

COMMISSIONERS' REGULAR MEETING, JANUARY 16, 2019

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, January 16, 2019 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, Connecticut. The meeting was called to order by Chairman James Kate at 1:30 p.m.

1. **ROLL CALL:** Commissioner Kathleen Stephens
Commissioner John Carella
Commissioner Hazelann Cook
Vice Chairman Prescille Yamamoto
Chairman James Kate

Also present were: Debra Bouchard, Executive Director; Christopher Pliszka, Finance Director; Brenda Pliszka, Executive Secretary/HR; Attorney Ralph Alexander, Legal Counsel, Andrew Daniels, MapPlan and Esther Clarke, Town Council Liaison.

2. **Approval of Regular Board Meeting Minutes, November 28, 2018**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the regular meeting of November 28, 2018 as distributed. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

- Approval of Special Board Meeting Minutes, December 4, 2018**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the special meeting of December 4, 2018. Commissioner Stephens seconded the motion and stated there was one correction that needed to be made. The meeting was called to order at 9:05 a.m. not 1:35 p.m.

The motion made and seconded was carried by unanimous vote of the Commissioners with the above-noted change.

3. **PUBLIC COMMENT**

There was no one from the public that wished to address the Board.

4. **Request for Additional Agenda Items**

There were no items to add to the agenda.

Chairman Kate distributed to the Board the NERC NAHRO Mid-Winter Conference information which begins February 3-5, 2019 but the sessions are on February 4 and 5, 2019. Please see Chairman Kate if you are interested in attending.

5. **FINANCE REPORTS**

- a. **Payment Vouchers, November & December, 2018**

The motion was made by Vice Chairman Yamamoto to accept the Payment Vouchers – November & December, 2018. Commissioner Stephens seconded the motion.

Chairman Kate asked if there were any questions on the payment vouchers. In regard to the payment vouchers, there was a question asked regarding a legal collective bargaining payment.

The motion made and seconded was carried by unanimous vote of the Commissioners.

b. Aged Receivables, December, 2018

The motion was made by Commissioner Stephens to accept the Aged Receivables Report – December, 2018. Vice Chairman Yamamoto seconded the motion and it was carried by unanimous vote of the Commissioners.

c. Aged Payables, December, 2018

The motion was made by Vice Chairman Yamamoto to accept the Aged Payable Report – December, 2018. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

d. Rent Collection Report, November & December, 2018

Ms. Bouchard explained the December, 2018 percentage for Veterans Terrace. She stated that October 1, 2018 was their annual recertification and it requires them to sign a 50059 form. Many people did not sign that form; therefore, they went to flat rent on December 1, 2018 because they failed to follow the obligations under the multi-family rules. Ms. Bouchard stated that there are seven vacancies at that site which is good for relocation.

The motion was made by Vice Chairman Yamamoto to accept the Rent Collection Report – November & December, 2018. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

e. Quarterly Notice to Quit Count – October – December, 2018

The motion was made by Vice Chairman Yamamoto to accept the Quarterly Notice to Quit Count – October - December, 2018. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

f. Quarterly Withdrawals Direct Deposits – October – December, 2018

The motion was made by Vice Chairman Yamamoto to accept the Quarterly Withdrawals Direct Deposits – October – December, 2018. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

g. Monthly Actuals for Period Ending November 30, 2018 – December 31, 2018

Commissioner Cook asked if the Housing Authority is going to be hurt by the government shutdown. Ms. Bouchard said the only area that Mr. Pliszka and her are concerned with is Section 8 because we are not certain if they are going to release money for March HAP payments. She explained that we don't have a lot of reserves in the Section 8 program because the federal government holds it and what also hurts us is that our numbers were under the HCV allocation and we had to get into our reserves so that our HCV budget would reflect 431 vouchers for the next year. She said that with Public Housing and Multi-Family we can float several months without getting any subsidy from the federal government. Ms. Bouchard said that we have drafted a letter to our landlords but it has not been sent out yet. Commissioner Cook suggested that Ms. Bouchard should get this out soon to put them on notice. She

also stated that you should also include phone numbers for the representative to express their concern. There was lengthy discussion regarding this matter.

