

Robert J. Peck

2013 OCT 21 A 9:44

TOWN CLERK
EAST HARTFORD

**EAST HARTFORD HOUSING AUTHORITY
SPECIAL MEETING
October 22, 2013
546 Burnside Avenue, East Hartford, CT
6:30 p.m.**

AGENDA

1. ROLL CALL
2. Approval of Board Meeting Minutes SEPTEMBER 18, 2013
Approval of Special Board Meeting Minutes SEPTEMBER 27, 2013
3. **PUBLIC COMMENT**
4. **FINANCE REPORTS**
 - a. Payment Vouchers SEPTEMBER, 2013
 - b. Aged Commitments – AP SEPTEMBER, 2013
 - c. Aged Receivables SEPTEMBER, 2013
 - d. Rent Collection Report SEPTEMBER, 2013
 - e. Monthly Actuals for Period Ending SEPTEMBER 30, 2013
5. **CONSENT AGENDA**
 - a. Capital Fund & Major Maintenance Report SEPTEMBER, 2013
 - b. Occupancy Report SEPTEMBER, 2013
 - c. Section 8 Housing Voucher SEPTEMBER, 2013
 - d. Attorney's Report OCTOBER, 2013
 - e. Unit Turnaround AMP 1, AMP 2, HH, VT SEPTEMBER, 2013
6. **DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS**

Administrator's Report

7. NEW BUSINESS

Review and Approval of Developer Selection for Veterans Terrace

8. OLD BUSINESS

9. EXECUTIVE SESSION

- a. Discussion of Purchase and Sale of Real Estate regarding King Court
- b. Discussion of Pending Claims and Litigation – Update on the Terry Madigan Appeal

10. ADJOURNMENT


Debra M. Bouchard, Executive Director

SUBJECT TO BOARD APPROVAL

COMMISSIONERS' ANNUAL MEETING, SEPTEMBER 18, 2013

The Commissioners of the East Hartford Housing Authority held its annual meeting on Wednesday, September 18, 2013 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, Connecticut. The meeting was called to order by Chairman Robert Keating at 5:04 p.m.

- 1. **ROLL CALL:** Commissioner James W. Patterson, Jr.
 Commissioner John Carella
 Commissioner Prescille Yamamoto
 Commissioner Hazelann Cook
 Chairman Robert Keating

Also present were: Debra Boucard, Executive Director; Joseph Regan, Finance Director; Brenda Pliszka, Executive Secretary/HR; Andre Dumas, Asset Coordinator; Ralph Alexander, Legal Counsel and Linda Russo, Town Council Liaison.

2. **Approval of Regular Meeting Minutes, August 21, 2013**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the Regular Meeting of August 21, 2013 as presented. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners.

3. **Request for Additional Agenda Items**

Attorney Alexander stated he would like to add under Executive Session – Strategy and Negotiation in regards to Collective Bargaining.

The motion was made by Vice Chairman Yamamoto to approve the addition of the item under Executive Session – Strategy and Negotiation in regards to Collective Bargaining. Commissioner Cook seconded the motion and it was carried by the unanimous vote of the Commissioners.

4. **PUBLIC COMMENT**

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

5. **FINANCE REPORTS**

a. **Payment Vouchers, August, 2013**

Chairman Keating asked if there were any questions on the payment vouchers. In regards to the payment vouchers, there were questions asked and answered by Ms. Boucard: #22149 MJL Home Improvement, LLC; #22153 Quest Pest Control, LLC; #22159 & #22214 Terry's Energy; #22186 thru #22195 and #22217 & #22218 AT&T; #22209 Plimpton & Hills Corp.; #22227 Protectors of Animals.

b. **Aged Commitments – AP, August, 2013**

There was nothing to report.

c. **Aged Receivables, August, 2013**

Commissioner Cook asked if the Dwelling Rentals were all outstanding rents. Mr. Regan said these are the outstanding rents for the month. Commissioner Cook asked if the Board needed to see the

prepayments. It was explained that is a line included in this report. Commissioner Cook asked what is other debt. Ms. Bouchard said that it is a combination of maintenance charges and late fees that came over from the previous system because it did not have its own category when we did the conversion.

d. Rent Collection Report, August, 2013

Vice Chairman Yamamoto stated that it is nice to see King Court at 100%. The Board agreed this report looked good.

e. Monthly Actuals for Period Ending, August 31, 2013

Commissioner Carella asked about the federal subsidy that is short \$217,000. Mr. Regan stated it is due to sequestration. Commissioner Carella asked about the transfer from capital funds.

Commissioner Cook asked what is excess utilities. Mr. Regan said we are responsible to pay the allowance for people. Commissioner Cook said this is cash that is coming in and it would be for only certain developments.

Chairman Keating stated that \$9,500 was budgeted under Travel. Mr. Regan said that is what was spent and that expense was explained to the Commissioners.

Commissioner Cook stated that the Housing Authority is still paying back the money to our Section 8 program and believes we are doing very well on that.

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 2013; b. Occupancy Report, August, 2013; c. Section 8 Housing Voucher, August, 2013; d. Attorney's Report, September, 2013 and e. Unit Turnaround AMP 1, AMP2. HH, VT, August, 2013. Commissioner Carella seconded the motion and it was carried by the unanimous vote of the Commissioners.

Commissioner Cook asked how the Auction went that was held on September 5, 2013. Mr. Dumas said it is done and complete and we received \$3,997.

7. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: **King Court Sale and Disposition**—have not heard anything from Department of Housing but during a phone conversation yesterday with DOH they are going to try to get it on their schedule and believes it should be approved; **Veterans Terrace Development**—EHHA received \$150,000 and is going to ask DOH for an additional \$500,000 to finish the preconstruction money at Veterans Terrace in order to be shovel ready and explained another grant that was put in; Will meet with the residents on September 25, 2013 with PHRN as a joint partnership explaining each of our roles in the redevelopment process; An RFP has been put out for a developer consultant to assist us in Veterans Terrace redevelopment and to increase our capacity, we hope to receive responses by October 4 and will bring it to the next Board meeting for

approval; Working on a draft RFP for an architect; The 20 year contract for Veterans Terrace has been officially signed and received a base rent increase there as well; Scattered Site Program--Applied for a TD Bank grant for \$100,000; Received a term sheet today from the DOH.

8. NEW BUSINESS

a. Review and Approval of the Tenant Accounts Receivable Write-offs

Commissioner Cook wanted to include in the resolution the amount of the total amount.

Commissioner Carella said he is curious about the amounts of rent not collected. Mr. Regan said it is not only rent it could also be late fees, maintenance charges, marshal fees, rent. Commissioner Carella asked how long is the eviction process for non payment. Attorney Alexander explained the process.

The motion was made by Commissioner Cook to approve Resolution # CT013-102-09-2013 for Tenant Accounts Receivable Write-offs effective September 18, 2013 in the amount of \$36,840.73.

Commissioner Carella seconded the motion and it was carried by the unanimous vote of the Commissioners.

b. Review and Approval of the Energy Audit Agreement

The motion was made by Vice Chairman Yamamoto to approve the Energy Audit Agreement with Johnson Controls in the amount of \$25,000. Commissioner Cook seconded the motion and it was carried by the unanimous vote of the Commissioners.

c. Review and Approval of the CFP 2013 – Generator Replacement Project at Meadow Hill

The motion was made by Vice Chairman Yamamoto to approve CFP 2013 – Generator Replacement Project at Meadow Hill with the low bidder Kennedy Electric in the amount of \$130,000. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

d. Review and Approval of the CFP 2013 – Generator Replacement Project at Miller Gardens

The motion was made by Vice Chairman Yamamoto to approve CFP 2013 – Generator Replacement Project at Miller Gardens with the low bidder J.E. Shea Electric in the amount of \$117,800.

Commissioner Carella seconded the motion and it was carried by the unanimous vote of the Commissioners.

e. Election of Officers

Attorney Alexander stated he would run the election of officers as it was done in the past.

The motion was made by Commissioner Cook to nominate Robert Keating as Chairman of the Board. Commissioner Carella seconded the motion. With no further nominations for Chairman, Attorney Alexander entertained a motion to close the nominations, Commissioner Cook made the motion and Vice Chairman Yamamoto seconded the motion and it was carried by the unanimous vote of the Commissioners. It was advised to cast one vote for Robert Keating as Chairman.

The motion was made by Commissioner Cook to nominate Prescille Yamamoto as Vice Chairman of the Board. Commissioner Carella seconded the motion. With no further nominations for Vice Chairman, Attorney Alexander entertained a motion to close the nominations, Commissioner Cook made the motion and Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners. It was advised to cast one vote for the Prescille Yamamoto as Vice Chairman.

The motion was made by Vice Chairman Yamamoto to nominate John Carella as Treasurer of the Board. Commissioner Cook seconded the motion. With no further nominations for Treasurer, Attorney Alexander entertained a motion to close the nominations, Commissioner Cook made the motion and Chairman Keating seconded the motion and it was carried by the unanimous vote of the Commissioners. It was advised to cast one vote for John Carella as Treasurer.

9. OLD BUSINESS

There was no business to discuss under Old Business.

10. EXECUTIVE SESSION

- a. Discussion of Pending Claims and Litigation -- Update on the Terry Madigan Lawsuit
- b. Discussion of Strategy and Negotiation in regards to Collective Bargaining

The motion was made by Vice Chairman Yamamoto to go into Executive Session for the purpose of Discussion of Pending Claims and Litigation – Update on the Terry Madigan Lawsuit and Discussion of Strategy and Negotiation in regards to Collective Bargaining. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Commissioners to go into Executive Session at 5:46 p.m. Also in attendance were Debra Bouchard, Executive Director, Joseph Regan, Finance Director and Ralph Alexander, Legal Counsel.

The motion was made by Vice Chairman Yamamoto to come out of Executive Session at 6:48 p.m. Commissioner Carella seconded the motion and it was unanimously voted by the Commissioners.

There being no further business before the Board of Commissioners, Chairman Keating 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, and the meeting was adjourned at 6:50 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on September 18, 2013 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,

Robert N. Keating
Chairman of the Board

ATTESTED BY:

Debra Bouchard
Secretary/Executive Director

DMB:bmp

COMMISSIONERS' SPECIAL MEETING, SEPTEMBER 27, 2013

The Commissioners of the East Hartford Housing Authority held a special meeting on Friday, September 27, 2013 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, Connecticut. The meeting was called to order by Chairman Robert Keating at 1:38 p.m.

1. **ROLL CALL:** Commissioner James W. Patterson, Jr.
Commissioner John Carella
Commissioner Prescille Yamamoto
Commissioner Hazelann Cook
Chairman Robert Keating

Also present were: Debra Bouchard, Executive Director; Joseph Regan, Finance Director and Brenda Pliszka, Executive Secretary/HR.

2. Review and Approval of the Operating Budget for FY 2014

Commissioner Cook stated the top page is the overall budget and the following pages are salaries and benefits.

Vice Chairman Yamamoto asked what is the percentage of increase/decrease for the budget of FY 2014. Mr. Regan said it is a 6% decrease in income and expenses agency wide predominantly due to HUD funding.

Commissioner Patterson stated that the agency spends \$404,000 for water. The cost of water has gone up and this does include the water at the main office as well as at all of our developments.

Commissioner Carella said that this budget is a combination of both State and Federal and asked why the AMPs are broken out. Mr. Regan stated that we are required to do so by HUD.

Mr. Regan stated that the Housing Authority lost \$400,000 in subsidy, 6% represents \$400,000 and that is the nature of our problem upfront. He stated that we made decisions and changes to the budget overall not necessarily in one specific area. Commissioner Cook stated the maintenance went down due to layoffs and the Housing Authority struck a deal with the unions which helped. Commissioner Cook said on water and electric you cannot go down 6% because it is what it is and we have no control over that. Mr. Regan said the salaries, benefits and insurance are funded which are the three schedules behind the budget. The net effect of all those transactions created us to make changes elsewhere in the budget and an adjustment was made differently to make this budget work.

