

COMMISSIONERS' SPECIAL MEETING, JULY 25, 2012

The Commissioners of the East Hartford Housing Authority held a special meeting on Wednesday, July 25, 2012 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, Connecticut. The meeting was called to order by Chairman Robert N. Keating at 12:30 p.m.

1. **ROLL CALL:** Vice Chairman James Kate
Commissioner Hazelann Cook
Commissioner James Patterson, Jr.
Commissioner Prescille Yamamoto
Chairman Robert N. Keating

Also present were: Debra M. Bouchard, Executive Director; Brenda Pliszka, Executive Secretary/HR; Linda Russo and Esther Clarke, Town Council Liaisons and Ralph Alexander, Legal Counsel.

2. Approval of Regular Meeting Minutes, June 20, 2012

The motion was made by Vice Chairman Kate to approve as distributed the minutes of the Regular Meeting of June 20, 2012. Commissioner Yamamoto seconded the motion, it was carried by the unanimous vote of the Board of Commissioners.

- Approval of Special Meeting Minutes, July 6, 2012

The motion was made by Commissioner Yamamoto to approve as distributed the minutes of the Special Meeting of July 6, 2012. Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Board of Commissioners.

- Approval of Special Meeting Minutes, July 10, 2012

The motion was made by Commissioner Yamamoto to approve as distributed the minutes of the Special Meeting of July 10, 2012. Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Board of Commissioners.

3. Request for Additional Agenda Items

This item cannot be addressed due to it being a Special meeting.

4. Public Comment

There was no one from the public in attendance.

Attorney Alexander stated that two of the Commissioners needed to leave the meeting today at 2:00 p.m. and have requested to advance the Executive Session as the next agenda item in order to have ample time to discuss the topic addressed for Executive Session.

10. EXECUTIVE SESSION

- Discussion of Real Estate Matters Relative to Recovery Program including Central Office, Veterans Terrace, King Court and LIPH Properties

The motion was made by Commissioner Cook to advance the Executive Session of the agenda to discuss real estate matters relative to recovery program including Central Office, Veterans Terrace, King Court

and LIPH Properties. Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Board of Commissioners to go into Executive session at 12:34 p.m. Also in Executive Session were: Debra Bouchard, Executive Director; Joseph Regan, Finance Director; Ralph Alexander, Legal Counsel and Peter Hance, Deputy Executive Director of Bridgeport Housing Authority.

11. POST EXECUTIVE SESSION DISCUSSION AND POSSIBLE ACTION

The motion was made by Commissioner Yamamoto to come out of Executive Session and go into Open Session at 2:00 p.m. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Board of Commissioners. Also in Open Session were: Debra Bouchard, Executive Director; Joseph Regan, Finance Director; Brenda Pliszka, Executive Secretary/HR; Ralph Alexander, Legal Counsel; Peter Hance, Deputy Executive Director of Bridgeport Housing Authority and Esther Clarke Town Liaison.

In open session Mr. Peter Hance introduced himself to those present at the meeting, stating that he was the Deputy Executive Director of the Bridgeport Housing Authority and the Director of Planning, Development and Modernization. He explained that he was at the meeting under a Memorandum of Agreement between the Bridgeport Housing Authority and the East Hartford Housing Authority to provide East Hartford Housing Authority with planning and redevelopment services. He stated that had been asked by the Housing Authority to review its portfolio and its current debts, and to develop a plan for the Housing Authority to implement that would allow it to redevelop the housing that it currently has, and that would allow it to pay off the indebtednesses that it has to its various Section 8 restricted reserve program accounts. Mr. Hance also stated he had prepared a proposal for such a plan and had presented it in writing to the Board of Commissioners. He also stated that he had reviewed the proposal with the Board in its executive session. The proposal consists of four general redevelopment elements which are summarized as follows:

1. The first proposal element deals with the proposed sale of King Court with several goals: (a) to keep the development affordable for a period of 40 years; (b) to provide all qualified tenants there now with the opportunity to stay at the development during affordability period; (c) to provide that the property would remain affordable to 50% of AMI during that affordability time period. This proposal would go out as an RFP on the street to see if there is an adequate response. The proceeds anticipated from the sale would have to be sufficient to pay off all the EHHA debt on the property, as well as providing for the reimbursement of Housing Authority's two Section 8 restrictive reserve accounts, and further to provide additional funding for a portion of the other three proposal elements.
2. The second proposal element deals with the refinance of Veterans Terrace. This would be accomplished using a combination of 4% low income tax credits, state grants and loans.
3. The third proposal element deals with the redevelopment of the Housing Authority's central offices on Burnside Avenue. This would involve the restructuring the office building to make it more efficient and cost-effective for the Housing Authority's size along with providing 20 units of affordable housing which would focus on workforce residents and serve as some

relocation resources for those residents who do not wish to, or will not be able to, stay at King Court.

