

# Brook School Apartments



Monyette Vickers  
Brook School Manager

## Description of Services

The former Brook School was converted to an elderly and handicapped rental housing complex in 1979 with an addition completed in the fall of 2004. The complex now contains 75 apartments for the elderly and disabled. The U.S. Department of Housing and Urban Development provides a subsidy for 42 of these units under the Section 8 program. Another 13 units are deed restricted as affordable units under the Community Preservation Act. The average wait for a subsidized apartment is approximately three-five years. The complex is managed by a Manager who is overseen by the Elderly Housing Committee and Assistant Town Manager.

The funding plan for the BSA, developed when the expansion project was brought forward, calls for all operating and debt service expenses, as well as indirect Town costs and an in-lieu of tax payment, to be covered by a combination of rental income and CPA funding. The BSA is budgeted as an enterprise fund. This means, with the exception of very limited CPA funding, the complexes' expenses are primarily funded through rents as opposed to property taxes.

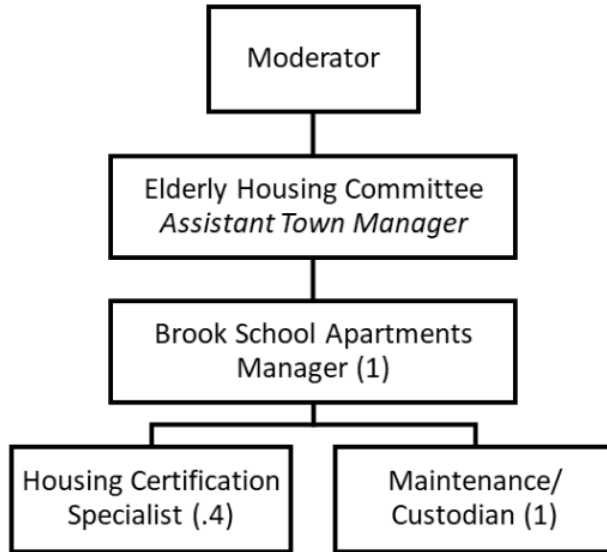
The staff also manages seven family rental housing units on Warren Avenue owned by the Weston Affordable Housing Trust. The AHT pays an annual management fee to the BSA enterprise fund for associated costs.

BSA has recognized the importance of sustainability issues and uses energy efficient and environmentally friendly systems when possible. The BSA Management installed motion light sensors in the laundry rooms, common restrooms, and trash rooms. We continue to find ways to meet the sustainability goals at BSA. We applied for a grant through Eversource to install a few charging stations on campus.

## FY23 Departmental Goals

1. Continue to improve outdated infrastructure to build energy efficiency throughout BSA such as boilers and heater systems.
2. Develop additional storage spaces to accommodate all units at BSA.
3. Update all common area spaces to be more welcoming.
4. Adding amenities to BSA which will include a gym, theater room and art studio.
5. Continue to build a harmonious community.

## Organizational Chart



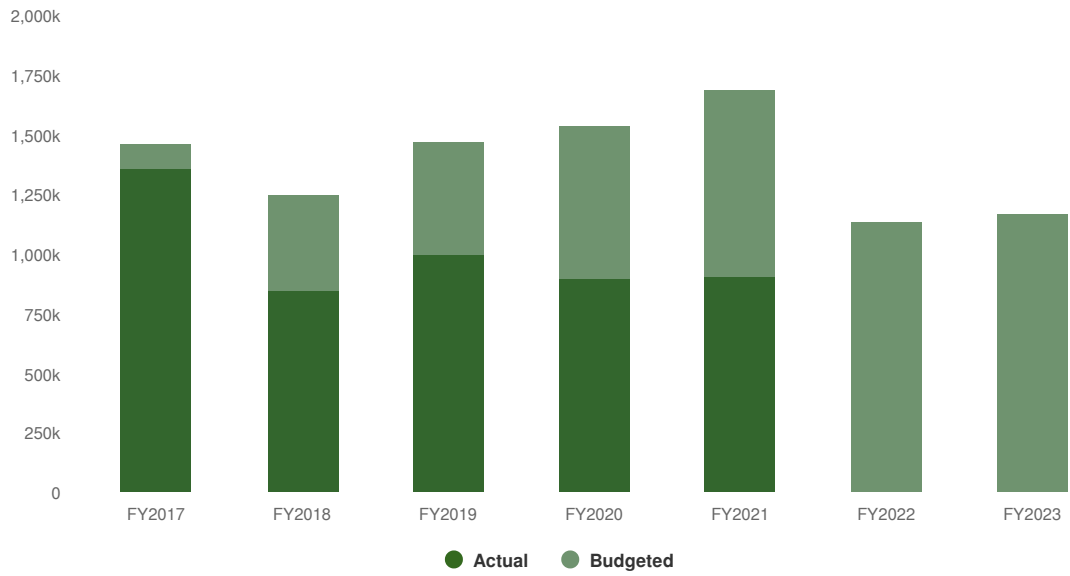
## Staffing Table

Staffing Levels	FY20 Funded	FY21 Funded	FY22 Funded	FY23 Recommended
Manager	1	1	1	1
Housing Certification Specialist	0.48	0.48	0.4	0.4
Maintenance/Custodian	1	1	1	1
<b>Total FTE</b>	<b>2.48</b>	<b>2.48</b>	<b>2.40</b>	<b>2.40</b>