Commissioner Cook asked Mr. Regan where is the antenna income. Mr. Regan said AMP 2 for \$186,606. Commissioner Cook asked if the Housing Authority ever budgets for late fees. Mr. Regan said no that is in other income.

Mr. Regan explained that salaries are funded the way they need to be funded. He said additional changes have been made to positions, hours and rates to the non-union staff. A deal was made with the Health Insurance and Dental Insurance. The Housing Authority saved an additional \$10,000 on the workers compensation insurance.

Commissioner Cook asked what is management fees. Mr. Regan said that is a PHAS rule. He said that it has to do with the central office, which the AMPS pay the central office a management fee.

Commissioner Cook did not understand why it is in the expense column. Mr. Regan said it is an expense to the program and income to the COCC. Commissioner Carella understands the State takes from the COCC where do they make the contribution. Mr. Regan said they do not really in the same sense they only pay a portion of the bills. Mr. Regan explained that the salaries are prorated to the state programs directly. Ms. Bouchard said with the exception of certain salaries and she explained this to the Commissioners. Mr. Regan explained how bills are prorated with the different programs.

Mr. Regan said that the Housing Authority is in the black or zero, therefore, we are in line with HUD's wishes operationally speaking but that is not to say in a month or two we get more knowledge that there may be other corrections that need to be made. He said when the sale of King Court occurs there will be an effect on this budget overall.

Commissioner Cook stated with the possible government shutdown they were informed at the Conn NAHRO meeting that the October payments will be made but after that it could stop.

Vice Chairman Yamamoto asked at the bottom it refers to OPEB what does that mean? Mr. Regan said it stands for "Other Post Employment Benefits" it has to do with our actuarial study basically the future cost of our insurance.

There was a discussion is regards to the financing for the redevelopment of Veterans Terrace and the effect it has on the rents at that property, which Federal subsidies will be increased. Ms. Bouchard stated that the Housing Authority is still under the fair market rents in the area.

The Chairman stated that we have budgeted \$158,000 for legal fees. Mr. Regan said that is correct. There was a discussion as to the different legal costs the Housing Authority will be encountering this year.

The Chairman stated that the travel amount needs to be adjusted since the Commissioners have not gone anywhere for years. He stated that in order to be a certified Commissioner you need one course each year and that you receive at the conferences. There was a discussion of some of the training in which HUD will be providing the Housing Authority.

Commissioner Cook said the Utility Allowance at Veterans Terrace means their utilities are not included in the 30% of income as they are under regular Section 8. Ms. Bouchard explained that the Housing

Authority received approval to increase rents at Veterans Terrace to \$899 for a 3-bedroom and \$829 for a 2-bedroom, which is an increase of \$50 each. She stated that only 9 people pay full contract rent out of 150.

Commissioner Carella stated that in the future he would like to have last year's budget or last month's report which is item e. under the Consent Agenda to compare items to.

There was a discussion regarding the Receptionist and Admissions Clerk positions.

The motion was made by Vice Chairman Yamamoto to approve Resolution CT013-101-09-2013 approving the Operating Budget for FY 2014. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners.

There being no further business before the Board of Commissioners, Chairman Keating entertained a motion to adjourn which was made by Vice Chairman Yamamoto and seconded by Commissioner Patterson said motion being carried by the unanimous vote of the commissioners, and the meeting was adjourned at 2:25 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the special meeting held on September 27, 2013 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,

Robert N. Keating
Chairman of the Board

ATTESTED BY:

Debra M. Bouchard
Secretary/Executive Director

DMB:bmp

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Bank Register Report In Detail
Showing All Items and Hiding Voids
From 09/01/2013 to 09/30/2013

900 - Admin - Central Office

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
Accounts Payable				
09/05/2013	115624	22258	A.B. Supply Co., Inc.	-1,210.41
09/05/2013	115624	22259	Action Blueprint, LLC	-891.15
09/05/2013	115624	22260	Anthem Blue Cross and Blue Shield	-3,929.77
09/05/2013	115624	22261	AT & T	-40.21
09/05/2013	115624	22262	AT & T	-40.21
09/05/2013	115624	22263	AT & T	-40.21
09/05/2013	115624	22264	AT & T	-48.21
09/05/2013	115624	22265	AT & T	-115.21
09/05/2013	115624	22266	Barry Associates, Inc.	-1,912.50
09/05/2013	115624	22267	Chase Glass Company	-45.00
09/05/2013	115624	22268	Coffee Break Company	-38.60
09/05/2013	115624	22269	Connecticut - CCSPC	-31.00
09/05/2013	115624	22270	Electrical Wholesales, Inc.	-243.51
09/05/2013	115624	22271	Fidelity Security Life Insurance/EyeN	-318.38
09/05/2013	115624	22272	G & K Services	-107.20
09/05/2013	115624	22273	Gelsomino Electric LLC	-210.00
09/05/2013	115624	22274	General Electric Company	-764.00
09/05/2013	115624	22275	Mohawk Cleaning Company	-770.00
09/05/2013	115624	22276	Hartford Annuity	-976.79
09/05/2013	115624	22277	Henry P. Guerrette, State Marshal	-40.00
09/05/2013	115624	22278	Hillyard / Rovic	-961.98
09/05/2013	115624	22279	Housing Insurance Services, Inc.	-18,454.00
09/05/2013	115624	22280	Jay's Print & Copy Center	-1,052.50
09/05/2013	115624	22281	Kinsley Power Systems	-6,422.50
09/05/2013	115624	22282	L. E. Whitford Co., Inc.	-571.58
09/05/2013	115624	22283	Leitao Car Wash, Inc.	-923.05
09/05/2013	115624	22284	MJL Home Improvement, LLC	-600.00
09/05/2013	115624	22285	Murphy Road Recycling	-484.80
09/05/2013	115624	22286	Olsen Tree Experts, LLC	-700.00
09/05/2013	115624	22287	Otis Elevator Company	-2,399.00
09/05/2013	115624	22288	Plimpton & Hills Corp.	-1,035.41
09/05/2013	115624	22289	Joseph Regan - <i>Reimbursement for Health Insurance</i>	-1,000.00
09/05/2013	115624	22290	Robert Brindamour - <i>Housing Inspector</i>	-637.50
09/05/2013	115624	22291	Rosemary Rogers - <i>Hearing Officer</i>	-880.00
09/05/2013	115624	22292	Michael F. Roush - <i>Independent Person NTQ</i>	-850.00
09/05/2013	115624	22293	Russell and Dawson LLC	-778.00
09/05/2013	115624	22294	Security First Insurance, Inc.	-6,706.00
09/05/2013	115624	22295	SimplexGrinnell LLC	-86.25



Bank Register Report In Detail
Showing All Items and Hiding Voids
From 09/01/2013 to 09/30/2013

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
Accounts Payable				
09/05/2013	115624	22296	Standard Welding Company Inc.	-175.00
09/05/2013	115624	22297	Life Safety Service & Supply	-864.00
09/05/2013	115624	22298	TD CARD SERVICES	-776.28
09/05/2013	115624	22299	Terry's Energy	-498.54
09/05/2013	115624	22300	Town of East Hartford	-2,169.87
09/05/2013	115624	22301	USA Hauling and Recycling	-5,849.79
09/12/2013	115701	22303	Alexis Aberle	-86.39
09/12/2013	115701	22304	AT & T	-888.26
09/12/2013	115701	22305	AT & T	-110.14
09/12/2013	115701	22306	Humberto Barreto - <i>Boat Reimbursement</i>	-37.21
09/12/2013	115701	22307	David A. Belcher - <i>Veterans Terrace HAD</i>	-135.00
09/12/2013	115701	22308	Connecticut - CCSPC	-31.00
09/12/2013	115701	22309	Connecticut Light & Power	-2,752.83
09/12/2013	115701	22310	Connecticut Light & Power	-1,418.94
09/12/2013	115701	22311	Connecticut Light & Power	-871.78
09/12/2013	115701	22312	Connecticut Light & Power	-2,200.36
09/12/2013	115701	22313	Connecticut Light & Power	-20,000.33
09/12/2013	115701	22314	GUARDIAN - ALTERNATE FUN	-4,862.50
09/12/2013	115701	22315	Hartford Annuity	-896.00
09/12/2013	115701	22316	Henry P. Guerrette, State Marshal	-205.00
09/12/2013	115701	22317	HOUSING AUTHORITY RISK RE	-13,675.00
09/12/2013	115701	22318	Kinsley Power Systems	-4,500.00
09/12/2013	115701	22319	Krystal Kleer	-40.95
09/12/2013	115701	22320	Main Hardware Supply & Rental Co.	-907.14
09/12/2013	115701	22321	Occupational Health Center of the S	-150.00
09/12/2013	115701	22322	Brenda Pliszka - <i>Vehicle Allowance Reimbursement</i>	100.00
09/12/2013	115701	22323	Quest Pest Control, LLC	-1,260.00
09/12/2013	115701	22324	Spark Energy Gas, LP	-1,564.74
09/12/2013	115701	22325	Spark Energy Gas, LP	-191.54
09/12/2013	115701	22326	Spark Energy Gas, LP	-351.77
09/12/2013	115701	22329	Spark Energy Gas, LP	-3,617.68
09/12/2013	115701	22330	Willard & Alexander LLC	-8,212.50
09/18/2013	115729	22333	AT & T	-155.42
09/18/2013	115729	22334	AT & T	-40.43
09/18/2013	115729	22335	AT & T	-40.21
09/18/2013	115729	22336	AT & T	-14.21
09/18/2013	115729	22337	AT & T	-40.21
09/18/2013	115729	22338	AT & T	-76.24
09/18/2013	115729	22339	AT & T	-115.21
09/18/2013	115729	22340	AT & T	-115.21
09/18/2013	115729	22341	AT & T	-133.75
09/18/2013	115729	22342	Barry Associates, Inc.	-1,429.90
09/18/2013	115729	22344	Capital Studio Architects	-2,670.00
09/18/2013	115729	22345	Capitol Equipment & Marine, Inc.	-885.00
09/18/2013	115729	22346	Carpets Plus of Connecticut, LLC	-666.75
09/18/2013	115729	22347	Connecticut - CCSPC	-31.00
09/18/2013	115729	22348	Connecticut Housing Finance Autho	-31,588.00
09/18/2013	115729	22349	Farmington Bank	-100,000.00
09/18/2013	115729	22350	GUARDIAN - ALTERNATE FUN	-2,982.00
09/18/2013	115729	22351	GUARDIAN	-388.70

Bank Register Report In Detail
Showing All Items and Hiding Voids
From 09/01/2013 to 09/30/2013