4. The fourth proposal element deals with the implementation of a Scattered Site Program to rehabilitate distressed housing and stabilize neighborhoods in the Town. This would be accomplished by acquiring rundown, dilapidated and derelict 1-4 family housing property throughout the Town, to stabilize neighborhoods in the Town that are deteriorating, and provide additional relocation resources. It is anticipated that this element would be carried out with a combination of HOME grant funds and Project-based Vouchers.

Upon the conclusion of Mr. Hance's comments, Commissioner Patterson made a motion to adopt the four general redevelopment elements as stated above as the Housing Authority's plan of redevelopment. The motion was seconded by Commissioner Cook. Following the second there were comments by several of the Commissioners. The Chairman then called for a vote on the motion and the motion was adopted by the unanimous vote of the Board of Commissioners.

At this time, Commissioners Yamamoto and Cook left the meeting at 2:06 p.m.

There was a brief recess and the meeting reconvened at 2:15 p.m.

5. FINANCE REPORTS

- a. Payment Vouchers, June, 2012

There were no questions on the payment vouchers.

- b. Aged Commitments – AP, June, 2012

There was nothing to report on Aged Commitments.

- c. Aged Receivables, June, 2012

There was nothing to report on Aged Receivables.

- d. Rent Collection Report, June, 2012

Ms. Bouchard stated that all the properties are well over 95%. She noted that King Court and Hutt Heights are at 100%.

- e. Monthly Actuals for Period Ending May 31, 2012 and June 30, 2012

There were no questions on the monthly actual for May and June.

6. CONSENT AGENDA

The motion was made by Vice Chairman Kate to accept the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report, July, 2012; b. Occupancy Report (June 1, 2012 to June 30, 2012); c. Section 8 Housing Voucher, June, 2012; d. Attorney's Report, July, 2012; e. Resident Services Coordinator Reports for May and June, 2012 and f. Vacant Unit Turnaround AMP 1, AMP 2, Hutt Heights, Veterans Terrace. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

a. Executive Director Report

Ms. Bouchard stated she did not include the Recovery Agreement this month since there were no updates to it. She included a list of items of what we have been working on and have accomplished during the last month. Ms. Bouchard reviewed the list as follows: continue to meet with HUD every month – the prime focus is to convert to asset management, what is going to happen with King Court and how the Housing Authority is going to do the payback; the Housing Authority sent the interprogram balances to HUD; sent to HUD the letter from the Chairman to add to the recovery agreement – 1) interprogram balances and 2) the plan of action that we need to do for our portfolio due by August 16; continue to meet once a month with CHFA/DECD and HUD for technical assistance on how to go forward for the tax credits and HOME funds; contact has been made with Mike Santoro at DECD for Veterans Terrace concerning the SHARP grant that may be coming from the Governor on an as-needed basis; the application was also put in for the weatherization for Veterans Terrace, Veterans Terrace Extension and King Court, which is about \$6,500 per unit but the development has to be fully occupied so you will get money for Veterans Terrace but not as much for King Court; the base rent increase for King Court was approved by the Board and sent to CHFA for their approval/disapproval; we are beginning to wrap up our year end and get everything up on the PIC database and working on running the reports and making sure all certifications uploaded; posted a Section 8 Specialist position and an individual in-house applied, took the test and passed and the job will be offered to Eimmy Smith and she will begin in that position on August 2, 2012; requested the Executive Director of Worcester Housing Authority to assist us with asset management and sent him background on the agency, where we were, where we are, financials, organization chart along with all of the titles of the positions and asked him to show us what they have and they should begin working with us in the next couple of weeks; also Bridgeport, Manchester and Stratford Housing Authorities have been asked for the same information; we will be putting out a bid to replace our application server that runs our Elite database; we are putting together a proposal for a website design & construction and maintenance for the website which will be done outside of the Housing Authority – I have also contacted the Town's IT Department to see how they can assist; submitted annual plan to HUD on July 12, 2012; submitted audit for June 30, 2012; working on financial policies and procedures – in the process of reviewing the draft, making corrections and should have it finalized by the August Board meeting; sent out job posting for the Senior Manager for Planning & Modernization; Bridgeport is reviewing the realtor RFP and that should be posted shortly for the scattered sites acquisition (this was discussed further with the Board).

There was a discussion regarding the last meeting with HUD.

b. CONN NAHRO – 14th Annual Convention and Exhibition

Ms. Bouchard said included in the Board's package is the information on the CONN NAHRO Annual Convention that will be held August 26 -29, 2012 at Mohegan Sun. If any Board member would like to attend, please let Ms. Pliszka know and she will take care of the registration.

