



**Brookfield Housing
Authority**
3 Brooks Quarry Road
Brookfield, CT 06804-1052
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**MINUTES
BOARD OF COMMISSIONERS
REGULAR MEETING
MAY 16, 2017**

COMMISSIONERS PRESENT:

Michael Steele - *Chairman of the Board,*
Howard Lasser – *Treasurer*
Jo-Ann Gargiulo - *Resident Commissioner*
Cydonie Fukami - *Vice Chairman*
Masarrat Quaisar- *Secretary was absent*

STAFF PRESENT:

Resident: Iris Fiske
DeMarco Management Co: Gina Parisi- Property Manager

ATTENDEES:

HARtransit: Richard Schreiner – Operations Supervisor

1.0 **CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for Brooks Quarry was held on May 16, 2017 at 6:10 PM, Brookfield Town Hall, Room 135. Upon motion by Chairman Michael Steele, the meeting was called to order.

- The Pledge of Allegiance was led by Michael Steele.

2.0 **APPROVAL OF APRIL 18, 2017 MINUTES:**

Jo-Ann motioned to approve the May minutes, seconded by Cydonie. Carried. One abstained.

3.0 **ANNOUNCEMENTS:**

Michael stepped back from the position of Chairman to Vice Chair. Michael will work in collaboration with Millennium Development Consultants, Rocky Hill, CT and Department of Housing/Connecticut Housing Finance Authority (DOH/CHFA) in pursuant of a Capital Needs grants.

4.0 **TREASURER'S REPORT:**

Howard reported that the Brookfield Housing Authority (BHA) will have a surplus at the end of Fiscal Year (FY) 2017.

5.0 **PROPERTY MANAGER REPORT:**

Re-certifications: All completed.

Status of work orders: All up to date.

Applications: As of May 16, 2017, the BHA Waiting list is currently closed.

Occupancy: 99%.

Administrative: All current and pending invoices were received, and processed. Unit 6-1 rescinded her request upon a unit transfer. Several Residents of Brooks Quarry complained about the Wild Turkeys and Coyotes sighting around the landscape. DeMarco will review BHA Resident Housing policies regarding Pet and Gardening standards.

Maintenance: Seasonal Contracts for Landscape and Snow removal have been received for review; Lindquist Power Equipment (New Milford, CT) - for \$30,000, Sunburst (Danbury, CT) - \$17,000 and Northern Landscaping (Bridgewater, CT)- \$17,350.

Motion: Howard made a motion to accept Northern Landscaping and seconded by Michael. Carried.

Deep Cleaning the Heat Pumps are scheduled to be completed on May 15th and 16th, 2017.

6.0 **COMMISSIONER'S REPORTS AND UPDATES:**

Chairman -

- Capital Needs Grant: Michael will concentrate on developing a Capital Needs Plan, Qualification Base Selection and a predevelopment loan from CHFA.

Vice Chairman - Cydonie said the few Brooks Quarry residents she had met, are very nice. Cydonie recommended a Resident Social Coordinator position for Brooks Quarry; at the present time, there is no state funding for that position. Interested in attending the next Commissioner on Aging meeting at the Brookfield Town Hall on June 7, 2017.

Secretary - No action.

Resident Commissioner - Everything is quiet. Yo Chi soft exercise classes are going well.

7.0 **NEW BUSINESS:**

Richard Schreiner, Service Development Director and Operations Supervisor from HARTransit was invited to discuss the bus stop shelter at Brooks Quarry. He suggested a possible American Disability Association (ADA) compliance ramp leading to the shelter. The question arose, is a new bus shelter necessary at Brooks Quarry? Cydonie would like to review an ADA compliance shelter for long-term use. Ann will get some feedback from the residents.

Michael would like to adopt DeMarco Management policies to supersede previous policies at Brooks Quarry.

Motion: Michael motioned to accept DeMarco 's Policies and Procedures as a resolution, seconded by Jo-Ann. Howard would like to read the policies first. The motion was tabled.

Motion: Michael made a motion that Cydonie become the new Brookfield Housing Authority Chairman, seconded by Treasurer Commissioner Howard. Carried.

No Executive Session.