Ms. Bouchard said another item of concern is that we submitted our unaudited financials in December and it has not been approved through HUD and is not sure how that will affect our audit for this year especially getting our audit done for CHFA by the 31st and to HUD by June 30, 2018. She stated that we will be contacting our auditor regarding this matter.

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for the Period Ending – November 30, 2018 & December 31, 2018. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

5. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (November & December, 2018); b. Occupancy Report (November & December, 2018); c. Section 8 Voucher Report (November & December, 2018); d. Scattered Sites Properties Report (December, 2018); e. Scattered Sites Rehab Report (December, 2018); f. Attorney's Report (January, 2019); g. Unit Turnaround AMP 1, AMP 2, VT (December 31, 2018) and h. Quarterly Resident Services Coordinator Report (October - December, 2018). Commissioner Stephens seconded the motion.

Chairman Kate asked if there were any questions on the following:

- a. Capital Fund & Major Maintenance Report – Ms. Bouchard stated there were a few errors throughout the Capital Fund & Major Maintenance Report. Mr. Van Allen inserted the word “pending” on completed projects and items he was working on. Ms. Bouchard said that he should have put pending on the ones that there is no activity on. Chairman Kate asked about the issue of putting up a shed on this property. Ms. Bouchard said the reason the Town is not allowing us to put up a shed on this property is that we are in a commercial zone so we would need to have a shed attached to our building and cannot use a standalone shed.
- b. Occupancy Report – There were no questions on this report.
- c. Section 8 Housing Voucher – Commissioner Stephens said with everything being on hold is Ms. Paisley still able to work with these last 12 vouchers. Ms. Bouchard said no everything is on hold.
- d. Scattered Sites Properties Report – Ms. Bouchard said there has been a lot of movement in the last two weeks and believes we have three units that are potential lease ups for March 1.
- e. Scattered Sites Rehab Report – Ms. Bouchard said that everything is 100% complete and there is no more rehab. She said that after this month the Board does not need to see this report any longer. The Board agreed.
- f. Attorney's Report – There were no questions on this report.
- g. Unit Turnaround AMP 1, AMP 2, VT – There were no questions on this report.

- h. Quarterly Resident Services Coordinator Report – Vice Chairman Yamamoto said that Ms. Aberle is doing a good job by having insurance companies come in and talk to the residents regarding renter's insurance.

The motion previously made and seconded was unanimously voted by the Commissioners.

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

Veterans Terrace Redevelopment – Ms. Bouchard said the tentative date for closing on Phase I is March 31, 2019 subject to change. At this time, our developers are working on the closing checklist. We will be meeting with the residents tomorrow at 6:00 p.m. Ms. Bouchard said that we need to be working on the ground lease. Glendower Group, the relocation specialist, has not executed the agreement yet it is still under review. Ms. Muniz needs the Glendower Group to make a statement of capacity for closing and that is important that it gets done. Ms. Bouchard said Ms. Muniz is working diligently on all of that to get to closing. The last time we met with the residents they were talking to them about the two different design scenarios with the boards on what we are proposing for interior design and is sure to get feedback on that and inform them where we are and how we are progressing with Phase II. On October 31, 2018, Ms. Bouchard said we submitted for Phase II 9% tax credit application. She said we received a letter from Department of Housing for a potential \$6 million loan as a gap filler for Phase II. Ms. Bouchard said we continue to meet every two weeks on Tuesday with the development team for a conference call or they come to our office to discuss outstanding issues. Ms. Bouchard said she will be going over to see the Mayor on January 29, 2019 to sit down with her and Mike Walsh to go over the designs and update them on the Veterans Terrace redevelopment. Commissioner Cook asked how do you think that meeting will go? Ms. Bouchard said she thinks it will be good and it will be very informal and this will get them up to speed on what is going on.

Veterans Terrace & Hockanum Park Community Programs – Ms. Bouchard said the Girl Scouts will start meeting at Veterans Terrace every other Monday night. The flyers will be distributed out to both Hockanum Park and Veterans Terrace. On Monday, January 28 they will be at Veterans Terrace and on Monday, February 11 they will be at Hockanum Park for anyone interested in Girl Scouts. Ms. Bouchard said there was a little holiday party at Veterans Terrace on December 15, 2018. The YEDS program is still very involved in the Veterans Terrace community.

