BROOKFIELD HOUSING AUTHORITY

Zoom Meeting Minutes
Thursday, July 21, 2022

Attendees: Amelia Malanaphy, chair; Howard Lasser, Treasurer; Ed Bossio, Secretary; Pat Bossio, Member; Jo-Ann Garguilo, Resident Member; Property Management - Maria DeMarco, President; Matt Fontaine, Controller

Call to order - 6:08 PM

Pledge of Allegiance - waived, no flag

Acceptance of Meeting Minutes - June 16, 2022
Motion to accept - Howard; second - Jo-Ann

Chair Report:
Bank Resolution - signatures affixed
Insurance Review - completed
Landscape/snow plow Contractor - referrals presented to DeMarco
Property management will conduct the process
5% management fee if DeMarco is GC
Howard will research website development
Final review with attorney if necessary

Treasurer Report:
End of year report - deficits driven by grounds repairs
Going forward - ways to reduce costs
Howard - when will auditing firm be engaged, need letter of engagement to proceed; Matt will request, Howard will review

Property Management Report:
PM Administrative Report - 2022
Grounds report - review tree removal proposals
Water system - water testing firm is now Aqua Environmental, Newtown
PM will research grant from Dept. of Health Emergency Fund
Howard suggests PM research grant from Connecticut Community Challenge
New Property Manager - Allison Shears begins September 2022

Resident Commissioner Report:
No new issues to report

New Business:
Resident inquiries - questions regarding rent increases guidelines/protocols,
Church members visiting to administer communion
DeMarco will reach out to tenant who raised questions: will discuss rent increase calculations/changes; religious visits are not an option in community room but allowed in their own units

Adjourn:
Howard - motion, Jo-Ann - second