## Expenditures Summary

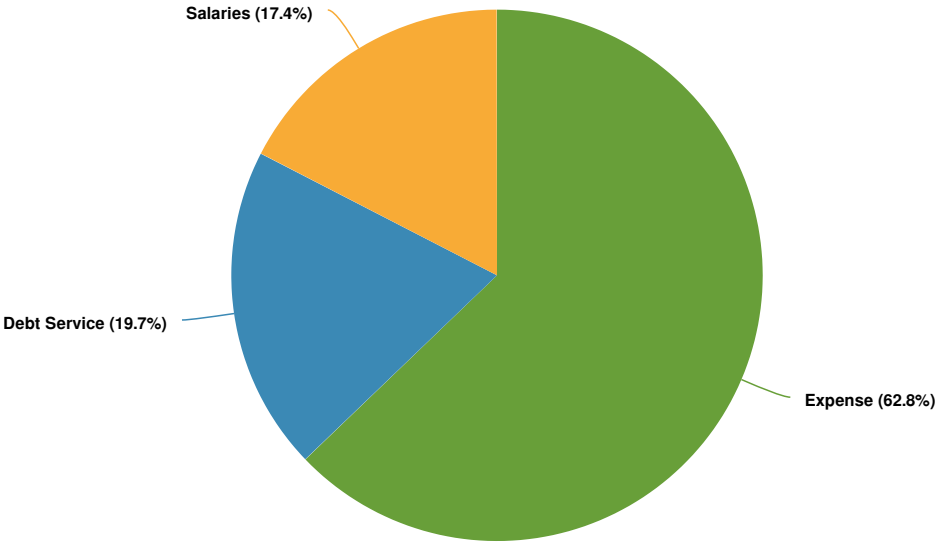
\$1,171,651
\$31,211  
(2.74% vs. prior year)