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
Accounts Payable				
09/18/2013	115729	22352	CT I MEDIA PUBLISHING DIGIT	-2,469.44
09/18/2013	115729	22353	Hartford Annuity	-896.00
09/18/2013	115729	22354	Home Depot Credit Services	-3.91
09/18/2013	115729	22355	Leitao Car Wash, Inc.	-30.00
09/18/2013	115729	22356	Lowe's Commercial Services	-717.39
09/18/2013	115729	22357	MailFinance	-525.00
09/18/2013	115729	22358	MJL Home Improvement, LLC	-3,375.00
09/18/2013	115729	22359	Murphy Road Recycling	-183.25
09/18/2013	115729	22360	Olsen Tree Experts, LLC	-375.00
09/18/2013	115729	22361	Prime Communications	-476.34
09/18/2013	115729	22362	Robert Brindamour - <i>Housing Inspector</i>	-250.00
09/18/2013	115729	22363	SimplexGrinnell LLC	-8,642.75
09/18/2013	115729	22364	Town of East Hartford	-2,072.59
09/18/2013	115729	22365	Wattsaver Lighting Products	-1,052.24
09/18/2013	115729	22366	WB Mason	-110.95
09/18/2013	115729	22367	Xerox Corporation	-1,336.34
09/27/2013	115787	22372	A.B. Supply Co., Inc.	-1,207.60
09/27/2013	115787	22373	ABC SUPPLY CO- MBA #626	-2,020.20
09/27/2013	115787	22374	AFLAC	-1,547.40
09/27/2013	115787	22375	Associated Electronic Systems Inc	-139.50
09/27/2013	115787	22376	Chase Glass Company	-230.00
09/27/2013	115787	22377	Commercial Heating Supply Co.	-3,021.52
09/27/2013	115787	22378	Connecticut - CCSPC	-31.00
09/27/2013	115787	22379	F. W. Webb Company	-46.05
09/27/2013	115787	22380	Gelsomino Electric LLC	-600.00
09/27/2013	115787	22381	Mohawk Cleaning Company	-110.00
09/27/2013	115787	22382	Hartford Annuity	-896.00
09/27/2013	115787	22383	Hathaway Landscaping, LLC	-750.00
09/27/2013	115787	22384	Henry P. Guerrette, State Marshal	-40.00
09/27/2013	115787	22385	Hillyard / Rovic	-198.79
09/27/2013	115787	22386	Douglas Garage Door Center inc	-128.50
09/27/2013	115787	22387	Integrated Systems Services dba Ton	-226.70
09/27/2013	115787	22388	Kinsley Power Systems	-2,708.96
09/27/2013	115787	22389	L. E. Whitford Co., Inc.	-796.53
09/27/2013	115787	22390	Leitao Car Wash, Inc.	-260.00
09/27/2013	115787	22391	Main Hardware Supply & Rental Co.	-2,169.50
09/27/2013	115787	22392	Marcone - Appliance Parts	-236.91
09/27/2013	115787	22393	MJL Home Improvement, LLC	-26,034.00
09/27/2013	115787	22394	Murphy Road Recycling	-786.65
09/27/2013	115787	22395	Ofis Elevator Company	-1,379.00
09/27/2013	115787	22396	Robert Brindamour - <i>Housing Inspector</i>	-850.00
09/27/2013	115787	22397	Rosemary Rogers - <i>Hearing Officer</i>	-930.00
09/27/2013	115787	22398	State Treasurer for MERF Fund	-20,090.94
09/27/2013	115787	22399	The Standard Insurance Co	-1,229.60
09/27/2013	115787	22400	University of Connecticut Health Cen	-755.04
09/27/2013	115787	22401	USA Hauling and Recycling	-152.00
09/27/2013	115787	22402	Verizon Wireless	-902.09
09/27/2013	115787	22403	Wattsaver Lighting Products	-929.17
09/27/2013	115787	22404	WB Mason	-186.14
09/27/2013	115787	22405	Willard & Alexander LLC	-6,946.20

Bank Register Report In Detail
Showing All Items and Hiding Voids
From 09/01/2013 to 09/30/2013

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
Accounts Payable				
09/30/2013	115841	22430	AFSCME Local 1303 of Council 4	-383.68
09/30/2013	115841	22431	AFSCME Local 818 of Council 4	-137.60
09/30/2013	115841	22432	Coffee Break Company	-38.60
09/30/2013	115841	22433	Connecticut - CCSPC	-31.00
09/30/2013	115841	22434	CSEA/SEIU	-180.88
09/30/2013	115841	22435	Hartford Annuity	-896.00
09/30/2013	115841	22436	The Metropolitan District	-17,761.45
09/30/2013	115841	22437	Neopost New England	-190.00
09/30/2013	115841	22438	Occupational Health Center of the S	-150.00
09/30/2013	115841	22439	Quest Pest Control, LLC	-4,321.50
09/30/2013	115841	22440	Joseph Regan - <i>Reimbursement for Health Insurance</i>	1,000.00
09/30/2013	115841	22441	Michael F. Roush - <i>Independent Person - NTQ</i>	-810.00
09/30/2013	115841	22442	SDI USA, INC	-300.00
09/30/2013	115841	22443	STATE OF CONNECTICUT	-600.00
09/30/2013	115841	22444	TD CARD SERVICES	-58.49
09/30/2013	115869	22447	Connecticut Light & Power	-2,104.63
09/30/2013	115869	22448	Connecticut Light & Power	-2,356.65
09/30/2013	115869	22449	Connecticut Light & Power	-1,390.07
09/30/2013	115869	22450	Connecticut Light & Power	-879.72
09/30/2013	115869	22451	Connecticut Light & Power	-20,151.41
09/30/2013	115869	22452	Connecticut Natural Gas Corporation	-4,493.15
09/30/2013	115869	22453	Connecticut Natural Gas Corporation	-618.45
09/30/2013	115869	22454	Connecticut Natural Gas Corporation	-2,931.05
09/30/2013	115869	22455	Connecticut Natural Gas Corporation	-409.07
09/30/2013	115869	22456	The Metropolitan District	-45,563.28
09/30/2013	115870	22457	The Metropolitan District	-4,101.04
Total Accounts Payable				-490,297.62

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Aged Commitments

0 - 30 Days Past Due

Payee: Home Depot Credit Services

Tax ID:

Description	PO #	Invoice #	Invoice Due Date	Amount
CREDIT		092413	10/09/2013	\$-0.53
Total Payables to Home Depot Credit Services				\$-0.53
Total Payables 0 - 30 Days Past Due				\$-0.53
Total Payables				\$-0.53

End of Report

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 09/30/2013
Security deposits are excluded
Repayment Agreements are excluded

4c

AMP: CT013000100P AMP 100

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$ 4,107.00	\$ 1,354.00	\$ -	\$ 8,111.80	\$ 13,572.80
Total by - AR Code: Late Charge	\$ 400.00	\$ 262.00	\$ 160.00	\$ 2,778.50	\$ 3,600.50
Total by - AR Code: Legal Charge	\$ -	\$ 550.00	\$ 650.00	\$ 550.00	\$ 1,750.00
Total by - AR Code: Maintenance Charge	\$ 383.00	\$ 64.90	\$ 229.80	\$ 4,815.72	\$ 5,493.42
Total by - AR Code: Other Debt	\$ -	\$ -	\$ -	\$ 323.11	\$ 323.11
Total by - AR Code: Prepayment	\$ (989.39)	\$ (210.00)	\$ (15.00)	\$ (50.24)	\$ (1,264.63)
Total by - AR Code: Rent Credit	\$ -	\$ -	\$ (164.00)	\$ 1,036.00	\$ 872.00
Total by - AR Code: Repayment Agreement	\$ -	\$ -	\$ -	\$ 1,548.76	\$ 1,548.76
Total for AMP AMP 100	\$ 3,900.61	\$ 2,020.90	\$ 860.80	\$ 19,113.65	\$ 25,895.96

AMP: CT013000200P AMP 200

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$ 2,395.00	\$ 625.00	\$ -	\$ -	\$ 3,020.00
Total by - AR Code: Late Charge	\$ 224.00	\$ 63.00	\$ 51.00	\$ 898.56	\$ 1,236.56
Total by - AR Code: Maintenance Charge	\$ 78.50	\$ 100.00	\$ 107.00	\$ 1,796.69	\$ 2,082.19
Total by - AR Code: Maintenance Credit	\$ -	\$ -	\$ -	\$ (0.01)	\$ (0.01)
Total by - AR Code: NSF Check Fee	\$ 20.00	\$ -	\$ -	\$ 20.00	\$ 40.00
Total by - AR Code: Other Debt	\$ -	\$ -	\$ -	\$ 34.00	\$ 34.00
Total by - AR Code: Prepayment	\$ (3,125.25)	\$ (575.00)	\$ (36.00)	\$ (424.00)	\$ (4,160.25)
Total by - AR Code: Utility Charge	\$ 68.00	\$ -	\$ 25.00	\$ 1,324.68	\$ 1,417.68
Total for AMP AMP 200	\$ (339.75)	\$ 213.00	\$ 147.00	\$ 3,649.92	\$ 3,670.17

AMP: CT013000300P Hutt Heights

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Maintenance Charge	\$ -	\$ -	\$ -	\$ 104.73	\$ 104.73
Total by - AR Code: Other Debt	\$ -	\$ -	\$ -	\$ 10,487.00	\$ 10,487.00
Total by - AR Code: Prepayment	\$ (59.75)	\$ -	\$ -	\$ -	\$ (59.75)
Total by - AR Code: Utility Charge	\$ -	\$ -	\$ 147.45	\$ 109.00	\$ 256.45
Total for AMP Hutt Heights	\$ 146.25	\$ 206.00	\$ 167.45	\$ 10,912.73	\$ 11,432.43

AMP: CT013008 King Court

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$ 6,283.85	\$ -	\$ -	\$ -	\$ 6,283.85
Total by - AR Code: Late Charge	\$ 200.00	\$ 74.00	\$ 30.00	\$ -	\$ 304.00
Total by - AR Code: Prepayment	\$ (260.68)	\$ -	\$ -	\$ -	\$ (260.68)
Total for AMP King Court	\$ 6,223.17	\$ 74.00	\$ 30.00	\$ -	\$ 6,327.17

AMP: CT013010 Veterans Terrace

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$ 9,301.50	\$ 1,382.00	\$ -	\$ (24.00)	\$ 10,659.50
Total by - AR Code: Late Charge	\$ 318.00	\$ 164.69	\$ 102.00	\$ 926.33	\$ 1,511.02
Total by - AR Code: Maintenance Charge	\$ 30.00	\$ -	\$ -	\$ 1,422.99	\$ 1,452.99
Total by - AR Code: Other Debt	\$ -	\$ -	\$ -	\$ 401.78	\$ 401.78
Total by - AR Code: Prepayment	\$ (1,366.46)	\$ (532.00)	\$ -	\$ (322.41)	\$ (2,220.87)
Total by - AR Code: Rent Credit	\$ -	\$ -	\$ -	\$ (113.00)	\$ (113.00)
Total by - AR Code: Repayment Agreement	\$ -	\$ -	\$ -	\$ 881.29	\$ 881.29
Total for AMP Veterans Terrace	\$ 8,283.04	\$ 1,014.69	\$ 102.00	\$ 3,172.48	\$ 12,572.21

GRAND TOTAL **\$ 18,213.32 \$ 3,528.59 \$ 1,307.25 \$ 36,848.78 \$ 59,897.94**

Note: approximately 56% of outstanding receivables is rent in which EHHA takes legal action to collect.

