

COMMISSIONERS' REGULAR MEETING, FEBRUARY 20, 2019

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, February 20, 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 1:33 p.m.

1. **ROLL CALL:** Commissioner Hazelann Cook
Vice Chairman Prescille Yamamoto
Chairman James Kate

Absent were: Commissioner Kathleen Stephens and Commissioner John Carella due to illness.

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

2. **Approval of Regular Board Meeting Minutes, January 16, 2019**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the regular meeting of January 16, 2019 as distributed. Commissioner Cook seconded the motion and it was carried by unanimous vote of the Commissioners present.

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.

5. **FINANCE REPORTS**

- a. **Payment Vouchers, January, 2019**

Chairman Kate asked if there were any questions on the payment vouchers. In regard to the payment vouchers, the following questions were raised: #58334 Blosky & Associates – Vice Chairman Yamamoto asked if it is a normal process to have Jack Blosky come in to help close out the books? Ms. Bouchard stated that we use Jack Blosky for that purpose. #58411 DD Property Development LLC – Mr. Pliszka responded to the question from Vice Chairman Yamamoto and stated it was for replacement of the Elms Village community room roof. In reviewing the Capital Fund & Major Maintenance Report it states there has not been any activity since June 30th. Ms. Bouchard said that there were a few issues with the Elms Village roof so she will get back to her.

The motion was made by Vice Chairman Yamamoto to accept the Payment Vouchers – January, 2019. Commissioner Cook seconded the motion and it was carried by unanimous vote of the Commissioners present.

- b. **Aged Receivables, January, 2019**

The motion was made by Commissioner Cook to accept the Aged Receivables Report – January, 2019. Vice Chairman Yamamoto seconded the motion and it was carried by unanimous vote of the Commissioners present.

c. Rent Collection Report, January, 2019

The motion was made by Vice Chairman Yamamoto to accept the Rent Collection Report – January, 2019. Commissioner Cook seconded the motion and it was carried by unanimous vote of the Commissioners present.

d. Monthly Actuals for Period Ending January 31, 2019

It was noted that the year on the top of this report should be 2019.

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for the Period Ending – January 31, 2019. Commissioner Cook seconded the motion and it was carried by unanimous vote of the Commissioners present.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (January, 2019); b. Occupancy Report (January, 2019); c. Section 8 Voucher Report (January, 2019); d. Scattered Sites Properties Report (January, 2019); e. Attorney's Report (February, 2019) and f. Unit Turnaround AMP 1, AMP 2, VT (January, 2019). Commissioner Cook seconded the motion.

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

- a. Capital Fund & Major Maintenance Report – Vice Chairman Yamamoto stated under Meadow Hill the elevator upgrade Kone was awarded the project. As of 1/31/19 there is no change in status. Ms. Bouchard stated Mr. Van Allen has been very busy with the EPC. It was the consensus of the Board to have Mr. Van Allen attend the meetings to answer the questions.
- b. Occupancy Report – Vice Chairman Yamamoto said that this is a phenomenal report. Chairman Kate said under Veterans Terrace it shows eight vacancies. Ms. Bouchard said we have those vacancies for relocation. She explained to the Board the motor vehicle accident that occurred at Veterans Terrace.
- c. Section 8 Housing Voucher – There was no questions on this report.
- d. Scattered Sites Properties Report – Vice Chairman Yamamoto said last month at Olmstead Street it stated February 1 now it is March 1. Ms. Bouchard explained what happened with the two potential applicants for that property.
- e. Attorney's Report – There were no questions on this report.
- f. Unit Turnaround AMP 1, AMP 2, VT – Vice Chairman Yamamoto said she asked Ms. Bouchard if the Veterans Terrace vacancies were due to the relocation. Ms. Bouchard said yes and that the staff will be doing minimal rehab (paint, cleaning, windows, etc.) so that we can relocate residents in phase 1. Vice Chairman Yamamoto said under AMP 1 it took the staff 63 days to turn around one apartment at Hutt Heights and it is still not leased. Ms. Bouchard said that unit was infested and it was full of stuff and the resident ended up in a nursing facility and we had a hard time getting the unit back. Vice Chairman Yamamoto said at Heritage Gardens there is still one unit offline and asked if that was the one a vehicle drove into. Ms. Bouchard said yes.