### Brook School Enterprise (Tab 13) Proposed and Historical Budget vs. Actual

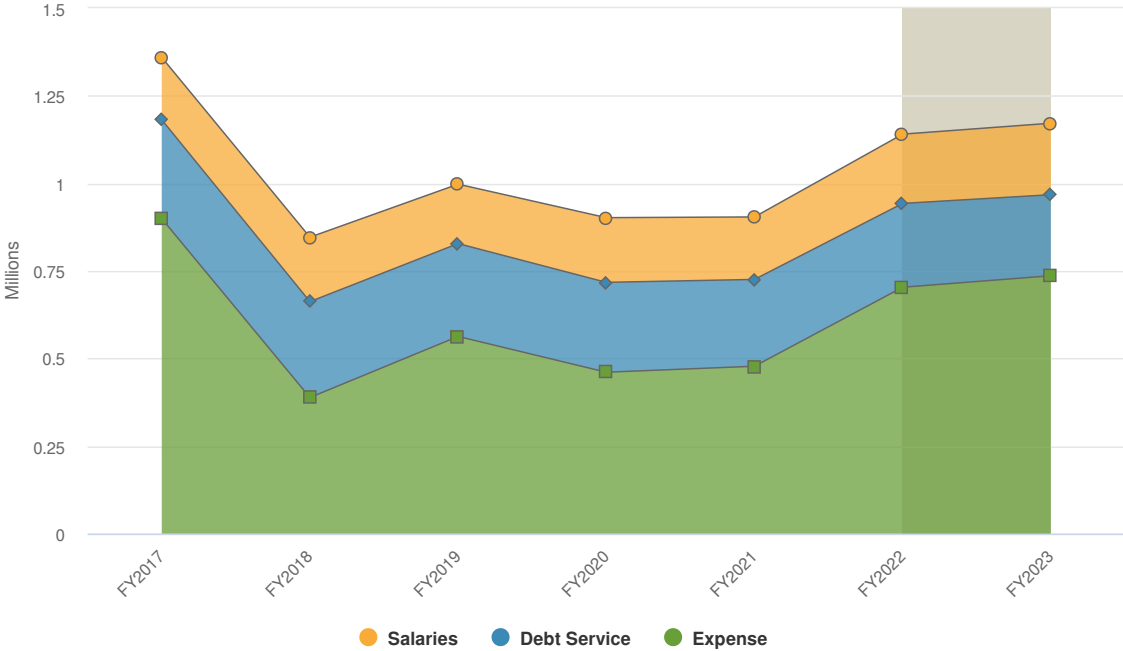


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Actual	FY2022 Amended Budget	FY2023 Budgeted	(\$ Change)	(% Change)
<b>Expense Objects</b>							
<b>Salaries</b>							
<b>Brook School Enterprise</b>							
SALARIES-ALL OTHER	\$184,725	\$201,271	\$178,391	\$197,755	\$204,121	\$6,366	3.2%
<b>Total Brook School Enterprise:</b>	<b>\$184,725</b>	<b>\$201,271</b>	<b>\$178,391</b>	<b>\$197,755</b>	<b>\$204,121</b>	<b>\$6,366</b>	<b>3.2%</b>
<b>Total Salaries:</b>	<b>\$184,725</b>	<b>\$201,271</b>	<b>\$178,391</b>	<b>\$197,755</b>	<b>\$204,121</b>	<b>\$6,366</b>	<b>3.2%</b>
<b>Expense</b>							
<b>Brook School Enterprise</b>							
REPAIRS&REPLACEMENTS-BROOK SCH	\$69,408	\$385,251	\$129,112	\$185,290	\$196,407	\$11,117	6%
CAPITAL IMPROVEMENTS	\$71,915	\$427,737	\$49,161	\$100,000	\$100,000	\$0	0%
ELECTRICITY	\$25,720	\$60,000	\$50,690	\$45,000	\$63,000	\$18,000	40%
OIL/GAS HEAT	\$51,206	\$60,000	\$47,740	\$60,000	\$56,000	-\$4,000	-6.7%
WATER	\$4,743	\$12,000	\$7,182	\$12,000	\$8,000	-\$4,000	-33.3%
REPAIR/MAINT-BUILDING	\$55,724	\$70,000	\$49,548	\$70,000	\$72,100	\$2,100	3%
BUILDING SAFETY MAINTENANCE	\$27,696	\$40,000	\$27,347	\$40,000	\$45,000	\$5,000	12.5%
WINDOW CLEANING	\$0	\$5,000	\$0	\$5,000	\$5,150	\$150	3%
SEPTIC SYSTEM SERVICE	\$15,671	\$7,000	\$0	\$7,000	\$7,210	\$210	3%
REPAIR/MAINT-VEHICLES/EQUIP	\$0	\$500	\$0	\$500	\$500	\$0	0%
TRASH REMOVAL	\$8,305	\$12,000	\$8,405	\$14,400	\$14,400	\$0	0%
SNOW REMOVAL	\$34,990	\$50,000	\$45,819	\$45,000	\$45,000	\$0	0%
EXTERMINATING	\$1,583	\$1,100	\$964	\$1,100	\$1,133	\$33	3%
ENVIRONMENTAL MAINTENANCE-BSA	\$1,695	\$4,500	\$6,145	\$4,500	\$4,635	\$135	3%
LEGAL SERVICES	\$2,601	\$1,000	\$0	\$1,000	\$1,000	\$0	0%
TELEPHONE	\$6,863	\$6,500	\$6,255	\$7,750	\$7,750	\$0	0%
OFFICE SUPPLIES	\$2,703	\$3,500	\$2,796	\$3,500	\$3,605	\$105	3%
CUSTODIAL SUPPLIES	\$5,008	\$15,000	\$5,591	\$14,000	\$15,450	\$1,450	10.4%
GROUNDS MAINTENANCE	\$32,195	\$40,000	\$32,427	\$48,000	\$45,500	-\$2,500	-5.2%
CONFERENCE/TRAINING	\$95	\$3,500	\$105	\$3,500	\$3,500	\$0	0%
ALL OTHER EXPENSE	\$18,079	\$10,000	\$8,504	\$10,000	\$15,000	\$5,000	50%
PAYMENTS IN LIEU OF TAXES	\$24,548	\$25,162	\$0	\$25,791	\$25,791	\$0	0%
<b>Total Brook School Enterprise:</b>	<b>\$460,745</b>	<b>\$1,239,750</b>	<b>\$477,791</b>	<b>\$703,331</b>	<b>\$736,131</b>	<b>\$32,800</b>	<b>4.7%</b>
<b>Total Expense:</b>	<b>\$460,745</b>	<b>\$1,239,750</b>	<b>\$477,791</b>	<b>\$703,331</b>	<b>\$736,131</b>	<b>\$32,800</b>	<b>4.7%</b>
<b>Debt Service</b>							
<b>Brook School Enterprise</b>							
G.O. BOND REDEMPTION	\$197,900	\$198,400	\$198,400	\$199,100	\$199,700	\$600	0.3%
G.O. BOND INTEREST	\$58,668	\$49,474	\$49,473	\$40,254	\$31,699	-\$8,555	-21.3%
<b>Total Brook School Enterprise:</b>	<b>\$256,568</b>	<b>\$247,874</b>	<b>\$247,873</b>	<b>\$239,354</b>	<b>\$231,399</b>	<b>-\$7,955</b>	<b>-3.3%</b>



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Actual	FY2022 Amended Budget	FY2023 Budgeted	(\$ Change)	(% Change)
<b>Total Debt Service:</b>	\$256,568	\$247,874	\$247,873	\$239,354	\$231,399	-\$7,955	-3.3%
<b>Total Expense Objects:</b>	\$902,038	\$1,688,895	\$904,054	\$1,140,440	\$1,171,651	\$31,211	2.7%