Rent Collection Report September 2013

AMP 100 - 282 units
 Total Monthly Rent Charges (Hockanum Park, Shea Gardens, Rochambeau, Elms Village) \$68,972.00
 Total Other Rent Charges \$0.00
 Total Rent Charge Adjustments \$2,031.40
 Total Rent Receipts \$65,745.60
 Total NSF Adjustments
 Net Rent Charges \$1,195.00

Total Charges & Adjustments \$66,940.60
 Total Receipts \$65,745.60
 Collection % 98.2

AMP 200 - 306 units
 Total Monthly Rent Charges (Meadow Hill, Highlands, Heritage Gardens, Miller Gardens) \$82,967.00
 Total Other Rent Charges
 Total Rent Charge Adjustments \$5,433.75
 Total Rent Receipts \$75,781.25
 Total NSF Adjustments \$203.00
 Net Rent Charges \$1,955.00

Total Charges & Adjustments \$77,736.25
 Total Receipts \$75,781.25
 Collection % 97.5

Hutt Heights - 29 units
 Total Monthly Rent Charges \$6,785.00
 Total Other Rent Charges \$209.00
 Total Rent Charge Adjustments \$59.75
 Total Rent Receipts \$6,785.00
 Total NSF Adjustments
 Net Rent Charges \$149.25

Total Charges & Adjustments \$6,934.25
 Total Receipts \$6,785.00
 Collection % 97.8

King Court - 50 units

Total Monthly Rent Charges	\$26,363.00	Total Charges & Adjustments	\$26,483.32
Total Other Rent Charges		Total Receipts	\$26,123.32
Total Rent Charge Adjustments	\$239.68	Collection %	98.6
Total Rent Receipts	\$26,123.32		
Total NSF Adjustments	\$360.00		
Net Rent Charges	\$360.00		

Veterans Terrace - 150 units

Total Monthly Rent Charges	\$39,525.00	Total Charges & Adjustments	\$36,860.54
Total Other Rent Charges	\$27.00	Total Receipts	\$34,266.54
Total Rent Charge Adjustments	\$2,691.46	Collection %	93.0
Total Rent Receipts	\$34,266.54		
Total NSF Adjustments			
Net Rent Charges	\$2,594.00		

**EAST HARTFORD HOUSING AUTHORITY
CONSOLIDATED OPERATING STATEMENT**

as of SEPTEMBER 30, 2013

4e

FY13 BUDGET		BUDGET to date	ACTUAL to date	12 MONTH ACTUAL UNDER / (OVER)
3,641,060	RENTAL INCOME - BASE	3,641,060	3,688,591	(47,531)
91,172	RENTAL INCOME - EXCESS BASE	91,172	101,547	(10,375)
10,000	EXCESS UTILITIES	10,000	71	9,929
(173,112)	DWELLING VACANCY LOSS	(173,112)	(163,464)	(9,648)
31,500	NON-DWELLING RENTALS	31,500	29,901	1,599
-	SALES/SERVICE to TENANTS	-	-	-
300	INTEREST INCOME	300	68	232
175,358	ANTENNA INCOME	175,358	203,278	(27,920)
-	LAUNDRY INCOME	-	-	-
-	LATE FEE INCOME	-	-	-
-	MAINTENANCE CHARGES	-	-	-
384,123	OTHER INCOME	384,123	219,070	165,053
330,000	SECTION 8 SUBSIDY--ADMIN FEE	330,000	286,929	43,071
2,045,527	FEDERAL SUBSIDY	2,045,527	1,783,294	262,233
622,023	MANAGEMENT FEES	622,023	622,023	0
55,890	BOOKKEEPING FEES	55,890	55,890	-
-	ASSET MANAGEMENT FEES	-	-	-
132,222	TRANSFER from CAPITAL FUNDS	132,222	68,807	63,415
7,346,064	TOTAL INCOME	7,346,064	6,896,005	450,059
997,974	ADMINISTRATION SALARIES	997,974	986,036	11,938
-	TIME-OFF COMPENSATION ACCRUAL	-	-	-
206,000	LEGAL EXPENSE	206,000	121,214	84,786
26,000	ACCOUNTING FEES	26,000	21,440	4,560
20,740	OFFICE SUPPLIES	20,740	19,195	1,545
8,500	TRAVEL	8,500	9,896	(1,396)
202,354	OTHER OFFICE EXPENSE	202,354	179,229	23,125
1,229,024	PENSIONS AND OTHER	1,229,024	1,204,444	24,580
29,782	PAYROLL TAXES	29,782	30,882	(1,100)
693,176	MANAGEMENT FEES	693,176	590,991	102,185
55,890	BOOKKEEPING FEES	55,890	55,890	-
-	ASSET MANAGEMENT FEES	-	-	-
14,675	RESIDENT SERVICES	14,675	-	14,675
3,484,115	TOTAL ADMINISTRATIVE EXPENSE UTILITIES	3,484,115	3,219,217	264,898
403,000	WATER	403,000	372,494	30,506
413,000	ELECTRICITY	413,000	386,918	26,082
511,750	GAS	511,750	421,374	90,376
26,100	FUEL	26,100	17,224	8,876
-	UTILITY LABOR	-	-	-
1,353,850	TOTAL UTILITY EXPENSE	1,353,850	1,198,010	155,840
666,764	MAINTENANCE WAGES	666,764	630,480	36,284
289,000	MATERIALS AND SUPPLIES	289,000	207,505	81,495
297,500	CONTRACTUAL SERVICES	297,500	337,026	(39,526)
1,253,264	TOTAL MAINTENANCE EXPENSE	1,253,264	1,175,011	78,253
96,200	REFUSE REMOVAL	96,200	84,551	11,649
250,315	INSURANCE	250,315	247,820	2,495
-	INTEREST EXPENSE	-	-	-
12,000	OTHER GENERAL	12,000	13,489	(1,489)
120,000	REPAYMENT TO HCV	120,000	120,000	-
478,515	TOTAL OTHER EXPENSE	478,515	466,860	12,655
6,569,744	TOTAL ACTUAL EXPENSES	6,569,744	6,058,098	511,647
776,320	OPERATING GAIN / (LOSS)	776,320	837,908	61,588
	ACCRUED EXPENSES			
198,207	PILOT	198,207	219,512	A (21,305)
206,315	PROVISION FOR OPEB	206,315	206,315	B -
220,883	PROVISION FOR REPAIRS	220,883	220,883	C -
47,200	PROVISION FOR COLLECTION LOSS	47,200	47,200	D -
672,605	TOTAL ACCRUED EXPENSES	672,605	693,910	(21,305)
7,242,349	TOTAL OPERATING EXPENSES	7,242,349	6,752,007	490,342
103,715	NET OPERATING GAIN (LOSS)	103,715	143,998	40,283

98.00%

EAST HARTFORD HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER (COCC)

as of SEPTEMBER 30, 2013

	BUDGET to-date	ACTUAL to-date	ACTUAL UNDER / (OVER)
RENTAL INCOME - BASE	-	-	-
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	-	-
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	31,500	29,901	1,599
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	99,817	99,817	-
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	622,023	622,023	0
BOOKKEEPING FEES	55,890	55,890	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	132,222	68,807	63,415
TOTAL INCOME	941,452	876,438	65,014
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	480,091	469,436	10,655
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	6,000	5,171	829
ACCOUNTING FEES	5,000	1,158	3,842
OFFICE SUPPLIES	12,000	9,793	2,207
TRAVEL	1,500	185	1,315
OTHER OFFICE EXPENSE	35,000	12,956	22,044
PENSIONS AND OTHER	262,365	257,118	5,247
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	801,956	755,816	46,140
UTILITIES			
WATER	1,000	327	673
ELECTRICITY	15,000	14,273	727
GAS	250	-	250
FUEL	11,000	12,191	(1,191)
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	27,250	26,791	459
MAINTENANCE			
MAINTENANCE WAGES	-	-	-
MATERIALS AND SUPPLIES	1,000	2,277	(1,277)
CONTRACTUAL SERVICES	50,000	7,938	42,062
TOTAL MAINTENANCE EXPENSE	51,000	10,215	40,785
OTHER			
REFUSE REMOVAL	2,700	2,780	(80)
INSURANCE	16,612	16,137	475
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	19,312	18,917	395
TOTAL ACTUAL EXPENSES	899,518	811,738	87,780
OPERATING GAIN / (LOSS)	41,934	64,700	22,766
ACCRUED EXPENSES			
PILOT	-	-	-
PROVISION FOR OPEB	42,996	42,996	-
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	-	-	-
TOTAL ACCRUED EXPENSES	42,996	42,996	-
TOTAL OPERATING & ACCRUED	942,514	854,734	87,780
NET GAIN (LOSS)	(1,062)	21,704	22,766

EAST HARTFORD HOUSING AUTHORITY

FEDERAL AMP 1

as of **SEPTEMBER 30, 2013**

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	777,949	805,358	(27,409)
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	(1,604)	1,604
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	(198)	198
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	57,040	20,455	36,585
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	1,147,537	924,166	223,371
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	1,982,526	1,748,177	234,349
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	90,359	87,920	2,439
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	85,000	41,458	43,542
ACCOUNTING FEES	-	6,664	(6,664)
OFFICE SUPPLIES	-	-	-
TRAVEL	1,500	1,713	(213)
OTHER OFFICE EXPENSE	60,000	42,502	17,498
PENSIONS AND OTHER	257,864	252,707	5,157
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	249,865	249,865	0
BOOKKEEPING FEES	25,650	25,650	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	7,025	-	7,025
TOTAL ADMINISTRATIVE EXPENSE	777,263	708,479	68,784
UTILITIES			
WATER	200,000	177,982	22,018
ELECTRICITY	85,000	78,325	6,675
GAS	195,000	146,111	48,889
FUEL	8,000	1,221	6,779
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	488,000	403,639	84,361
MAINTENANCE			
MAINTENANCE WAGES	209,076	167,220	41,856
MATERIALS AND SUPPLIES	90,000	59,856	30,144
CONTRACTUAL SERVICES	75,000	110,063	(35,063)
TOTAL MAINTENANCE EXPENSE	374,076	337,140	36,936
OTHER			
REFUSE REMOVAL	33,000	34,512	(1,512)
INSURANCE	78,259	77,852	407
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	60,000	60,000	-
TOTAL OTHER EXPENSE	171,259	172,364	(1,105)
TOTAL ACTUAL EXPENSES	1,810,598	1,621,622	188,976
OPERATING GAIN / (LOSS)	171,928	126,555	45,373
ACCRUED EXPENSES			
PILOT	28,995	40,011	(11,017)
PROVISION FOR OPEB	42,253	42,253	-
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	20,000	20,000	-
TOTAL ACCRUED EXPENSES	91,248	102,264	(11,017)
TOTAL OPERATING & ACCRUED	1,901,846	1,723,887	177,959
NET GAIN (LOSS)	80,680	24,290	56,390

Hockanum Park, Shea Gardens, Rochambeau & Elms Village

EAST HARTFORD HOUSING AUTHORITY

FEDERAL AMP 2

as of SEPTEMBER 30, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	956,798	981,979	(25,181)
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	10,000	(9,340)	19,340
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	175,358	203,278	(27,920)
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	123,234	26,256	96,978
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	807,214	787,203	20,011
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	2,072,604	1,989,376	83,229
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	108,777	105,468	3,309
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	60,000	39,240	20,760
ACCOUNTING FEES	5,000	6,996	(1,996)
OFFICE SUPPLIES	-	-	-
TRAVEL	2,000	1,366	634
OTHER OFFICE EXPENSE	55,000	53,544	1,456
PENSIONS AND OTHER	320,190	313,786	6,404
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	268,276	268,276	0
BOOKKEEPING FEES	27,540	27,540	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	7,650	-	7,650
TOTAL ADMINISTRATIVE EXPENSE	854,433	816,216	38,217
UTILITIES			
WATER	115,000	115,096	(96)
ELECTRICITY	225,000	219,815	5,185
GAS	105,000	92,695	12,305
FUEL	6,500	2,828	3,672
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	451,500	430,433	21,067
MAINTENANCE			
MAINTENANCE WAGES	255,630	259,082	(3,452)
MATERIALS AND SUPPLIES	117,000	60,721	56,279
CONTRACTUAL SERVICES	85,000	120,876	(35,876)
TOTAL MAINTENANCE EXPENSE	457,630	440,679	16,951
OTHER			
REFUSE REMOVAL	33,000	37,062	(4,062)
INSURANCE	86,437	85,871	566
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	60,000	60,000	-
TOTAL OTHER EXPENSE	179,437	182,933	(3,496)
TOTAL ACTUAL EXPENSES	1,943,000	1,870,262	72,738
OPERATING GAIN / (LOSS)	129,604	119,114	10,490
ACCRUED EXPENSES			
PILOT	50,530	54,221	(3,691)
PROVISION FOR OPEB	52,487	52,487	-
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	20,000	20,000	-
TOTAL ACCRUED EXPENSES	123,017	126,708	(3,691)
TOTAL OPERATING & ACCRUED	2,066,017	1,996,970	69,048
NET GAIN (LOSS)	6,587	(7,594)	14,181