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

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

Veterans Terrace Redevelopment – Ms. Bouchard said the Veterans Terrace phase 1 was to close at the end of March but it is now the end of April. Ms. Bouchard said that we met with the Mayor and Mr. Walsh went over the redevelopment plans and all the different phases. This Thursday we are going to the Real Estate Committee to talk to them about abandoning the road. Ms. Bouchard said Ms. Russo said that it will take six to twelve months to abandon the road at Columbus Circle Extension. Commissioner Cook asked if they were going to abandon the road. Ms. Bouchard said it is on the Real Estate Committee's Old Business and the staff is going to go over there on Thursday. There was a lengthy discussion regarding the road abandonment. Ms. Bouchard said she went to New Haven last week to meet with Glendower, which is a separate arm of the New Haven Housing Authority that does relocation, and spoke to a couple of the people who will be coming out in March to start meeting with the residents. She said they seem to think they can handle this and go forward. Ms. Bouchard said we will meet with the residents in March and make them comfortable with the relocation. There was a discussion on looking for new office space, relocating to Veterans Terrace or rehabbing our current office. **Veterans Terrace & Hockanum Park Community Programs** – Ms. Bouchard said we met with a police officer who wants to get involved and do community policing at Veterans Terrace and Hockanum Park. She said they wanted access to our community buildings to have a presence at the sites and meet the residents. The Board agreed this is a good idea. **Hockanum Park Lead Grant** – There was a discussion on the lead base paint grant and the amount that the housing authority is applying for and discussed the new deadline for application which may allow us to expand the scope. **Legal RFP** – Ms. Bouchard stated we sent out a Legal RFP since Attorney Alexander expires in March and it was put in the newspapers, website and reached out to a few firms. **Site Assistant Position** – Ms. Bouchard said this is the second time we have posted for this position. The first time we had a few candidates and no shows for interviews. Ms. Bouchard said we have a few good applicants we will be interviewing. **REAC Inspections** – Ms. Bouchard said she received something today from HUD and the REAC inspections they usually gave you four months' notice of the inspection now they are giving you two weeks. There was a discussion regarding this issue. **Housing Bills** – There was a discussion regarding a few of the housing bills that are coming down. Also, Ms. Bouchard discussed the retirement plan and the OPEB liability.

Chairman Kate stated that him and Commissioner Stephens attended the NERC NAHRO conference and gave a brief overview.

8. NEW BUSINESS

Discussion regarding Non-Profit Board Member

Ms. Bouchard stated that the Non-Profit Board had two members whose terms expired on October 1, 2018. She is requesting that this Board re-appoint James Kate and Gene Arnold to the East Hartford Affordable HOMES/NOW for another three-year term.

The motion was made by Commissioner Cook to re-appoint James Kate and Gene Arnold to the East Hartford Affordable HOMES/NOW for another three-year term. Vice Chairman Yamamoto seconded the motion and it was carried by unanimous vote of the Commissioners present.

9. OLD BUSINESS

There was nothing to discuss under this heading.

10. EXECUTIVE SESSION

There was nothing to discuss under this heading.

There being no further business to come before the Board of Commissioners, Chairman Kate entertained a motion to adjourn which was made by Commissioner Cook and seconded by Vice Chairman Yamamoto said motion being carried by the unanimous vote of the commissioners present, and the meeting was adjourned at 2:45 p.m.

Respectfully submitted,



James Kate
Chairman of the Board

ATTESTED BY:



Debra Bouchard
Secretary/Executive Director