

## COMMISSIONERS' REGULAR MEETING, AUGUST 15, 2012

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, August 15, 2012 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, Connecticut. The meeting was called to order by Vice Chairman James Kate at 12:35 p.m.

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

Absent were: Chairman Robert Keating and Commissioner James Patterson.

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

2. **Approval of Special Meeting Minutes, July 23, 2012**

The motion was made by Commissioner Yamamoto to approve as distributed the minutes of the Special Meeting of July 23, 2012. Commissioner Cook seconded the motion.

Ms. Clarke noted that she was not listed present which she was in attendance.

The motion was carried by unanimous vote of the Board of Commissioners with the above-mentioned correction.

### **Approval of Special Meeting Minutes, July 25, 2012**

The motion was made by Commissioner Yamamoto to approve as distributed the minutes of the Special Meeting of July 25, 2012. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

3. **Request for Additional Agenda Items**

Vice Chairman Kate would like to add under Old Business – Discussion of Board Meeting Change. Ms. Bouchard stated she would like to remove items a. Review and Approval of the East Hartford Housing Authority Policies and Procedures Guidebook and b. Review and Approval of the CFP-2012 – Seal Paving Cracks/Line Stripping at all Federal Properties except Hutt Heights from the agenda. Ms. Bouchard would like to move 7b. Discussion of Energy Performance Contract to New Business.

The motion was made by Commissioner Yamamoto to make the above changes to the agenda. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

The Vice Chairman stated that Commissioner Yamamoto would like to make a statement before the public comment.

Commissioner Yamamoto said the Housing Authority's meetings, with the exception of executive session, are open to the public. However, with the exception of the "public participation" portion of the meeting, comments from the public will not be received, and at no time will interruptions or interjections from the public be tolerated. The public should be further advised that if they have questions or comments during the business portion of the meeting they should put those questions or comments in writing and submit them to the Housing Authority Executive Director after the meeting. The Housing Authority will then respond to the questions within a reasonable time. At all times, all persons present during the meeting shall conduct themselves in an orderly fashion, and at no time during any portion of the meeting will rude or disruptive behavior be tolerated.

4. PUBLIC COMMENT

Ms. Susan Kniep made a request following the Town Council meeting last evening that the Housing Authority provide her the opportunity to review any and all documentation over and above the contract that the Housing Authority has with Bridgeport Housing Authority as it relates to the presentation that was made last evening. Any documentation that substantiates what the gentleman addressed and any and all communications whether it is with Bridgeport or separate private entity. She also requested the developers who are looking to develop the property under the auspices of East Hartford Housing Authority. Therefore, Ms. Kniep, requested any and all information that the Housing Authority has if you could email it to her or she would be willing to set up a time to come into the office to peruse that documentation.

5. FINANCE REPORTS

a. Payment Vouchers, July, 2012

Vice Chairman Kate asked if there were any questions on the payment vouchers. There were none.

Commissioner Yamamoto stated that approximately two years ago it was the decision of this Board to not pay for conferences and travel to conferences without prior Board approval. She believes that that position needs to be clarified if that is still the Board's position. Vice Chairman Kate stated he will go back and check on this matter. He believes the Board curtailed Commissioners' travel. Commissioner Yamamoto believed that staff was included at that time. Commissioner Cook believes that if there is any overnight travel there should be prior approval given by this Board.

b. Aged Commitments – AP, July, 2012

There was nothing under Aged Commitments – AP.

c. Aged Receivables, July, 2012

Commissioner Cook requested that these be written off. Ms. Bouchard stated that these are all active tenants. There was further discussion on charges to the tenants and how they are handled.

d. Rent Collection Report, July, 2012

Commissioner Yamamoto stated she was concerned with why certain rent collections are higher than others.

e. Monthly Actuals for Period Ending July 31, 2012

Ms. Clarke asked why dwelling vacancy losses is showing up in various areas. Mr. Regan stated that the State requires the Housing Authority to book the total if possible.