Meadow Hill, Heritage Gardens, Highlands, Miller Gardens

**EAST HARTFORD HOUSING AUTHORITY
HOUSING CHOICE VOUCHER PROGRAM**

as of **SEPTEMBER 30, 2013**

	BUDGET to-date	ACTUAL to-date	ACTUAL UNDER / (OVER)
RENTAL INCOME - BASE	-	-	-
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	-	-
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	300	302	(2)
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	67,306	38,191	29,115
SECTION 8 SUBSIDY--ADMIN FEE	330,000	286,929	43,071
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	397,606	325,422	72,184
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	133,656	135,735	(2,079)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	10,000	9,889	111
ACCOUNTING FEES	6,000	2,123	3,877
OFFICE SUPPLIES	-	-	-
TRAVEL	1,500	1,148	352
OTHER OFFICE EXPENSE	30,000	34,691	(4,691)
PENSIONS AND OTHER	98,386	96,418	1,968
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	77,580	46,548	31,032
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	357,122	326,553	30,569
UTILITIES			
WATER	-	-	-
ELECTRICITY	-	-	-
GAS	-	-	-
FUEL	-	-	-
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	-	-	-
MAINTENANCE			
MAINTENANCE WAGES	-	-	-
MATERIALS AND SUPPLIES	1,000	(16)	1,016
CONTRACTUAL SERVICES	1,500	47	1,453
TOTAL MAINTENANCE EXPENSE	2,500	31	2,469
OTHER			
REFUSE REMOVAL	-	-	-
INSURANCE	8,579	8,418	161
INTEREST EXPENSE	-	-	-
OTHER GENERAL	12,000	13,489	(1,489)
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	20,579	21,907	(1,328)
TOTAL ACTUAL EXPENSES	380,201	348,490	31,711
OPERATING GAIN / (LOSS)	17,405	(23,068)	40,473
<u>ACCRUED EXPENSES</u>			
PILOT	-	-	-
PROVISION FOR OPEB	16,134	16,134	-
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	-	-	-
TOTAL ACCRUED EXPENSES	16,134	16,134	-
TOTAL OPERATING & ACCRUED	396,335	364,624	31,711
NET GAIN (LOSS)	1,271	(39,202)	40,473

EAST HARTFORD HOUSING AUTHORITY

KING COURT

as of SEPTEMBER 30, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	371,040	371,040	-
RENTAL INCOME - EXCESS BASE	91,172	101,547	(10,375)
EXCESS UTILITIES	-	-	-
DWELLING VACANCY LOSS	(153,660)	(144,240)	(9,420)
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	(112)	112
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	500	2,990	(2,490)
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	309,052	331,225	(22,173)
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	50,760	51,965	(1,205)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	13,000	4,194	8,806
ACCOUNTING FEES	2,000	793	1,207
OFFICE SUPPLIES	3,740	4,188	(448)
TRAVEL	500	318	182
OTHER OFFICE EXPENSE	4,739	7,135	(2,396)
PENSIONS AND OTHER	59,836	58,639	1,197
PAYROLL TAXES	6,290	6,413	(123)
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	140,865	133,646	7,219
UTILITIES			
WATER	20,000	16,105	3,895
ELECTRICITY	13,000	10,537	2,463
GAS	25,000	21,858	3,142
FUEL	100	215	-
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	58,100	48,714	9,501
MAINTENANCE			
MAINTENANCE WAGES	20,871	29,780	(8,909)
MATERIALS AND SUPPLIES	15,000	5,663	9,337
CONTRACTUAL SERVICES	25,000	11,480	13,520
TOTAL MAINTENANCE EXPENSE	60,871	46,923	13,948
OTHER			
REFUSE REMOVAL	7,000	-	7,000
INSURANCE	15,716	15,532	184
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	22,716	15,532	7,184
TOTAL ACTUAL EXPENSES	282,552	244,815	37,852
OPERATING GAIN / (LOSS)	26,500	86,410	60,025
ACCRUED EXPENSES			
PILOT	-	-	-
PROVISION FOR OPEB	10,832	10,832	-
PROVISION FOR REPAIRS	14,468	14,468	-
PROVISION FOR COLLECTION LOSS	1,200	1,200	-
TOTAL ACCRUED EXPENSES	26,500	26,500	-
TOTAL OPERATING & ACCRUED	309,052	271,315	37,852
NET GAIN (LOSS)	-	59,910	60,025

EAST HARTFORD HOUSING AUTHORITY

HUTT HEIGHTS

as of SEPTEMBER 30, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	92,753	87,694	5,059
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	1,520	(1,520)
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	36,227	27,170	9,057
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	90,776	71,925	18,851
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	219,756	188,309	31,447
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	16,963	16,734	229
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	8,000	6,025	1,975
ACCOUNTING FEES	1,000	1,329	(329)
OFFICE SUPPLIES	-	-	-
TRAVEL	500	258	242
OTHER OFFICE EXPENSE	6,000	5,469	531
PENSIONS AND OTHER	26,141	25,618	523
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	26,302	26,302	(0)
BOOKKEEPING FEES	2,700	2,700	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	87,606	84,435	3,171
UTILITIES			
WATER	20,000	16,253	3,747
ELECTRICITY	25,000	26,338	(1,338)
GAS	20,000	18,951	1,049
FUEL	100	128	(28)
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	65,100	61,671	3,429
MAINTENANCE			
MAINTENANCE WAGES	15,988	17,494	(1,506)
MATERIALS AND SUPPLIES	5,000	6,894	(1,894)
CONTRACTUAL SERVICES	6,000	12,161	(6,161)
TOTAL MAINTENANCE EXPENSE	26,988	36,548	(9,560)
OTHER			
REFUSE REMOVAL	7,500	8,035	(535)
INSURANCE	8,267	8,184	83
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	15,767	16,219	(452)
TOTAL ACTUAL EXPENSES	195,461	198,872	(3,412)
OPERATING GAIN / (LOSS)	24,295	(10,564)	34,859
<u>ACCRUED EXPENSES</u>			
PILOT	2,765	2,754	11
PROVISION FOR OPEB	4,291	4,291	-
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	1,000	1,000	-
TOTAL ACCRUED EXPENSES	8,056	8,045	11
TOTAL OPERATING & ACCRUED	203,517	206,918	(3,401)
NET GAIN (LOSS)	16,239	(18,609)	34,848

EAST HARTFORD HOUSING AUTHORITY

VETERAN's TERRACE

as of SEPTEMBER 30, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	1,442,520	1,442,520	-
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	9,495	(9,495)
DWELLING VACANCY LOSS	(19,452)	(19,224)	(228)
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	76	(76)
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	-	4,192	(4,192)
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	1,423,068	1,437,059	(13,991)
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	117,368	118,778	(1,410)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	24,000	15,237	8,763
ACCOUNTING FEES	7,000	2,377	4,623
OFFICE SUPPLIES	5,000	5,214	(214)
TRAVEL	1,000	4,909	(3,909)
OTHER OFFICE EXPENSE	11,615	22,932	(11,317)
PENSIONS AND OTHER	204,242	200,157	4,085
PAYROLL TAXES	23,492	24,469	(977)
MANAGEMENT FEES	71,153	-	71,153
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	464,870	394,073	70,797
UTILITIES			
WATER	47,000	46,731	269
ELECTRICITY	50,000	37,631	12,369
GAS	166,500	141,759	24,741
FUEL	400	642	(242)
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	263,900	226,763	37,137
MAINTENANCE			
MAINTENANCE WAGES	165,199	156,904	8,295
MATERIALS AND SUPPLIES	60,000	72,110	(12,110)
CONTRACTUAL SERVICES	55,000	74,460	(19,460)
TOTAL MAINTENANCE EXPENSE	280,199	303,474	(23,275)
OTHER			
REFUSE REMOVAL	13,000	2,162	10,838
INSURANCE	36,445	35,826	619
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	49,445	37,988	11,457
TOTAL ACTUAL EXPENSES	1,058,414	962,298	96,116
OPERATING GAIN / (LOSS)	364,654	474,761	110,107
ACCRUED EXPENSES			
PILOT	115,917	122,525	(6,608)
PROVISION FOR OPEB	37,322	37,322	-
PROVISION FOR REPAIRS	206,415	206,415	-
PROVISION FOR COLLECTION LOSS	5,000	5,000	-
TOTAL ACCRUED EXPENSES	364,654	371,262	(6,608)
TOTAL OPERATING & ACCRUED	1,423,068	1,333,560	89,508
NET GAIN (LOSS)	-	103,499	103,499

Central Office

A. Cooperative Parties – Energy Consultant

- 9-3-13 HUD Energy Center has asked for change in RFQ in two areas. Working with local Field Office to resolve issues in order to move forward with current bidder (Johnson Controls) Next Board report will only list information starting from 9/3/13 to conserve space on report.
- 9-6-13 Final interview held with Johnson Controls and Facilities Strategy Group participating.
- 9-18-13 Recommendation made to Board for approval to contract with Johnson Controls to complete an Investment Grade Energy Audit using HUD protocols at a cost of \$25,000. Board approved.
- 10-1-13 Contract signing is scheduled for 10-4-13

13- 1 Hockanum Park

A. Under CFP 2013 funding, the Scag riding mower is to be replaced for Amp 100. Budget amount is \$12,000.

- 9-3-13 If time permits, will solicit 3 quotes on a replacement Scag riding mower
- 9-5-15 Prepared Invitation For Bid, signed by Executive Director and emailed to 5 Scag dealers.
- 9-27-13 Contract signed with low bidder, R & R Power Equipment, for \$9,279.20 for delivery and training for Scag Model #Stt61v-29CH-EFI.
- 10-1-13 delivery being scheduled for next week, Oct. 7-11.

13-2 Shea Gardens

A. No work scheduled

13-3 Rochambeau

A. This property will be surveyed for potential concrete trip hazards on sidewalks and patio areas for either replacement or edge grinding due to comments made by REAC Inspector.

- 5-1-13 no change in status: also includes 6-1-13 to 8-1-13
- 8-20-13 property surveyed and problem areas of uneven concrete noted on site plan
- 9-3-13 No change
- 9-19-13 Under a budget revision to CFP 2013, a project to make site improvements to uneven concrete walks is now planned. Awaiting HUD approval.
- 10-1-13 Funds are approved (\$14,720) for concrete walk improvements. Due to other projects, unsure as to timing of this work.

