

## COMMISSIONERS' REGULAR MEETING, FEBRUARY 19, 2020

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, February 19, 2020 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 John Carella  
Commissioner Hazelann Cook  
Vice Chairman Prescille Yamamoto  
Chairman James Kate

Commissioner Kathleen Stephens was absent from the meeting.

Also present were: Debra Bouchard, Executive Director; Christopher Pliszka, Finance Director; Brenda Pliszka, Executive Secretary/HR Director; Jason Van Allen, Asset Coordinator (for part of meeting); Attorney Ralph Alexander, Legal Counsel and Esther Clarke and Connor Martin, Town Council Liaisons.

2. **Approval of Regular Board Meeting Minutes, January 15, 2020**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the regular meeting of January 15, 2020 as distributed. Commissioner Carella 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 additional items to add to the agenda

5. **FINANCE REPORTS**

- a. **Payment Vouchers, January, 2020**

Chairman Kate asked if there were any questions on the January, 2020 payment vouchers. In regards to the payment vouchers for January, 2020 the following question was asked: #60330 General Electric Company – This was for the Miller Garden appliances.

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

- b. **Aged Receivables, January, 2020**

The motion was made by Vice Chairman Yamamoto to accept the Aged Receivables Report – January, 2020. Commissioner Carella seconded the motion.

Vice Chairman Yamamoto asked if the Housing Authority has any aged receivables for the scattered sites. Ms. Bouchard said she will add it to this report.

Commissioner Cook asked about the repayment agreement for AMP 100 in the amount of \$10,045 is that one or more repayment agreements. Mr. Pliszka said it is a couple of them. There was a question regarding the 90 days and Mr. Pliszka explained it goes under 90 days because that was when the repayment agreement was entered into the system. Ms. Bouchard explained that they are all at 30% of their adjusted gross income and you add another 10% and they are now at 40% and 10% goes towards the repayment agreement.

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

c. Rent Collection Report – January, 2020

Vice Chairman Yamamoto said that Veterans Terrace has dropped so low. Ms. Bouchard said that is part of that is people that were in legal that have not paid. Also, several residents failed to recertify and they are now at contract rent and are now in court on stipulated agreements and that is reflected here.

Vice Chairman Yamamoto was very happy to see the Scattered Sites at 100%.

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

d. Monthly Actuals for Period Ending January 31, 2020

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for the Period Ending January 31, 2020. Commissioner Cook seconded the motion.

Ms. Clarke asked why the Administrative Salaries were over budget. Mr. Pliszka said that is due to a person who retired and there was a substantial amount of leave time that had to be paid out which was not factored into the budget.

Commissioner Carella said that the subsidy is still going up. Mr. Pliszka said currently we have not completed our 2020 forms which are due in March so since we are already in 2020 budget year the subsidy is estimated on what we think we will receive and that may fluctuate year to year.

Commissioner Carella asked in being a high performer they award you. Ms. Bouchard said it is only for Capital Funds they give you a 10% increase if you are a high performer. Commissioner Carella asked if they do that every year. Ms. Bouchard said they do that every year if you get high performer you get a 10% increase and we have been high performer for the past 6 or 7 years.

The motion made and seconded 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, 2020); b. Occupancy Report (January, 2020); c. Section 8 Voucher Report (January, 2020); d. Scattered Sites Properties Report (January, 2020); e.

Attorney's Report (February, 2020); and f. Unit Turnaround AMP 1, AMP 2, VT (January, 2020).

Commissioner Carella seconded the motion.

