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Brookfield Housing Authority

3 Brooks Quarry Road

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Tuesday, Nov 4, 2014 – BHA / CHFA Meeting Minutes

CHA Board Room, 999 West St, Rocky Hill, CT

- 1.0 **Call to order:** *The meeting was called to order at 2:15 PM by Rolf Enger*
- 2.0 **In Attendance:** *Commissioners: Rolf Enger, Michael Steele, Dick Sturdevant and Richard Groski, Executive Director.*

CHFA: Lynn Koroser-Crane, Deb Olsen, Tom Bourque

*Rolf kicked off the meeting by presenting an overview titled **BHA/CHFA Brooks Quarry Solvency and Viability Workshop.** (The presentation is attached). During the presentation it was noted that BHA has adopted a no smoking policy and Deb Olsen suggested that the insurance company be contacted to let them know, hopefully lowering the premium.*

During the comprehensive overview the following remark was shared:

- Request from the municipality that the sewer fee be waived. (comment was that the WPCA never accepted the sewer design as built in 1994 timeframe)*

Michael presented the financial cases of the 10 year plan.

- Case 1 – annual rental increase of 3% of grandfathered rate and market rate and 3% increase of operating expenses, the net results of operations is a constant negative balance average of \$21K.*
- Case 2 – annual rental increase of 3% and increase of all rental rates to current market rates, and 3% increase of operating expenses, the net results of operations is break even however increase to market rate affects 20 residents who would be forced to find other housing.*
- Case 3 – annual rental increase of 3% and increase of all rental rates to On-Site Insight Report recommended rates, and 3% increase of operating expenses, and a rental operating subsidy of \$96, 051 (as identified in the report). The net result of operations is break even and does not affect displacement of any resident.*

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3.0 **CHFA Assessment / Feedback:** Lynn stated that this was a phenomenal presentation and that she stated that all of the work done by the commissioners should be applauded and commended for their dedication to the residents of Brooks Quarry and also to the Town of Brookfield.

The work that was presented is well positioned to take forward to Evonne Klien, Commissioner of Connecticut Department of Housing.

Options of CHFA grants were discussed. Examples were

- Syndicating,
- CDBG – Small Cities Grants
- CHAMP funding
- DOH Pre-development funding
- CHFA Early Stage Funding Loan
- Supportive Housing Vouchers

After it was revealed that BHA was receiving ERAP, it was unanimously voiced by CHFA that this is a candidate for funding from the Connecticut's Department of Housing and that a letter should be written to Evonne Klein explaining the Housing Authority's situation. **Michael Steele would take on the task of writing the letter with all information supplied though these minutes. The letter would be finalized by November 14, 2014.**

Included in the letter would be the presentation that was shared at this meeting, a copy of the Case 3 which highlighted the 10 year plan, and a copy of pages 1 – 3 of the CA Capital Plan Property Assessment - Brooks Quarry, and a copy of the 2013 Affordable Housing Appeals List – Non-Exempt Municipalities , detailing the Brookfield entry.

Rolf stated that BHA would write a letter based on the CHA recommendation. David Scribner will not be informed at this point of the process. CHFA would notify the CT DOH of the forth-coming request for funding.

Tom Bourque will be the contact and will keep Lynn and Deb updated. Michael will also forward to Tom correspondence from ReCap Advisors of the missed monies that were not in the final assessment, but were acknowledged by ReCap as a 'miss'.

11.0 **Adjournment:** The meeting was adjourned at 4:22PM

Respectfully submitted by Richard Groski.