13-4 Meadow Hill

A. Generator Replacement - Temporary Generator

- 5-30-13 Kinsley Generator reported late in the day that the generator end (rotor/stator) is not repairable as previously thought. The generator could fail at anytime during start up or operation.
- 5-31-13 Prepared IFB for temporary 300KW generator to be supplied. Approved to proceed with Kinsley Generator at a monthly rate of \$4,500. Anticipate a 3-4 month minimum process under CFP 2013 budgeting to replace generator. Estimated cost of \$80,000 - \$90,000.
- 6-3-13 Temporary generator installed at site

13-4 Meadow Hill (continued)

6-11-13 Contract signed with Capital Studio Architects for \$8,900 (same rate as Miller Gardens) to fast track the design and bid documents for a new 300 KW diesel generator.
7-1-13 Site visited three times in June for design and KW verification. Design work is on-going.
8-1-13 Design work is substantially complete. Waiting for CFP 2013 funding.
8-28-13 Under CFP 2013, the generator replacement project is budgeted for \$105,000. Mandatory site visit scheduled for interested bidders with a bid due date of 9-9-13 at 3 p.m.
9-3-13 No change in status
9-18-19 Board approval received to hire Kennedy Electric to complete the generator replacement at a cost of \$130,000.
9-30-13 Contract signed and pre-construction meeting held.
10-1-13 Waiting for construction schedule and Schedule of Contract Payments (HUD 51000)

B. Nextel Communications

7-1-13 Nextel has informally notified us that the cell site at Meadow Hill is no longer needed and they will be terminating the lease. Negotiations started for de-mobilizing of equipment and remaining term of lease payments. Offer was made that they could walk away at a flat rate and EHHA would handle the removal of unwanted equipment.
7-22-13 Nextel had power turned off to all equipment in their lease area.
7-23-13 Made call to Nextel contact and he is working on re-categorizing the necessary de-mobilization needed at cell site prior to our efforts to negotiate. Mr. Regan has been involved with this process.
8-1-13 no change in status
9-3-13 Have had several conversations the past month with Nextel representative. Rental payments should continue until January 1 as the close out process is lengthy. Negotiations are on-going to decide how much equipment will be removed and who will be responsible. Requested bid from contractor familiar with this type of work for information purposes.
10-1-13 No change in status

C. Perimeter Fence Replacement

Under CFP 2013, the replacement of the chain link fencing is planned. Current budget is \$30,000.
9-3-13 Waiting for completion of Environmental Review process. At best case scenario, funds are not available until 9-9-13.
10-1-13 Funds are now available through the HUD LOCCS system (\$30,000). Plans are to complete the generator installations first, the Energy Audit second and have this project designed and out to bid for Spring, 2014.

13-5 Elms Village

A. This property will be surveyed for potential concrete or asphalt trip hazards on sidewalks and patio areas for either replacement or edge grinding due to comments made by REAC Inspector. Additional concerns raised were brush and trees in fence line as well as poor condition of fencing and several areas of asphalt paving in parking lots were suggested to be repaired.
5-1-13 No change in status: includes 6-3-13 to 8-1-13
8-20-13 Property surveyed and problem areas of uneven concrete or asphalt noted on site plan
9-3-13 No change in status
9-19-13 Under a budget revision to CFP 2013, a project to make site improvements to uneven

concrete walks are now planned. Awaiting HUD approval.

10-1-13 Funds are approved (\$18,000) for concrete walk improvements. Due to other projects, unsure as to timing of this work. Most likely will be done in Spring, 2014.

13-6 The Highlands

A. 6-25-13 Met with Reliance Environmental to take samples for testing for upcoming EPDM roof replacement funded under CFP 2013.

7-1-13 no change in status

7-29-13 report received verifying that bottom layer of roof is positive for asbestos.

Specifications will be changed to reflect the need for treating materials as ACM and to remove and dispose off following State of Connecticut requirements.

8-1-13 no change in status – waiting for CFP 2013 funding

8-28-13 Mandatory site visit scheduled for interested bidders with a bid due date of 9-9-13 at 2 p.m.

9-3-13 No change in status

9-19-13 Due to budget constraints, this project has been moved to CFP 2014 budget and available funds re-designated for the two generator upgrades and site improvements

10-1-13 This item to be removed from future Board reports.

B. 7-24-13 Met with technicians with Verizon Wireless and looked over building for future cell phone installation site. Technicians indicated this was a viable site and engineer took measurements and borrowed blueprints to start with design. Contract lease negotiations should be on-going over the next couple of months.

8-1-13 no change in status

8-5-13 Receive lease proposal from Legal Counsel of Verizon.

8-5-13 to 8-30-13 Reviewed proposed lease, offered changes/deletions and sent to EHHA Counsel. Toured Engineers at site several times for fact gathering and received schematic diagrams of agreed upon equipment locations.

9-3-13 No change in status. Still under our Legal Review

9-17-13 Forwarded our Lease revisions and changes to Verizon

10-1-13 Verizon's Legal Counsel returned updated version and this is being reviewed.

13-6 Heritage Gardens

A. No other work scheduled

Miller Gardens

A. Generator Replacement – Oil tank removal

8-9-13 Under CFP 2013, the generator replacement project is budgeted for \$105,000 and the oil tank removal is budgeted for \$10,000. These will be separate contracts and bids. Design work for the generator installation was previously completed and this project is out to bid.

8-28-13 Mandatory site visit scheduled for interested bidders with a bid due date of 9-9-13 at 2 p.m. Waiting for completion of Environmental Review process. At best case scenario, funds are not available until 9-9-13.

9-3-13 no change in status

13-7 Miller Gardens (continued)

9-18-19 Board approval received to hire J.E Shea Electric to complete the generator replacement at a cost of \$117,800.

10-1-13 Contract signing is scheduled for 10-3- 13.

MR23 King Court

A. This property is in the disposition process and no major repairs are planned at this time.

Hutt Heights / Larson Center

A. Parking Lot Replacements

Under CFP 2013 funding, the replacement of the two asphalt parking lots is planned. Current budget is \$30,000.

9-3-13 Waiting for completion of Environmental Review process. At best case scenario, funds are not available until 9-9-13.

10-1-13 Funds are now available (\$35,000). With other work commitments, this work to be designed and bid ready for Spring, 2014.

MR-23A Veterans Terrace & Extension

A. 8-23-13 Blower door testing and weatherization survey completed per HES guidelines. In discussions with Rep. about completing a Letter of Agreement for the lighting and weatherization

9-3-13 No change in status. For next Board report, this item to start with 8-23-13 information.

9-20-13- Attic insulation surveyed

9-25-13 Unit listing and site map provided

10-1-13 No change in status

B. Property Improvements – Inspections Corrections.

B-1 7-31-13 An IFB for Chimney/Masonry repairs approved and contractors called to visit site.

8-1-13 met with 3 contractors to review the 3 scopes of work at the site. Bids due on 8-12-13.

Project divided into 3 separate bids: 1) VT Chimney Masonry Repairs 2) VTE Chimney Masonry Repairs 3) #3 & 59 Building Masonry Repairs

8-14-13 Contract signed with MJL Home Improvements for Project #3 only to determine quality of work and time frames. Contract amount is \$6,500.

8-28-13 Masonry repairs started.

9-3-13 Brick Masonry repairs at #3 & #59 ongoing.

9-26-13 Brick/masonry repairs at #3 & #59 completed and inspected. This work item to be closed out for next Board report

9-4-13 Project #1, VT Chimney Masonry Repairs contract signed with low bidder, MJL Home improvements for \$13,600 to inspect, re-point, repair concrete cover, install chimney cap, inspect and re-caulk flashing on all chimneys at Veterans Terrace.

10-1-13 Work started, 20% of chimneys are complete

MR-23A Veterans Terrace & Extension (continued)

B-2 An IFB for asphalt shingle repairs to include all buildings at VT & VTE for inspection and shingle repairs are being prepared for review and approval by the Contracting Officer.

8-19-13 Met with contractors at site to review IFB. Shingle material to be supplied by EHHA and quote if for labor rate only with miscellaneous items to be supplied by contractor. Our Clerk will monitor all work hours.

8-27-13 Bid due date. MJL Home Improvements was the low bidder of the 4 bids returned.

8-29-13 Contract signed and amount is not to exceed \$25,000. Materials on order and work should start by 9/5/13.

9/3/13 Shingle roof repairs materials purchased by EHHA.

9/5/13 Shingle roof materials delivered and secured in Maintenance shop.

9/25/13 All shingle repairs are now completed. Materials purchased cost \$5,068.20 Contract labor rates/cost totaled \$21,929. This work item to be closed out for next Board report

B-3 An IFB for concrete stoop repairs, primarily for several of the back stoops at the Extension is being prepared for review and approval by the Contracting Officer

9-3-13 No change in status

10-1-13 Due to other work commitments, no change in status

C. CHFA property inspection

9-5-13 residents notified of 9-11-13 CHFA inspection.

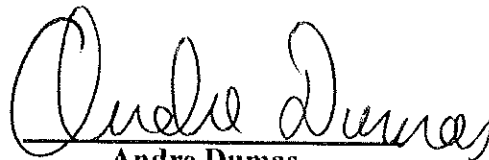
9-11-13 Property inspected by CHFA inspector. Work orders started for Maintenance and contractor repairs

9-25-13 All repairs completed in units that were inspected and work orders closed out.

D. Veterans Terrace Extension – chimney/masonry repairs

9-20-13 A contract was signed with low bidder, MJL Home Improvements for \$9,000 to complete repairs to the chimneys in the Extension.

10-1-13 This work will start once all work in VT is completed, most likely by 10-14-13.



Andre Dumas
Asset Coordinator

TO: EHHA BOARD OF COMMISSIONERS

FROM: A. Christine Paisley, Housing Programs Manager

**OCCUPANCY REPORT TOTALS FOR ALL AMPS
FOR THE PERIOD SEPTEMBER 1, 2013 THROUGH SEPTEMBER 30, 2013**

Project Number	Project Name	Total Units	Last Month	Move Outs	Move Ins	Off Line	Total Vacant Month End	Total Occupied On 1st of Oct-13
13-1	HOCKANUM PARK	100	99	0	1		0	100
13-2	SHEA GARDENS	47	47	0	0		0	47
13-3	ROCHAMBEAU	50	48	0	1		1	49
13-5	ELMS VILLAGE	85	83	2	1		3	82
13-4	MEADOW HILL	120	118	2	1		3	117
13-6	HERITAGE GARDENS	46	45	1	1		1	45
13-6	THE HIGHLANDS	54	54	0	0		0	54
13-7	MILLER GARDENS	86	86	0	0		0	86
E-6	HUTT HEIGHTS	29	28	0	1		0	29
Federal Totals		617	608	5	6	0	8	609
MR23	KING COURT	50	49	1	0		2	48
MR23A & MR58	VETERANS TERRACE AND EXTENSION	150	148	2	1		3	147
TOTALS		817	805	8	7	0	13	804

Total Occupancy Rate 98.41%
Federal Occupancy Rate 98.70%

CC: Debra Bouchard, Executive Director
Joe Regan, Finance Director
Al Harrison, Site Coordinator
Brenda Pliszka, Executive Secretary/HR Director

TO: EHHA BOARD OF COMMISSIONERS

FROM: A Christine Paisley, Housing Programs Manager

SECTION 8 UTILIZATION REPORT FOR SEPTEMBER 2013

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

	Total Units Allocated	Total Units Leased	Total HCV & Outgoing Payables
HCV	424	389	
OUTGOING PAYABLES		34	423
TENANT PROTECTION	7	7	
Total	431	430	

PORTABLE ADMINISTERED

Total	55
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VOUCHERS ISSUED

NOT CURRENTLY UNDER CONTRACT - searching	2
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GRAND TOTAL	485
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% HCV Utilized 99.76%	+	% TPV Utilized 100.00%	=	TOTAL % Utilized 99.77%
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*****NOTE*****

This report reflects a change in EHHA's overall allocation of HCV Vouchers. Preservation Vouchers are only considered Preservation Vouchers while the participant families live in the apartment complex that made them eligible for a Preservation Voucher (Summerfield Townhouses) Once the participant family leases a unit outside of Summerfield Townhouses, they become a regular HCV. At this time we have 8 families remaining at Summerfield as Preservation Voucher holders.

You may notice a slight change in titles of some of the above categories. I have made a few changes to reflect the terminology used in the HUD reporting system known as VMS. VMS stands for VOUCHER MANAGEMENT SYSTEM. This system is used to report to HUD not just our utilization but also the money spent by the program.