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

- a. Capital Fund & Major Maintenance Report – Vice Chairman Yamamoto asked when do we expect to begin the boiler installation. Mr. Pliszka said that will begin April 1, 2020 with the abatement in the attics. Ms. Bouchard said that we want to get this started and finalized by June 30, 2020. Commissioner Cook asked if the appliances have been installed at Meadow Hill. Mr. Van Allen said that will begin next week.
- b. Occupancy Reports – Vice Chairman Yamamoto asked at Hockanum Park is it correct that there are still two vacancies. Ms. Bouchard said that is correct. Vice Chairman Yamamoto asked if there was any particular reason. Mr. Pliszka said one is a transfer so when you do that you get another unit back.
- c. Section 8 Housing Voucher – Ms. Bouchard said you may notice that our numbers are down and stated that we plan on doing a briefing and issuing of vouchers very shortly. She said that there will be 50 vouchers that we will put out on the street in March. Commissioner Cook asked if we have any portables. Ms. Bouchard said that we are going to absorb what we have. Mr. Pliszka stated that we do have quite a few but it is still going to be a little low and we are already a couple of months in the year. There was a discussion of the portables. Ms. Bouchard said that the briefing and issuance will take place over a couple of weeks, but the participant searches take up to 60 days.
- d. Scattered Sites Properties Report – Vice Chairman Yamamoto stated that the top floor at 107 Olmsted has town trash bins with stuff piled on top of it and beyond that there is a trailer full of junk in the yard. Ms. Bouchard thanked her for that information and we will get on top of that.
- e. Attorney's Report – Chairman Kate asked Attorney Alexander what is a Special Defense. Attorney Alexander explained that to the Board. Ms. Bouchard explained that this household got transferred because they created a fire in their unit and then in the new unit they taped up their smoke detector and they continue to smoke in their unit.
- f. Unit Turnaround AMP 1, AMP 2, VT – Vice Chairman Yamamoto said Veterans Terrace shows an average of total days 317. Ms. Bouchard explained that when the units became vacant the Housing Authority was not doing any turnaround and they sat there for relocation purposes. She said now that we are at the point of talking about relocation and we are working on getting those units ready to lease up. Ms. Bouchard said those days are not really days they were working in the units. The normal time to turn the units is 15 days for maintenance and 5 days to lease it up.

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

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

Executive Director's Report

Veterans Terrace – Phase 1 – Ms. Bouchard stated that our anticipated time of close is May and we still have been going back and forth and engaging our attorneys from both sides and we are working on a few things that we need to do. She said there is a multitude of things going on with this Phase of the development. Ms. Bouchard said we also have to do the trifurcation with HUD and part of that is getting all the documents signed but along with that we need to get the Affirmatively Furthering Fair Housing Marketing Plan for those units in that phase. She stated that we have a marketing plan for the entire property that is used by the East Hartford Housing Authority and now we have to turn around and do one Affirmatively Furthering Fair Housing Plan for each phase that will be governed by the partnership. The one for Phase 1 will cover 45 units and that is completed. Currently, we are working on revamping the Tenant Selection Plan but it is still in draft form. The addition of regulations that govern tax credit properties needs to be added. Ms. Bouchard stated that we have been having conference calls with the development team and Glendower, the relocation specialist, twice a week. Glendower, with our team, has created the 90-day notice, which will allow the residents notice that they will be moved to a temporary unit that is on the property. She stated that we are going to try to do as much onsite relocation as possible. In Phase 1, there is going to be two separate phases some units will come down and move those individuals and some units are being created up and those individuals will be moved. She said that Glendower has been sent the information regarding which units are vacant and which ones are ready to go for people to move into and we currently have 10 ready. There was a discussion involving moving of the residents to those units or offsite. There was a resident meeting on February 6. Ms. Bouchard said she is still concerned about how many people are not attending those meetings. Glendower has had individual one on one assessments with the residents and also, they call our office to get an update on the development. Ms. Bouchard explained the 90-day notice to the Board. Ms. Bouchard said that a tentative plan has been put together with units/buildings and where the residents are relocating too. Phase 2 – Ms. Bouchard said that Phase 2 is going well. Commissioner Cook asked how many units are in Phase 2. Ms. Bouchard said there are 54 units in Phase 2 and for Phase 3 there will be 51 units. Ms. Bouchard said that CHFA has our application for Phase 2. There have been two rounds of clarifying questions. Ms. Bouchard said there is a conference call with them on Monday, February 24, 2020 to go over point values and if we are contesting it that needs to be done before the announcement of the award. Commissioner Cook asked when will they be announcing the award. Ms. Bouchard said it should be sometime in March or could be April. Phase 3 – Ms. Bouchard said we will not be putting in applications until November, 2020 for Phase 3. She stated that we did close on the road on Tuesday, February 18, 2020. Mr. Pliszka and Ms. Bouchard went over to the Town Counsel's Office and did the closing and immediately went to the Town Clerk's office and transferred the road and filed the Right of First Refusal. Vice Chairman Yamamoto asked what was the issue with the Right of First Refusal. Ms. Bouchard reviewed this with the Board. Commissioner Cook thanked Ms. Russo for getting this through the Town Council. Section 8 Management Assessment Program (SEMAP) – Ms. Bouchard said we received a High Performer on SEMAP with a score of 96%. Scattered Site Program – Ms. Bouchard said a few months ago, there was an audit of our Scattered Site Program