8.0 **ADJOURNMENT:** The Brookfield Housing Authority Meeting was adjourned at 7:45 PM upon motion by Treasury Commissioner Howard. Seconded by Vice Chairman Michael. Carried.

Respectfully submitted by Iris Fiske, Secretary for the minutes
Reviewed by Cydonie Fukami, Chairman

Brookfield Housing Authority
Balance Sheet
As of April 30, 2017

	Jun 30, 16	Sep 30, 16	Dec 31, 16	Mar 31, 17	Apr 30, 17
ASSETS					
Current Assets					
Checking/Savings					
1120 Checking	143,501.88	143,501.88	150,720.26	163,431.45	143,543.21
Petty Cash	75.00	75.00	75.00	75.00	75.00
Total Checking/Savings	143,576.88	143,576.88	150,795.26	163,506.45	143,618.21
Other Current Assets					
Other Receivable	778.00	778.00	112.50	309.00	107.00
Rehabilitation Funds Receivable	546,106.95	546,106.95	546,106.95	50,744.52	116,686.81
Unexpired Insurance	544.50	544.50	8,187.62	816.75	726.00
Total Other Current Assets	547,429.45	547,429.45	554,407.07	51,870.27	117,519.81
Total Current Assets	691,006.33	691,006.33	705,202.33	215,376.72	261,138.02
Fixed Assets					
1405 - Development Cost	1,363,691.92	1,363,691.92	1,363,691.92	1,363,691.92	1,363,691.92
Furniture & Equipment	68,394.00	68,394.00	68,394.00	68,394.00	68,394.00
Capital Improvements	317,974.81	317,974.81	317,974.81	317,974.81	317,974.81
Rehab Program Expenditures	127,096.05	127,096.05	127,096.05	622,458.48	556,516.19
Total Fixed Assets	1,877,156.78	1,877,156.78	1,877,156.78	2,372,519.21	2,306,576.92
Other Assets					
RAP Subsidy Payments	29,642.00	29,642.00	16,665.00	24,999.00	27,777.00
Total Other Assets	29,642.00	29,642.00	16,665.00	24,999.00	27,777.00
TOTAL ASSETS	<u>2,597,805.11</u>	<u>2,597,805.11</u>	<u>2,599,024.11</u>	<u>2,612,894.93</u>	<u>2,595,491.94</u>
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
2110 Accounts Payable	0.00	0.00	0.00	8,520.91	6,202.70
Total Accounts Payable	0.00	0.00	0.00	8,520.91	6,202.70
Other Current Liabilities					
Accounts Payable Manual	9,058.68	9,058.68	14,396.33	15,356.27	15,356.27
Payroll Liabilities	2,157.50	2,157.50	2,157.50	2,157.50	2,157.50
Prepaid Rent	0.00	0.00	0.00	0.00	250.00
Total Other Current Liabilities	11,216.18	11,216.18	16,553.83	17,513.77	17,763.77
Total Current Liabilities	11,216.18	11,216.18	16,553.83	26,034.68	23,966.47
Total Liabilities	11,216.18	11,216.18	16,553.83	26,034.68	23,966.47
Equity					
Retained Earnings	0.00	15,308.77	0.00	0.00	0.00
Capital Grant by State of CT	988,801.92	988,801.92	988,801.92	988,801.92	988,801.92
Valuation of Fixed Assets	68,394.00	68,394.00	68,394.00	68,394.00	68,394.00
Contribution by Municipality	374,890.00	374,890.00	374,890.00	374,890.00	374,890.00
Gifts and Donations	404.48	404.48	404.48	404.48	404.48
Rehab Funds Authorized #1	92,200.00	92,200.00	92,200.00	92,200.00	92,200.00
Capital Grant/State Rehab.	225,646.65	225,646.65	225,646.65	225,646.65	225,646.65
Opening Balance Equity	0.00	0.00	-5,158.25	-13,063.91	-13,063.91
R.E. for APTS	2,631.23	2,631.23	2,038.56	2,038.56	2,038.56
R.E. for RM&R	116,623.06	116,623.06	103,933.47	103,933.47	81,801.72
RAP Grant Authorized	31,086.00	31,086.00	31,086.00	31,086.00	31,086.00
RAP Grant Unissued	-17,764.00	-17,764.00	-29,590.00	-29,590.00	-29,590.00
Rehab Funds Authorized #2	673,203.00	673,203.00	673,203.00	673,203.00	673,203.00
Unappropriated R.E.	15,163.82	15,163.82	30,472.59	30,472.59	30,472.59
Net Income	15,308.77	0.00	26,147.86	38,443.49	45,240.46
Total Equity	2,586,588.93	2,586,588.93	2,582,470.28	2,586,860.25	2,571,525.47
TOTAL LIABILITIES & EQUITY	<u>2,597,805.11</u>	<u>2,597,805.11</u>	<u>2,599,024.11</u>	<u>2,612,894.93</u>	<u>2,595,491.94</u>