(5d)

WILLARD & ALEXANDER, LLC
 225 OAKLAND ROAD, SUITE 306
 SOUTH WINDSOR, CONNECTICUT 06074
 PHONE: 860-432-7627 FAX: 860-432-0473
 EMAIL: lawoffices@willard-alexander.com

TO: East Hartford Housing Authority Directors
 FROM: Ralph J. Alexander, Legal Counsel
 RE: Memorandum of October 17, 2013 Accompanying Summary Process Status Report for
 October 22, 2013 Commissioners Meeting

Condell, 55 Hamilton Road	1,340.00
Ford, 68 Silver Lane, Unit 27 (800.00 tendered by CRT directly to BHHA)	800.00
Toomey, 8 Mill Road	688.60
Harrison, 29 Holmes Street	*80.00
Weaver-Bey, 126 Columbus Circle Ext B-1	*118.00
Robinson, 452 Main Street #504	**622.00
Diaz, 2 Columbus Circle A-2	**18.00
Bailey, 452 Main Street #410 (tendered at BHHA drop box)	**488.00
Rodriguez, C, 29 Columbus Circle B-2	**1,276.00
Hopkins, 24 Columbus Circle	**847.00
Womack, 136 Columbus Circle Ext A-2	**1,162.00
Smoot, 101 Connecticut Boulevard 7F	**512.00
	<u>\$7,951.60</u>

*These sums were tendered on or before September 16, 2013. **These sums were tendered on or before October 15, 2013.

We will monitor summary process files in the usual manner.

Respectfully submitted:

Ralph J. Alexander

Ralph J. Alexander
 RJA/sc

SUMMARY PROCESS STATUS REPORT AS OF OCTOBER 17, 2013

<u>Matter</u>	<u>Notation</u>	<u>WSC</u>	<u>Def. Mot.</u>	<u>Judg.</u>
CONDELL ET AL 55 Hamilton Road	Stipulated Final stay through 10/31			9/3
DANIBLS 75 King Court	9/23 possession via Execution			
FORD 68 Silver Lane, Unit 27	10/15 Trial set on Objection to Execution awaiting decision			4/15
LEDBETTER 20 Columbus Circle B-1	11/12 Trial set			
LUDWIG 33 Hamilton Road	10/29 Trial set			
MARTIN 68 Silver Lane Unit 44	10/4 possession via Execution			
PIETRUSZKA 72-2 Cannon Road	9/24 Motion to Stay Proceedings granted Defendant's Request for Admission and Production			
RAMIREZ, J 84 Mill Road	Stipulated			7/16
RIVERA-GARCIA 136 Columbus Circle Ext B-2		10/9		
THOMAS 452 Main Street #310	11/26 Trial set			

<u>Matter</u>	<u>Notation</u>	<u>WSC</u>	<u>Def. Mot.</u>	<u>Judg.</u>
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TOOMEY 8 Mill Road	Stipulated			8/16
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ZIEKY 101 Connecticut Boulevard, Apt 5M	8/30 possession via Execution			
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Federal Amp 1 - Hockanum Park, Shea Gardens, Rochambeau & Elms Village

Property	Apartment No.	Bedrooms	Condition	Date Empty	Date Painted	Work Started	Completion	Ready to Rent	Date Leased	Days to Turn	Total Days	Lease Days
13-2	44 Mill Road	0	Poor	10/4/12	10/5/12	9/28/12	10/4/12	10/1/12	10/1/12	0	0	0
13-3	27 Rochambeau	1	Fair	10/4/12	10/9/12	10/9/12	10/12/12	10/12/12	10/15/12	7	9	2
13-1	67 Hamilton Road	2	Fair	10/10/12	10/15/12	10/15/12	10/19/12	10/22/12	10/31/12	11	19	8
13-3	44 Rochambeau	1	Poor	11/1/12	11/5/12	11/5/12	11/14/12	11/13/12	12/6/12	11	33	22
13-3	23 Rochambeau	1	Fair	11/26/12	not needed	11/27/12	11/29/12	11/28/12	11/30/12	1	2	1
13-5	11A3 Elms Village	0	Good	11/22/12	11/28/12	11/28/12	11/30/12	11/30/12	11/30/12	7	6	0
13-1	24 Mill Road	0	Good	12/6/12	not needed	12/6/12	12/10/12	12/10/12	1/9/13	3	32	29
13-3	30 Rochambeau	1	Fair	12/31/12	not needed	1/2/13	1/4/13	1/4/13	1/8/13	3	6	3
13-2	14 Holmes St.	0	Good	1/12/13	not needed	1/3/13	1/9/13	1/9/13	1/10/13	8	8	0
13-1	76B2 Mill Road	2	Poor	1/8/13	1/22/13	1/4/13	1/9/13	1/9/13	1/9/13	0	0	0
13-5	18 Elms Village	1	Good	1/31/13	2/4/13	1/25/13	1/31/13	2/1/13	2/6/13	23	27	4
13-3	44 Rochambeau	1	Fair	2/15/13	2/25/13	2/5/13	2/8/13	2/7/13	2/11/13	6	9	3
13-5	23B7 Elms Village	1	Good	2/25/13	not needed	3/11/13	3/15/13	3/15/13	4/5/13	27	47	20
13-1	65A2 Hamilton Road	2	Poor	2/25/13	3/5/13	2/27/13	3/4/13	3/1/13	3/7/13	3	8	5
13-3	48 Rochambeau	1	Poor	2/28/13	3/8/13	3/6/13	3/14/13	3/13/13	4/3/13	15	35	20
13-1	35 Holmes Street	3	Fair	3/13/13	3/13/13	3/18/13	3/26/13	3/26/13	5/9/13	25	68	43
13-1	53 A2 Hamilton Road	2	Poor	3/7/13	3/8/13	3/14/13	3/22/13	3/21/13	3/22/13	7	7	0
13-3	33 Rochambeau	1	Fair	3/27/13	4/1/13	3/9/13	3/13/13	3/13/13	4/19/13	5	41	36
13-1	39A1 Hamilton Road	1	Poor	4/8/13	4/11/13	4/2/13	4/5/13	4/5/13	5/17/13	8	49	41
13-5	43 B3 Elms Village	0	Good	4/30/13	5/7/13	4/8/13	4/15/13	4/17/13	7/1/13	8	82	74
13-1	39 B2 Hamilton Road	2	Fair	5/15/13	not needed	5/7/13	5/13/13	5/8/13	9/3/13	7	124	117
13-5	35A5 Elms Village	1	Fair	5/9/13	5/14/13	5/14/13	5/20/13	5/15/13	5/24/13	0	7	8
13-3	46 Rochambeau	1	Fair	5/30/13	not needed	6/3/13	6/4/13	6/4/13	7/25/13	6	13	7
13-1	33 Holmes Street	3	Poor	6/15/13	6/17/13	6/17/13	6/21/13	6/24/13	8/20/13	4	54	50
13-2	34 Mill Road	1	Poor	7/15/13	7/19/13	7/24/13	8/9/13	8/8/13	8/29/13	8	64	56
13-3	42 Rochambeau	1	Good	7/17/13	not needed	7/17/13	7/22/13	7/22/13	7/30/13	23	43	20
13-5	43B5 Elms Village	0	Poor	7/26/13	8/2/13	8/6/13	8/13/13	8/12/13	9/12/13	0	17	7
13-5	43A1 Elms Village	1	Poor	8/22/13	8/26/13	8/26/13	8/30/13	9/3/13		16	55	55
13-5	43A3 Elms Village	0	Good	8/28/13	8/29/13	8/29/13	9/3/13	9/3/13		11		
13-5	11B3 Elms Village	0	Good	9/17/13	not needed	9/18/13	9/20/13	9/20/13		5		
13-5	23A6 Elms Village	1	Fair	9/30/13						2		

Averages Days to Turn 8.44 Total Days 30.89 Lease Days 22.54

A	B	C	D	E	F	G	H	I	J	K	L	M	
Federal Amp 2 - Meadow Hill, The Highlands, Heritage Gardens & Miller Gardens													
Projected													
Property	Apartment No.	Bedrooms	Condition	Date Empty	Date Painted	Work Started	Completion	Ready to Rent	Date Leased	Days to Turn	Total Days	Lease Days	
1	13-4	1H	Fair	10/1/2012	10/3/2012	10/5/2012	10/11/2012	10/10/2012	10/11/2012	8	8	0	
2	13-4	8M	1	10/1/2012	10/5/2012	10/10/2012	10/11/2012	10/10/2012	10/11/2012	10	41	31	
3	13-7	413	1	Good	9/28/2012	10/1/2012	10/12/2012	10/12/2012	11/13/2012	10	23	17	
4	13-6	W2-5	0	Poor	9/27/2012	10/1/2012	10/5/2012	10/5/2012	10/23/2012	6	23	17	
5	13-4	4A	1	Good	9/27/2012	10/5/2012	10/10/2012	10/12/2012	10/15/2012	14	16	2	
6	13-6	3L	0	Poor	9/20/2012	9/24/2012	10/1/2012	10/5/2012	10/11/2012	7	12	5	
7	13-4	1B	1	Fair	10/9/2012	10/12/2012	9/28/2012	9/28/2012	10/4/2012	7	12	5	
8	13-7	601	1	Fair	11/4/2012	11/5/2012	10/19/2012	10/19/2012	11/15/2012	9	35	26	
9	13-4	3H	1	Fair	10/30/2012	11/6/2012	11/1/2012	11/9/2012	11/26/2012	4	20	16	
10	13-6	E3	0	Poor	11/6/2012	11/9/2012	11/1/2012	11/9/2012	12/4/2012	9	33	24	
11	13-7	108	1	Poor	11/13/2012	11/15/2012	11/19/2012	11/21/2012	1/8/2012	14	0	0	
12	13-4	1C	1	Good	12/3/2012	not needed	12/5/2012	11/20/2012	11/21/2012	6	6	0	
13	13-7	105	1	Poor	12/17/2012	12/18/2012	12/5/2012	12/4/2012	12/6/2012	0	1	1	
14	13-4	4L	1	Fair	1/3/2013	not needed	1/2/2013	12/31/2012	1/4/2013	13	16	3	
15	13-6	4J	1	Good	2/7/2013	not needed	1/3/2013	1/3/2013	1/15/2013	0	10	11	
16	13-6	W2-6	0	Fair	2/1/2013	1/22/2013	1/28/2013	2/4/2013	2/4/2013	0	0	0	
17	13-4	8G	1	Good	1/10/2013	1/22/2013	1/31/2013	2/6/2013	2/15/2013	4	12	8	
18	13-7	104	1	Good	1/29/2013	2/4/2013	1/30/2013	2/4/2013	3/11/2013	24	58	34	
19	13-4	8H	1	Fair	2/2/2013	2/4/2013	2/14/2013	2/26/2013	3/6/2013	27	34	7	
20	13-6	E4	0	Poor	3/1/2013	2/19/2013	2/12/2013	2/20/2013	3/28/2013	17	52	35	
21	13-6	2H	1	Fair	2/8/2013	2/20/2013	3/13/2013	3/12/2013	3/14/2013	10	11	1	
22	13-4	3B	1	Poor	2/19/2013	2/26/2013	3/1/2013	3/21/2013	3/28/2013	24	50	26	
23	13-4	7G	1	Fair	3/4/2013	3/12/2013	3/13/2013	3/20/2013	4/5/2013	29	35	6	
24	13-6	W2	0	Fair	3/27/2013	4/1/2013	4/3/2013	3/20/2013	4/17/2013	15	30	15	
25	13-7	201	1	Good	3/31/2013	4/2/2013	4/10/2013	4/8/2013	4/17/2013	11	19	8	
26	13-6	2D	1	Poor	4/12/2013	4/14/2013	4/3/2013	4/5/2013	4/30/2013	4	28	24	
27	13-6	W2-11	0	Fair	4/11/2013	4/15/2013	4/15/2013	4/18/2013	4/17/2013	5	3	0	
28	13-7	401	1	Good	5/22/2013	5/23/2013	4/22/2013	4/24/2013	6/27/2013	12	75	63	
29	13-4	3K	1	Poor	4/30/2013	5/1/2013	5/22/2013	5/24/2013	7/8/2013	1	45	44	
30	13-7	606	1	Poor	4/22/2013	4/25/2013	5/1/2013	5/8/2013	5/21/2013	7	19	12	
31	13-4	8F	1	Poor	5/1/2013	5/7/2013	5/9/2013	5/2/2013	5/13/2013	9	19	10	
32	13-7	102	1	Fair	4/30/2013	5/2/2013	5/3/2013	5/10/2013	8/14/2013	20	103	83	
33	13-7	211	1	Fair	6/21/2013	5/23/2013	5/24/2013	5/9/2013	7/3/2013	8	62	54	
34	13-6	1G	1	Good	7/30/2013	7/31/2013	6/5/2013	6/5/2013	8/12/2013	0	50	67	
35	13-6	5C	1	Fair	6/5/2013	6/3/2013	6/5/2013	8/2/2013	8/29/2013	2	28	26	
36	13-6	W2	0	Good	7/30/2013	not needed	6/7/2013	6/11/2013	8/28/2013	5	82	77	
37	13-4	2B	1	Good	9/1/2013	8/6/2013	8/2/2013	8/2/2013	9/12/2013	2	42	40	
38	13-4	6B	1	Poor	8/23/2013	9/3/2013	9/11/2013	9/27/2013	9/11/2013	0	8	12	
39	13-4	1C	1	Fair	9/1/2013	not needed	9/5/2013	9/30/2013		37			
40	13-6	E10	0	Fair	9/19/2013	9/9/2013	9/9/2013	9/9/2013		7			
41	13-4	5M	1	Poor	8/30/2013	9/17/2013	9/13/2013	9/13/2013		0			
42													
43													
44													
45													
46													
47													
48													
49													
50													
51	Averages										9.68	29.68	21.43
52	* Red Text = Unit Offline												