which they reviewed how we were doing. She said they looked at our files and budget to make sure we expended the funds that DOH gave us. Ms. Bouchard said we received notification that there were no audit findings and that DOH felt the Housing Authority satisfied their review and that we expended the funds. She said the only thing DOH will continue to do is monitor for compliance and there is a 40-year affordability period. Hockanum Park Community Room – Ms. Bouchard said there are a couple of things going on at the Hockanum Park community room. The Housing Authority continues to work with Ms. Cathy Flippen and she does a variety of programs. She continues to work with the children of Hockanum Park to keep them off the streets and motivated and tries to do some leadership things. Ms. Bouchard said that Pastor Stringer was with us before and he is now coming back and will be doing a men's supportive group, bible study with the teenagers and Sunday service and will be there a few days out of the week. The Board agreed that these were good programs. Ms. Bouchard discussed the issue she has with HUD in regards to the Annual Plan/5-year Plan and there might be multiple plans that may be coming through for approval in regards to the Plans

Commissioners' Comments

Chairman Kate said that he attended the NERC Mid-Winter conference at Mohegan Sun and he encourages his fellow commissioners to take a look at the different sessions and there were many different ones for Commissioners to attend. He brought some handouts out for the Commissioners. In the future, he will be looking for other Commissioners to attend future NERC/NAHRO and Conn Nahro conferences. Chairman Kate said he is looking into doing in-house training for Commissioners.

8. NEW BUSINESS

Review and Approval of the Relocation Plan

Ms. Bouchard said there has been a lot of time spent on this plan and she and Mr. Pliszka have read this over multiple times. She said the biggest problem at the beginning was a lot of onus was on the Housing Authority and it should be in the hands of the partnership which would be Veterans Terrace Communities 1 along with Glendower's responsibility for relocation. Ms. Bouchard said that we made sure that all of that information was taken out and that Veterans Terrace Communities 1 is responsible for the plan. Ms. Bouchard went through items that were included in the plan. There was a brief discussion regarding the appliances and it was stated that at Veterans Terrace the appliances are the residents. Chairman Kate asked where is the on-site office going to be located. Ms. Bouchard said at this time it is in the Veterans Terrace community room since there are a couple of offices there and we are allowing them to use that space.

Ms. Clarke said at one time the Housing Authority was planning on moving onto that property and asked if that was still the case. Ms. Bouchard said we have not determined that yet and that will be part of Phase 3.

There was a discussion on relocation budget, moving of households and the relocation specialist responsibilities.

The motion was made by Vice Chairman Yamamoto to accept the Relocation Plan. Commissioner Carella 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

a. Discussion of Personnel Matters Regarding V. DeDominicis

The motion was made by Vice Chairman Yamamoto to go into Executive Session for the purpose of discussing Personnel Matters Regarding V. DeDominicis. Commissioner Cook seconded the motion; it was carried by the unanimous vote of the Commissioners' present to go into Executive Session at 2:29 p.m. Also in attendance were: Debra Bouchard, Executive Director; Christopher Pliszka, Finance Director; Brenda Pliszka, Executive Secretary/HR Director and Attorney Alexander, Legal Counsel.

The motion was made by Vice Chairman Yamamoto to come out of Executive Session and Commissioner Cook seconded the motion; it was carried by the unanimous vote of the Commissioners present to come out of Executive Session at 2:37 p.m.

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 Cook said motion being carried by the unanimous vote of the commissioners present, and the meeting was adjourned at 2:38 p.m.

Respectfully submitted,



James Kate  
Chairman of the Board

ATTESTED BY:



Debra Bouchard  
Executive Director