6. CONSENT AGENDA

The motion was made by Commissioner Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (August, 2012); b. Occupancy Report (July 1, 2012 to July 31, 2012); c. Section 8 Housing Voucher (July, 2012); d. Attorney's Report (August, 2012); e. Resident Services Coordinator Report (July, 2012) and f. Vacant Unit Turnaround AMP 1, AMP 2, Hutt Heights, Veterans Terrace. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

7. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

a. Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: Applications for weatherization grant approved for Veterans Terrace, Veterans Terrace Extension and King Court; the hiring of the new Senior Manager for Development and Modernization; Labor Attorney proposals; RFP for outsourcing management for Veterans Terrace and Veterans Terrace Extension; Discussion regarding Asset Management; Discussion of East Hartford Housing Authority website and Section 8 Landlord meeting on September 10, 2012 for landlord outreach.

Ms. Clarke stated at last night's joint Town Council meeting Mr. Hance indicated a letter would be going to HUD relative to the proposal and the Housing Authority should be receiving a letter of either acceptance or rejection. Ms. Bouchard said that this will happen after the proposal is submitted to HUD tomorrow. Ms. Russo asked how long that will take. Ms. Bouchard said she hopes it is soon and will stress that we need something back as soon as possible.

Ms. Clarke asked about the election of a new resident commissioner and understands it is an involved process. Ms. Bouchard said it is a very involved process. Ms. Clarke asked if the Housing Authority has a date in mind when the elections will take place? Attorney Alexander explained the process in great detail with the Board.

8. NEW BUSINESS

a. Discussion of Energy Performance Contract

Mr. Regan explained that he and Mr. Dumas met with Mr. Walsh and a few other people from the Town in regards to doing a joint energy performance contract. He stated that the Town is already doing it and

they are actually starting the third phase. He said that we will attempt to merge the two theories together since we need HUD's approval and HUD would like to try to make a model of this for smaller housing authorities that don't have the resources and cannot do this on their own.

Mr. Regan explained what an energy performance contract is to the Board and how this would work with the Town.

9. OLD BUSINESS

Discussion on Board Meeting Change

Commissioner Cook believes that the Board should change the time of the meetings since this is a strong recommendation of the Town Council and would give the tenants/residents an opportunity to attend the meetings and give some input.

It was stated that by the beginning of January of each year a schedule of the meetings is posted at the Town. If at any time the date or time of the meeting changes it would then become a special meeting. Attorney Alexander explained that it would cancel the regular meeting and a special meeting would need to be scheduled and at that meeting only items on the agenda can be addressed.

Vice Chairman Kate stated that the Housing Authority's By-Laws need to be reviewed to see if any changes need to be made to them. Attorney Alexander stated that the By-Laws were revised due to the Recovery Agreement and no language as to times or dates were locked into that agreement for the meetings.

There was a discussion on where the Housing Authority meetings should be held and the time of the meetings. The Board discussed using the old council room at the Town Hall or the Cultural Center.

It was decided that the Housing Authority would try to hold its September Board Meeting at the Town Hall at 5:00 p.m.

The motion was made by Commissioner Cook to try to hold the September meeting at the Town Hall in the Welling Conference Room at 5:00 p.m. and pursue the option of holding the East Hartford Housing Authority Board meetings in the future at the East Hartford Cultural Center. Commissioner Yamamoto seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

10. EXECUTIVE SESSION

The motion was made by Commissioner Cook to go into Executive Session for the purpose of discussing update on the Madigan Matter and Personnel Matters – Special Labor Counsel Procurement. Commissioner Yamamoto seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present to go into Executive Session. Also in attendance was Debra Bouchard, Executive Director; Joseph Regan, Finance Director and Ralph Alexander, Legal Counsel.

The Board went into Executive Session at 1:40 p.m.

The motion was made by Commissioner Yamamoto to come out of Executive Session. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present to come out of Executive Session at 2:43 p.m.

There being no further business before the Board of Commissioners, a motion was made by Commissioner Cook to adjourn the meeting, which motion was seconded by Commissioner Yamamoto 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 meeting held on August 15, 2012 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,



Debra M. Bouchard  
Secretary/Executive Director

DMB:bmp