8. NEW BUSINESS

a. Review and Approval of the September 30, 2011 Audit Report by Hurley & O'Neill

Mr. Regan stated that the Board received a copy of the September 30, 2011 Audit by Hurley & O'Neill and asked if there were any questions. Vice Chairman Kate asked how is the Housing Authority handling the findings. Mr. Regan said they are really the same ones as they were a year ago since we only had a few months in order to correct the issues. He said that we are actually further along than the report indicates at this point in terms of correcting the problems. Ms. Bouchard said three of the findings were because of the commingling and those will not come off the audit until the debt is paid. Mr. Regan stated that Hurley & O'Neill will come and speak to the Board in September or whenever the Board feels it is appropriate. Chairman Keating asked if this should be tied into a regular Board meeting? Mr. Regan said yes.

b. Review and Approval of Workers' Compensation Policy

Mr. Regan said that we solicited bids on our Workers' Compensation Policy instead of going only with the State. Two bids were received. The Hartford was \$126,700 and the second was Guard at \$71,412 and that resulted in a \$55,000 savings for the upcoming year. The new policy also includes a potential for a dividend which could actually reduce the cost even further.

The motion was made by Vice Chairman Kate to accept Guard for Workers' Compensation for \$71,412. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

c. Review and Approval of the CFP-2011 – Shea Gardens 504 Compliance Upgrades

Mr. Dumas stated before the Board is a recommendation to hire a contractor to complete the Shea Gardens 504 Compliance Upgrades funded under 2011 capital fund. The Housing Authority went out to public bid on this job. The mandatory site visits were held and bidding process was discussed. The low bid by East Coast Interiors had several omissions in their package most notably the bid bond was not signed along with other omissions. As we have done previously, in discussion with the Executive Director and Legal Counsel, the low bid was not submitted properly and not complete and we are not recommending their hire. The second low bidder is Martindale & Salisbury Construction Co. and their bid was \$161,211. The package was all complete and all information requested was listed and there were no issues with their bid packet. Therefore, the recommendation is to hire the second low bidder Martindale & Salisbury Construction Co. to complete the 504 Compliance Upgrades at Shea Gardens in the amount of \$161,211. The Chairman asked if they have done work with the Housing Authority. Mr. Dumas said yes and they are very good contractors.

The motion was made by Vice Chairman Kate to accept the Martindale & Salisbury Construction Co. to complete the 504 Compliance Upgrades at Shea Gardens for their bid amount of \$161,211 as funded under CFP-2011. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

d. Review and Approval of the Contract Award for Pest Control Services

Mr. Dumas said this was a competitively bid contract and solicited to numerous local pest control companies. Interested bidders attended the mandatory site visit and reviewed the bid and the required

site work and the facilities. Three bids were received and as notated in all categories Quest Pest Control had the most favorable pricing particularly when you look at the multiple unit pricing which at our facilities when they come in they don't normally go to one unit they go to several surrounding units in order to control whatever the pest situation is. Quest is a company that works for the Housing Authority as one of our on-call companies along with A&A Pest Control. The recommendation is to award the pest control contract to Quest Pest Control which is a three year contract with two additional one year options which was written into the invitation to bid. Therefore, the Housing Authority would move away from the on-call service and have a contracted pest control company as we are required to and this fits our procurement policy. Mr. Dumas explained to the Board the reason it did not have to go out to public bid. Vice Chairman Kate asked what is the cost of the bid. Mr. Dumas explained that it can vary and last year we spent \$32,000 for pest control. Vice Chairman Kate asked what is Quest Pest Controls total contract price. Mr. Dumas stated we do not have a final price it is due to the number of times they are called out which the cost could go up or down. Commissioner Patterson asked if a preventative pest control spray is regularly done or is this as the need arises? Mr. Dumas said that the Housing Authority does both. As in the case of bedbugs which are a serious issue, all units in the entire building are checked out and Quest uses dogs to see if there are any situations and corrects any problems that are found and that is done on an annual basis. He stated that everything else is done on an on-call basis. Mr. Dumas explained the rates are a set price and will state that this contract cannot exceed \$100,000 because it is a competitive bid contract.

The motion was made by Vice Chairman Kate to accept the recommendation to award the contract to Quest Pest Control to provide pest control services to all EHHA property locations at the prices stated in their contract. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

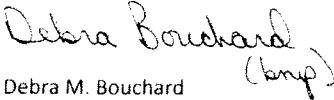
9. OLD BUSINESS

There was nothing to discuss under Old Business.

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

I hereby certify that the above is a true and accurate record of the minutes of the special meeting held on July 25, 2012 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,


Debra M. Bouchard
Secretary/Executive Director