Hockanum Park & Shea Gardens – Graffiti - Ms. Bouchard said there were Graffiti tags all over Hockanum Park to memorialize the individual that passed away a year ago. She contacted the police chief about her concerns that something may happen over the weekend so they were going to patrol more around the area. Ms. Bouchard said a graffiti company will be coming in tomorrow to remove the graffiti. Commissioner Stephens commented on the good job they are doing with the windows at Hockanum Park.

Safety & Security – Ms. Bouchard said that we have been looking at our capital fund budget and there is \$100,000 to do both Shea Gardens and Hockanum Park. Ms. Bouchard said what they are going to try to do is put cameras in areas where people cannot reach them and start out with a few to see if they get damaged because we had security items before on the doors and they were damaged multiple times out there. She said that she needs it to be expandable so if it is working out well we can add to it and that is the key component. She said they are going out in the next week or two to start doing the walk through and where they will be

placing the cameras. Internal conversations have already begun. Commissioner Stephens wanted to thank Ms. Bouchard very much because she believes this will make a massive positive change for a lot of people there.

COMMISSIONERS' COMMENTS

Chairman Kate said at the December Town Council meeting he was reappointed to the East Hartford Housing Authority Board. He wanted to thank Ms. Clarke and Mr. Carlson and all the other councilors for their kind words.

8. NEW BUSINESS

Review and Approval of Auditor Selection

There was a discussion on auditing services. Guyder Hurley PC were selected for a three year term.

The motion was made by Vice Chairman Yamamoto to approve Guyder Hurley PC to do the audit for the Housing Authority for years 2018, 2019 and 2020 at the rate of \$18,000 per year. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

9. OLD BUSINESS

Ratification and Approval of the HAI Federal Property Insurance

Ms. Bouchard said Housing Authority Insurance (HAI) handles our property and liability insurance and they are really the only place in town to go for insurance for our properties. She said the unfortunate thing is that we had a few fires, a vehicle hit one of our buildings and water damage at the properties so our rates went up. She stated that our policy is now over \$100,000 and we need Board approval for anything over that amount. Ms. Bouchard said the amount of the insurance is \$106,441.

The motion was made by Commissioner Stephens to approve to go with Housing Authority Insurance for our federal property insurance in the amount of \$106,441. Vice Chairman Yamamoto seconded the motion and it was carried by unanimous vote of the Commissioners.

10. EXECUTIVE SESSION

a. Discussion of Real Estate Matters regarding the Central Office Building

b. Discussion of Strategy & Negotiations Regarding Collective Bargaining Matters

The motion was made by Vice Chairman Yamamoto to go into Executive Session for the purpose of discussing Real Estate Matters regarding the Central Office Building and Strategy & Negotiations regarding Collective Bargaining Matters. Commissioner Stephens seconded the motion; it was carried by the unanimous vote of the Commissioners to go into Executive Session at 2:16 p.m. Also in attendance were: Debra Bouchard, Executive Director; Christopher Pliszka, Finance Director, Attorney Alexander, Legal Counsel and Andrew Daniels, MapPlan.

The motion was made by Vice Chairman Yamamoto to come out of Executive Session and Commissioner Stephens seconded the motion; it was carried by the unanimous vote of the Commissioners to come out of Executive Session at 3:07 p.m.

11. POST EXECUTIVE SESSION

Discussion and Action Regarding Approval and/or Ratification of Negotiation Regarding Collective Bargaining Matters

The motion was made by Vice Chairman Yamamoto to approve the Collective Bargaining Agreement for the Maintenance Union Local 1303-353 of Council 4 AFSCME, AFL-CIO. Commissioner Stephens seconded the motion; it was carried by the unanimous vote of the Commissioners.

There being no further business to come before the Board of Commissioners, Chairman Kate entertained a motion to adjourn which was made by Vice Chairman Yamamoto and seconded by Commissioner Stephens said motion being carried by the unanimous vote of the commissioners, and the meeting was adjourned at 3:10 p.m.

Respectfully submitted,



James Kate
Chairman of the Board

ATTESTED BY:



Debra Bouchard
Secretary/Executive Director