

## COMMISSIONERS' ANNUAL MEETING, SEPTEMBER 16, 2020

The Commissioners of the East Hartford Housing Authority held its annual meeting on Wednesday, September 16, 2020 by a Zoom Meeting pursuant to Governor Lamont's Executive Order No. 7B. The meeting was called to order by Chairman James Kate at 1:39 p.m.

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

Also present were: Debra Bouchard, Executive Director; Christopher Pliszka, Finance Director; Brenda Pliszka, Executive Secretary/HR Director; Jason Van Allen, Asset Coordinator; Attorney Ralph Alexander, Legal Counsel and Connor Martin, Town Council Liaison.

2.     Approval of Regular Board Meeting Minutes, August 19, 2020

The motion was made by Vice Chairman Yamamoto to approve the minutes of the regular meeting of August 19, 2020. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

3.     **PUBLIC COMMENT**

There was no one from the public present to address the Board.

At this time, the Chairman asked to suspend the order of the Agenda and move the Election of Officers to the beginning of the meeting since one of our Commissioners may have to leave the meeting early.

The motion was made by Vice Chairman Yamamoto to suspend the order of the agenda. Commissioner Cook seconded the motion and it was unanimously voted.

8.     NEW BUSINESS

- b.     Election of Officers

Commissioner Cook would like to make a motion to nominate the current slate of officers that the Housing Authority previously has since we have been doing so well. Attorney Alexander stated this could be done if no one who wants any of those positions. If not, the Board can direct the Secretary to cast one vote for the slate of current officers in the current positions. The Board agreed to keep the same slate of officers.

The motion was made by Vice Chairman Yamamoto to approve the current slate of officers in the current positions. Commissioner Cook seconded the motion. The Secretary cast one vote for the slate.

4.     Request for Additional Agenda Items

There were no additional agenda items.

5. FINANCE REPORTS

a. Payment Vouchers – August, 2020

Chairman Kate asked if there were any questions on the August, 2020 payment vouchers. In regards to the payment vouchers for August, 2020: #61164 Town of East Hartford – Ms. Bouchard said this is the PILOT payment for the Scattered Sites. #61173 Gateway Fence & Guardrail LLC – Mr. Pliszka said they did the fencing at Miller Gardens. #501 American Integrity Restoration – Mr. Pliszka said they did the repairs to Heritage Gardens where the vehicle hit the building.

The motion was made by Vice Chairman Yamamoto to accept the Payment Vouchers – August, 2020. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners.

b. Aged Receivables – August, 2020

The motion was made by Vice Chairman Yamamoto to accept the Aged Receivables Reports – August, 2020. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners.

c. Rent Collection Report – August, 2020

The motion was made by Vice Chairman Yamamoto to accept the Rent Collection Report – August, 2020. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners.

d. Monthly Actuals for Period Ending – August 31, 2020

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for Period Ending – August 31, 2020. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (August, 2020); b. Occupancy Report (August, 2020); c. Section 8 Housing Voucher Report (August, 2020); d. Scattered Sites Properties Report (August, 2020); e. Attorney's Report (September, 2020) and f. Unit Turnaround AMP 1, AMP 2, VT (August, 2020). Commissioner Carella seconded the motion.

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

- a. Capital Fund & Major Maintenance Report – August, 2020 – There were no questions on this report.
- b. Occupancy Report – Mr. Pliszka stated that we are starting to lease up units now and the vacancies will begin to be filled. Commissioner Cook stated that she understands and our vacancies is not bad because not many people wanted to come and look at the units. Ms. Bouchard said one unit is offline and one four bedroom, which we cannot fill because we don't have anyone who qualifies for a four bedroom. She said some of the vacancies on this report are already filled. The Commissioners agreed that this report is not bad.
- c. Section 8 Housing Voucher – There were no questions on this report.
- d. Scattered Sites Properties Report – There were no questions on this report.

- e. Attorney's Report – There was a discussion regarding pending court cases and the moratorium on evictions. Attorney Alexander said the court is only addressing the serious nuisance cases. Commissioner Stephens explained a situation that is going on at Shea Gardens in regards to automobile repair work. Attorney Alexander said that is something that should be addressed with the Town's zoning enforcement officer. Mr. Martin said the Town hired a few more zoning enforcement inspectors for those reasons. Mr. Martin asked Attorney Alexander what would be an example of a serious nuisance that would make someone eligible for eviction during this time. Attorney Alexander explained this to the Board.
- f. Unit Turnaround AMP 1, AMP 2, VT – There were no questions on this report.