Huitt Heights

Apartment No.	Bedrooms	Condition	Date Empty	Date Painted	Work Started	Completion	Ready to Rent	Date Leased	Days to Turn	Total Days	Lease Days	Projected
												Lease Days
64-6	0	Good	6/15/2013	6/5/2013	6/7/2013	6/10/2013	6/14/2013	7/3/2013	0	16	18	
68-4	1	Fair	7/25/2013	8/1/2013	8/1/2013	8/13/2013	8/14/2013	9/1/2013	19	36	17	
Averages												
									9.50	26.00	17.50	

State AMP - Veterans Terrace

Apartment No.	Bedrooms	Condition	Date Empty	Date Painted	Work Started	Completion	Ready to Rent	Date Leased	Days to Turn	Total Days	Lease Days	
3A2	2	Poor	8/30/2012	9/13/2012	9/28/2012	10/17/2012	10/16/2012	10/22/2012	46	51	5	
50B2	2	Poor	10/4/2012	10/9/2012	10/15/2012	11/9/2012	11/6/2012	11/15/2012	32	40	8	
49B1	2	Fair	11/13/2012	11/26/2012	11/26/2012	12/14/2012	12/6/2012	1/8/2013	22	54	32	
70A1	2	Poor	11/29/2012	12/12/2012	12/13/2012	12/28/2012	12/26/2012	2/4/2013	26	65	39	
30	3	Fair	1/8/2013	1/11/2013	1/15/2013	2/7/2013	2/8/2013	3/4/2013	30	53	23	
148A1	2	Fair	3/4/2013	3/18/2013	3/21/2013	4/5/2013	4/2/2013	4/8/2013	28	33	5	
34B1	2	Fair	5/7/2013	5/13/2013	5/17/2013	5/24/2013	5/21/2013	6/20/2013	13	42	29	
70A2	2	Fair	7/19/2013	7/25/2013	7/25/2013	8/16/2013	8/14/2013	8/19/2013	25	29	4	
49A1	2	Fair	8/14/2013	9/3/2013	8/19/2013	9/10/2013	9/13/2013		29			
147A1	2	Fair	9/9/2013	9/13/2013	9/20/2013	9/30/2013	9/27/2013		17			
26A1	2	Poor	9/23/2013									
Averages										26.80	45.88	18.13

OCTOBER 22, 2013 BOARD MEETING

TO: BOARD OF COMMISSIONERS

FROM: DEBRA BOUCHARD

DATE: 10/18/2013

EXECUTIVE DIRECTOR REPORT

- King Court Sale and Disposition
 1. EHHA is still waiting on an answer from the Department of Housing on the sale and disposition of King Court.
 2. EHHA has submitted its final edits to the Goodwin Partnership. Currently, the Purchase and Sale agreement is under review by their legal counsel.
 3. Once P/S agreement is finalized, we send off to CHFA and DOH for their review.
 4. On behalf of the King Court Resident Association, EHHA submitted an application to CHFA for the Housing Authority Small Improvement Program Fund to support site training initiatives surrounding leadership skills, effective speaking, conflict resolution, etc. On October 18th, EHHA was notified that King Court would receive a \$5000 grant to support their project.

- Veteran's Terrace Development
 1. After receiving the Preconstruction Grant award letter for \$150,000, EHHA respectfully asked the Commissioner of the Department of Housing to increase our award to \$500,000 to finish up the preconstruction in order to be ready to put in finance and grant applications- EHHA is still waiting for notification on grant award.
 2. Procurement of Developer Consultant- being brought to the Board for approval under new business.
 3. An RFP for Architectural/Engineering service is out for bid- Proposals are due November 15th
 4. EHHA is engaging the residents of Veteran's Terrace in the development process along with PHRN- next scheduled meeting to be held November 6th.
 5. Still waiting for notification on 100,000 grant from TD Bank.
 6. Accepted into the Affordable Housing Academy-see attached letter.

- Scatter Site Program
 1. No update.



Connecticut
Housing
Coalition

October 15, 2013

Debra Bouchard
Executive Director
East Hartford Housing Authority
546 Burnside Avenue
East Hartford, CT 06108

Dear Ms. Bouchard:

This letter is a formal acceptance to the 2013 Connecticut Affordable Housing Academy. We are very excited that you will be joining us. Nine applicants have been accepted, representing a variety of projects and organizations. We look forward to working with you and your Academy colleagues to support the success of each project.

This letter provides you with details for the first session, scheduled for Tuesday, October 22, 2013. All sessions will be held at Anthony's Ocean View, 450 Lighthouse Road, New Haven, CT (Directions are available at <http://anthonysoceanview.com/directions/>). Each session will begin promptly at 8:45 a.m. In order to have a light breakfast and settle in before the session begins, we suggest you arrive early. Plenty of free parking is available on-site.

Please come ready to roll up your sleeves and get to work on your project! Feel free to dress comfortably and please **bring at least one laptop**. If possible, it would be preferable to have a laptop for each team member.

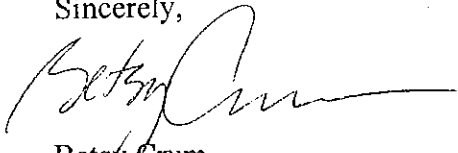
The Academy will take place between 8:45 a.m. and 4:30 p.m. on each of eight days between now and the end of February. The eight dates are as follows: October 22nd, 29th, and 30th; December 4th and 5th; and February 4th, 5th, and 28th. Please note that the final day, February 28, 2014, will be a presentation of your project to a panel of potential funders, who will provide feedback to you on the details of your proposal. Please mark your calendar accordingly.

If you have not already done so, now is the time to engage your project partners and build the team you need to advance your project. Much of the training is structured to work with the entire project team, which we believe is the key to your development's success over the long-term. Please let us know who will be joining you on the first day so that we can be sure to accommodate them, and assess any gaps or missing partners. We will work with you on this throughout the Academy.

As stated in the acceptance email you received, your organization must remit \$500 as the fee for participating in the Academy. Please send payment to: The Connecticut Housing Coalition, 30 Jordan Lane, Wethersfield, CT 06109. Please note on the check that payment is for the Affordable Housing Academy.

If you have any questions about logistics or course content, please contact Betsy Crum (betsy@ct-housing.org), Pat Spring (pat@ct-housing.org) or Fran Martin (fmartin.s4c@gmail.com). Congratulations once again! We look forward to seeing you on the 22nd.

Sincerely,



Betsy Crum
Executive Director

TO: Debra Bouchard, Executive Director

FROM: Kelly McDermott, Senior Manager

DATE: October 18, 2013

RE: PROFESSIONAL HOUSING DEVELOPMENT CONSULTANT, Veterans Terrace Substantial Rehabilitation Selection Committee Recommendation for Board Approval

The East Hartford Housing Authority issued a Request for Proposals to identify a qualified and experienced professional housing development consultant to assist in the creation of an asset repositioning strategy for Veterans Terrace and provide technical advisory services to enhance the Authority's capacity in implementing the strategy. Proposals were due on October 4, 2013 at 4:00PM.

The selected housing development consultant will provide services during all phases of planning and development required for the revitalization of Veteran's Terrace, including but not limited to: General technical assistance during the redevelopment, financing and construction phases of the project; Financing Strategies; Funding Application Preparation/Review; Low-Income Housing Tax Credit Preparation/ Compliance; Relocation Strategies/ Compliance, and, HUD Submissions/ Compliance.

EHHA received ten (10) proposal submissions. All were scored on the following criteria: **(100 Points)**

1. Experience and quality of the development team including the number of large scale redevelopment projects and years in the development business. **20 Points**
2. Experience in obtaining Low Income Housing Tax Credits in Connecticut, Federal Home Loan Bank Funds, conventional financing, HOME, HTCC, federal financing, and other financial resources needed to implement comprehensive redevelopment activity. **15 Points**
3. Evidence of the team's knowledge of legislative and regulatory requirements relating to affordable housing **10 Points**
4. Degree of experience in providing professional services to Public Housing Agencies and knowledge of public housing regulations. **20 Points**
5. Experience in providing relocation planning services and assisting PHAs in meeting resident consultation requirements **10 Points**
6. Ability to provide services in a timely and cost effective manner **15 Points**
7. Cost **10 Points**

Based on the scoring process (see attached), EHHA's selection committee invited the following four (4) firms for an interview:

1. Corcoran Jennison Associates
2. Urban Initiatives, LLC
3. National Development Council
4. MapPlan Partners, Inc.

After final review of the above four firms, the selection committee is recommending that MapPlan Partners be selected under this RFP for an amount not to exceed \$154,000.

PROFESSIONAL HOUSING DEVELOPMENT CONSULTANT
VETERANS TERRACE SUBSTANTIAL REHABILITATION PROJECT

SUMMARY: Selection Committee Scoring

Respondent	Total Points	Interview	Respondent	Total Points	Interview	
The Michaels Organization	60.75	NO	Corcoran Jennison	83.75	YES	
	R1	No		R1	93	Yes
	R2	No		R2	85	Yes
	R3	No		R3	78	Yes
	R4	No		R4	79	No
R5	No	R5				
The Monticciolo Company	56	NO	Consult IMC	55.25	NO	
	R1	No		R1	55	No
	R2	No		R2	51	No
	R3	No		R3	45	No
	R4	No		R4	70	No
R5	No	R5				
The National Development Council	77.75	YES	TDA Consulting, Inc.	56.25	NO	
	R1	Yes		R1	65	No
	R2	Yes		R2	74	Yes
	R3	Yes		R3	45	No
	R4	No		R4	41	No
R5		R5				
Urban Initiatives	67.75	YES	Kluetsch Consulting, LLC	66.5	NO	
	R1	Yes		R1	78	No
	R2	No		R2	63	No
	R3	Yes		R3	55	No
	R4	Yes		R4	70	No
R5		R5				
Women's Institute	63.5	NO	MapPlan Partners, Inc.	93.25	YES	
	R1	No		R1	95	Yes
	R2	No		R2	83	Yes
	R3	No		R3	95	Yes
	R4	Yes		R4	100	Yes
R5		R5				