tenant Commissioner Fernandez. Unanimous decision.

3. Financial Status
   • As of October 31st ending financial status is in good shape

4. Maintenance Items
   • Extensive renovation and repairs have been performed on homes
   • Houses are progressing well up to standards
   • RFP for snow bid is out

5. New Business/Updates- Discussion
   • Amendment on Procurement Policy
   o Special meeting with HUD, previous amount set to $5000.00 was updated to $10,000.00 limit requiring permission
   o Tenant Commissioner Fernandez moved a motion to increase procurement to $10,000.00. Seconded by Commissioner Barnes. Unanimous vote.
• Amendment of Bylaws as to Meeting Date
  o Commissioner Barnes moved a motion to amend Meeting days from Mondays to Thursdays. Seconded by Tenant Commissioner Fernandez. Unanimous vote.
  o Selection of 2022 Meeting Dates
  o Distribution of Bloomfield Housing Authority Meeting Schedule for 2022
    Commissioner Barnes moved a motion to approve the selection of 2022 Meeting dates. Seconded by Tenant Commissioner Fernandez. Unanimous vote.
  o Tenant Commissioner Fernandez moved a motion to change the December Annual meeting to January. Seconded by Commissioner Barnes. Unanimous vote.

6. Executive Director Recommendations
• Executive Director Naughton laid out a comprehensive preparation and creating work orders emphasizing procedural methods for accounting procedures. Documents should ensure the following:
  o Maintaining the General Ledger
  o Procuring Services
  o Processing Revenue Receipts
  o Processing Purchases and Payments
  o Preparing Financial Statements
  o Preparing Management Reports
  o Preparing Rent Billings
  o The Budgets Process
  o Tenant Selection Procedures
  o State and Federal Grant Compliance

7. Other Items
• Letters will be distributed to tenants who do not exhibit proper care, maintenance of homes or safety hazards risks to dwelling.
• Planning in the spring to meet with tenants and review house rules.
• Commission Berman meeting with town official to discuss interest in scattered housing sites
• Purchasing properties with seed money
• Look at tag sale properties
• Need to get back to 16 houses
• May need to open waiting list for housing
• Commissioners to discuss BHA website design

Adjournment:
Tenant Commissioner Fernandez moved a motion to adjourn the Bloomfield Housing Authority meeting at 7:10 pm., seconded by Commissioner Lawson. Unanimous vote and the meeting was adjourned.

Respectfully Submitted,
Ethnie Simpson
Recording Secretary