Brookfield Housing Authority
Profit & Loss Budget Performance
April 2017

BHA P&L AS OF ARRIL 2017

	Apr 17	Budget	OverBudget	Jul '16 - Apr 17	YTD Budget	OverBudget	Annual Budget
Ordinary Income/Expense							
Income							
Rental Income - Tenant	15,056.00	15,056.00	0.00	148,474.00	149,408.00	-934.00	179,520.00
Rental Income - Excess of Base	877.00	1,623.67	-746.67	22,469.00	16,236.70	6,232.30	19,484.04
Dwelling Vacancy Loss	-416.00	-505.67	89.67	-1,974.50	-5,056.70	3,082.20	-6,068.04
3510 Sales & Service to tenants	918.00	1,001.67	-83.67	8,397.00	10,016.70	-1,619.70	12,020.04
Interest Income	0.00	11.67	-11.67	89.48	116.70	-27.22	140.04
Other Income	0.00	145.83	-145.83	2,532.78	1,458.30	1,074.48	1,749.96
Total Income	16,435.00	17,333.17	-898.17	179,987.76	172,179.70	7,808.06	206,846.04
Expense							
Office Salaries-Other Comp	0.00			6,949.20			
Salaries - Office	2,262.05	3,612.83	-1,350.78	23,187.09	36,128.30	-12,941.21	43,353.96
Fiscal and Other Fees	350.00	516.67	-166.67	10,390.00	5,166.70	5,223.30	6,200.04
Other Outside Services	0.00	1,000.00	-1,000.00	525.00	10,000.00	-9,475.00	12,000.00
Management Fee	1,400.00			5,600.00			
Other Office Expense	535.94	1,219.92	-683.98	9,104.29	12,199.20	-3,094.91	14,639.04
Office Supplies	163.83	116.67	47.16	806.74	1,166.70	-359.96	1,400.04
Travel	0.00	62.50	-62.50	594.47	625.00	-30.53	750.00
Pensions and Other Funds	272.75			1,327.25			
Payroll Taxes	265.56	261.25	4.31	1,146.25	2,612.50	-1,466.25	3,135.00
Electricity	955.13	760.42	194.71	7,084.51	7,604.20	-519.69	9,125.04
Water	528.50	650.00	-121.50	5,233.98	6,500.00	-1,266.02	7,800.00
Fuel	0.00	12.50	-12.50	21.77	125.00	-103.23	150.00
Cable	1,013.20	925.00	88.20	9,290.56	9,250.00	40.56	11,100.00
Sewer	0.00	316.67	-316.67	2,340.00	3,166.70	-826.70	3,800.04
Maintenance Wages	0.00			385.00			
Materials & Supplies	131.22	116.67	14.55	2,032.92	1,166.70	866.22	1,400.04
Contractual Services	1,198.00	5,445.17	-4,247.17	33,596.34	54,451.70	-20,855.36	65,342.04
Equipment Expense	0.00	443.08	-443.08	977.54	4,430.80	-3,453.26	5,316.96
Refuse Removal	404.70	402.83	1.87	4,047.00	4,028.30	18.70	4,833.96
Insurance	157.15	1,375.00	-1,217.85	10,107.39	13,750.00	-3,642.61	16,500.00
Total Expense	9,638.03	17,237.18	-7,599.15	134,747.30	172,371.80	-37,624.50	206,846.16
Net Ordinary Income	6,796.97	95.99	6,700.98	45,240.46	-192.10	45,432.56	-0.12
	6,796.97	95.99	6,700.98	45,240.46	-192.10	45,432.56	-0.12