The Commissioners of the Housing Authority of the Town of Bloomfield met for a regular meeting on Monday, June 7th 2021, at Bloomfield Town Hall in Conference Room 2.

Present: Commissioner Berman, Commissioner Colman, Commissioner Lawson, Tenant Commissioner Fernandez and Mark Schooley Consulting LLC.

Managing Agent Present: Urleen Naughton and Shelly McDougall

Absent: Commissioner Lonnie Barnes

1. **Call to Order**: Commissioner Berman called the meeting to order at 6.01pm.

   a. Motion moved to approve the minutes by Commissioner Berman. Seconded by Tenant Commissioner Fernandez. Unanimous decision.

3. **Financial Review** (March 2021)
   A. General Account Ledger
   B. Budget to Actual
   C. Summary of Accounts

Commissioner Colman moved a motion to approve and retain Mark Schooley of Schooley Consulting LLC for bookkeeping. Motion seconded by Tenant Commissioner Fernandez. Unanimous vote.

4. **Maintenance Items**
   - Assessment is to be done for repairs each unit

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

6. **New Business/Updates - Discussion**
   - Business operating accounts have now been established with Webster Bank with available funds- Investment account/ escrow/ obtain credit cards
   - Grant submitted for $250k for safety issues
   - Drawdowns to Webster bank
   - CARES ACT funding is available to use till December 2021
Reference correspondence copy of email communication sent to WHA requesting reimbursement portion of equipment no longer to be utilized for Bloomfield’s benefit including interest accrued by the date WHA contract ends, no later than June 6, 2021. Bloomfield Housing Authority had contributed $16,625.84 towards purchase of equipment for joint benefits of both Housing Authorities.

- Discussion of procurement; 2 desks, file cabinet and chairs
- New office location: 160 Still Road, Bloomfield, CT 06002
- Setting up administrative structure for BHA
  - Hiring of part-time Executive Director and Part time Coordinator
  - Hiring of payroll and recordkeeping service
  - Establishment of website and set up email domain: Blfdha.org
- Discussion whether to introduce Pay HOA.com for tenant accounts
- Verification of Bloomfield Housing Authority tax EIN – as a non-profit government agency
- No meetings scheduled for July/August months, resumes September

7. Property Condition
- 28 Daniel Blvd repairs needed/outside pipe is broken and driveway to be done
- 9 Glenwood status review
- MDC to waive any late water charges concerning issues

Adjournment:
Commissioner Colman moved a motion to adjourn the Bloomfield Housing Authority meeting at 6:45 pm., seconded by Tenant Commissioner Fernandez. Unanimous vote and the meeting was adjourned.

Respectfully Submitted,
Ethnie Simpson
Recording Secretary