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

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

Executive Director's Report

**COVID-19 Testing** – Ms. Bouchard said we partnered with First Choice Health Care Centers and they went to all our properties administering free covid testing to the residents, visitors or anyone that stopped by. She stated that InterCommunity Health Care has reached out to her to find out if they also could do testing at our properties and with the flu season coming up that we should do another round of testing. Commissioner Stephens asked that the notice be made clear that the testing is being done at the property and where it will be done. **EH Police Department** – There was a discussion regarding more police involvement at Hockanum Park and Shea Gardens. **Veterans Terrace Redevelopment - Phase 1** – Ms. Bouchard said for Phase 1 we are at a stalemate right now. As she reported last month, they did reach the cap on bond allocation in July and we are waiting for a reallocation of bond money that comes out in January. At this time, we are working with the Attorneys and Developer to work towards closing and get a bridge loan in between closing on the bonds in January/February and that would help us start the project by using some of the reserves from Veterans Terrace dedicated to Phase 1 along with a bridge loan to begin getting some demo and abatement work done. Then work towards close for January, 2021. **Phase 2** – Ms. Bouchard said we have the closing checklist and will continue working on that. She said that Attorney Burton put together a milestone checklist to make sure we are hitting all the bench marks so that we can close by May, 2021. **Phase 3** – Ms. Bouchard said since we have these two phases going on at the same time and a lot of work to be done we will not apply this year for funding of Phase 3 and wait until next year when we close on Phase 1 and hopefully on Phase 2 then it would be more successful to put in an application in November, 2021. **Conn Nahro Annual Conference** – Ms. Bouchard gave all staff the opportunity to attend the virtual Conn Nahro conference/training at the end of August and the feedback she received from staff was that they were happy to be able to participate in that. Normally we only send a few since we cannot have too many out of the office at one time and thought this was a great thing that Conn Nahro did by having virtual training and hopes they continue that in the future. **Sexual Harassment Training** – Ms. Bouchard said that we do have to do sexual harassment training and scheduled this through our labor attorney Kainen & Escalera to do the training that is required by October 1, 2020 for all companies with more than one employee. **Staff** – Ms. Bouchard said that we did an in-house promotion to fill the vacancy of Christine Paisley our Housing

Programs Manager at the end of the year. Marisol Petersen will be our new Housing Programs Manager and she is a former HUD employee and she has worked with her for several years since 2003 when I started as the IT Director at the Housing Authority. Ms. Petersen was the PIC coach while at HUD and did some of our audits and retired from HUD a couple years ago, and started working here a little over a year ago, and now will take on that position. We are now in the process of filling her current position as Section 8 Assistant. Ms. Bouchard said we had another candidate that we had from the last round and offered that position. Chairman Kate likes that we are hiring from within. Vice Chairman Yamamoto asked if it is appropriate for Chairman Kate to send a letter to Ms. Petersen on behalf of the Board congratulating her for her promotion she would like that done.

Letter to Ilda Rosa from the Board

Chairman Kate asked if everyone read the letter that was sent to Ms. Rosa. Vice Chairman Yamamoto said it was very nice.

8. NEW BUSINESS

a. Review and Approval of the Rochambeau Sidewalks and Parking Lot Site Renovations

Ms. Bouchard explained the reason we are doing this work at Rochambeau is because the sidewalks need to be replaced and there are areas where there could be potential slip and falls. She said we now have some money which we pulled from capital funds and decided we needed to do the entire project at that development. Mr. Van Allen said that we had three contractors bid on the project at Rochambeau and Nunes Companies, Inc. was the lowest bidder. He researched the company and everything came back good, therefore, he is recommending that we go with them for this project. Vice Chairman Yamamoto asked what does it mean to create a snow shelf. Mr. Van Allen explained that when the snow is being pushed up it ends up being pushed onto the sidewalks and covers them and then our men have to go plow the sidewalks and with high mounds of snow it becomes very difficult to clear. Therefore, we are creating a four-foot area where the existing sidewalk is, curb and grass, and move the existing sidewalk four feet over in order for the plow truck to move the snow onto the grass area. Chairman Kate asked why there is such a difference in the price of the bids. Mr. Van Allen said he called the companies to make sure they were all bidding on the same work and they said that is what the price is. He did give the other two a chance to explain their bid and they said what they have there is what the cost will be. Chairman Kate asked when do you anticipate that this work will begin. Mr. Van Allen said once it is approved by this Board. He said if this is approved today he will put together the HUD paperwork and Nunes is ready to sign the documents and begin the work. Vice Chairman Yamamoto said she would like to move on this quickly before the weather changes. Ms. Bouchard said that we will be doing some of the work and then have to stop for the winter and pick up again at the end of March beginning of April.

The motion was made by Vice Chairman Yamamoto to approve Nunes Companies, Inc. to perform the Site Work at Rochambeau which includes removing and replacing all concrete sidewalks, relocate light posts, create a snow shelf, repair catch basins, repair areas of parking lot, crack seal and seal coat parking lot, remove trees and all new line striping in the amount of \$459,850.00. Commissioner Carella seconded the motion and it was unanimously approved by the Commissioners.

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 Vice Chairman Yamamoto and seconded by Commissioner Carella said motion being carried by the unanimous vote of the commissioners and the meeting was adjourned at 2:25 p.m.

Respectfully submitted,

James Kate  
Chairman of the Board

ATTESTED BY:

Debra Bouchard  
Executive Director