

# **Brookfield Housing Authority**

**3 Brooks Quarry Road**

**Brookfield, CT 06804-1052**

(203) 775-1403 Fax (203) 740-8714

**Tuesday, Dec. 20, 2016 - Board Meeting Minutes**

Brookfield Town Hall, Rm. 129

1.0 **Call to order:** *The meeting was called to order at 6:00 PM by Michael Steele*

**In Attendance:**

**Commissioners:** *Michael Steele - Chairman of the Board, Concetta Hunt - Secretary and Commissioner, Howard Lasser- Treasurer, Jo-Ann Gargiulo - Resident Commissioner*

**Resident:** *Iris Fiske*

*Pledge of Allegiance to the Flag led by Michael Steele.*

2.0 **Approval of November 15, 2016 Minutes:**

*Connie motioned to accept the November Minutes. Howard second it. Carried.*

3.0 **Treasurer's Report:**

*Howard does not have the financials as of yet. Still doesn't have access to the bank accounts to create a statement to a reconciliation. Howard Is paying the bills via PHA Web. There is a problem reconciling the pre-paid expenses and employment taxes account. Operating and Capital expenses exceed the budget and it is not a sustainable situation.*

4.0 **Commissioner's Reports and Comments:**

**Chairman** - *Status Situation at this time.*

*BHA needs to accelerate work on the CHFA DOH \$2.3 million Capital Needs Grant. Need to insure fair, legal, reasonable, timely, professional and consistent response to tenant concerns. Need to recruit additional commissioners. Need to create a 5 year strategic plan showing financial viability. Need to resolve tenant anxiety about the operational management of Brooks Quarry.*

Secretary - Work Orders - Pete McPadden has three outstanding orders.

Rotary Club - Gave a Christmas pizza luncheon to the 26 residents and 3 commissioners who attended. Steve Dunn, the first selectman, showed up as well. Four-piece band. Santa gave out gifts to everyone. Great time by all.

Bingo -Rescheduled to December 28th.

Gerry Hipp would like to continue the Craft Program.

Lawn- The maintenance was not carried out because of the sewer system in progress.

Thank you Gifts from the Brookfield Housing Authority- There were 7 residents who received \$10 gift certificates and a bottle of sparkling cider.

Resident Commissioner - Had a resident's meeting regarding the questionnaire that Jo-Ann had given out in the beginning of her status as the new commissioner to get feedback from the residents. Too much gossip.

Property Management a concern. The Executive Director had resigned and the residents felt this announcement came out of left field.

The residents would like to have the water cooler brought back into the Community Room.

5.0 **New Business:**

DeMarco Management Co. Proposal - Howard made a motion to engage DeMarco Management for a six month trial period. Michael second the motion. The motion carried: 2- Yes, 1- No, 1- Abstention.

7.0 **Adjourn:** A motion to adjourn was made by Howard. Jo-Ann second it. Carried. The meeting was adjourned at 7:56 PM.

Respectfully submitted by Iris Fiske, Recording Secretary