

SUBJECT TO BOARD APPROVAL

COMMISSIONERS' SPECIAL MEETING, OCTOBER 17, 2012

The Commissioners of the East Hartford Housing Authority held a special meeting on Wednesday, October 17, 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 Keating at 6:02 p.m.

- 1. **ROLL CALL:** Vice Chairman James Kate
 Commissioner Prescille Yamamoto
 Commissioner James W. Patterson, Jr.
 Chairman Robert Keating

Absent was Commissioner Hazelann Cook due to an accident.

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 Annual/Special Meeting Minutes, September 19, 2012**

The motion was made by Vice Chairman Kate to approve the minutes of the Annual/Special Meeting of September 19, 2012. Commissioner Yamamoto seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

Approval of Special Meeting Minutes, September 27, 2012

The motion was made by Vice Chairman Kate to approve the minutes of the Special Meeting of September 27, 2012. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

3. **Request for Additional Agenda Items**

No items were added to the agenda due to a special meeting.

4. **PUBLIC COMMENT**

There was no public comment.

5. **FINANCE REPORTS**

a. **Payment Vouchers, September, 2012**

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. Bouchard: #20292 and #20361 ASHER PHA Finance LLC; #20382 Emphasys Software; #20370 East Coast Pavement Services; #20275 Marcone – Appliance Parts; #20355 Yankee Fence LLC.

b. **Aged Commitments – AP, September, 2012**

There was nothing under Aged Commitments – AP.

c. **Aged Receivables, September, 2012**

There were no comments under Aged Receivables.

d. Rent Collection Report, September, 2012

The Board all agreed this report looks good.

e. Monthly Actuals for Period Ending September 30, 2012

Commissioner Yamamoto asked why the water has really gone over the budgeted amount. Mr. Regan said the amount was under budgeted for last year.

6. CONSENT AGENDA

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

Commissioner Yamamoto stated the Capital Fund & Major Maintenance Report done by Mr. Dumas is a wonderful report.

Commissioner Yamamoto had a question on the Resident Services Coordinator report where she indicated on page 3 that she cancelled offsite hours at Heritage Gardens due to bedbugs. She asked what is the current status of the Housing Authority's overall situation in regards to bedbugs. Ms. Bouchard said unfortunately bedbugs are still throughout our properties, a few units here and there, between the high rises and low rise buildings. She explained how the Housing Authority is handling the situation. Ms. Bouchard said that Ms. Donald will be instructed to go back out to Heritage Gardens but she has addressed issues while she was not present at the site. It was stated that at that particular property InterCommunity Mental Health is there servicing the residents.

Commissioner Yamamoto asked if the Housing Authority has any sites where food services are discontinued. Ms. Bouchard said that the Housing Authority has discontinued food services at Meadow Hill and Miller Gardens and the organizations do not believe it is a good idea to provide the service when there is a potential of bedbugs. There is still delivery of Meals on Wheels at those sites.

Commissioner Yamamoto had a question in regards to the boilers at Hockanum Park. Ms. Bouchard said the boilers will be complete this Friday. The Housing Authority pays the heat and hot water at Hockanum Park so that will be a savings to us with a more efficient system in place. Commissioner Yamamoto asked about the individuals that were supplied electric heaters do they pay their own electricity. Ms. Bouchard said that they do but the residents get a \$50 utility allowance.

Commissioner Patterson asked if the Resident Services Coordinator does any education to the residents as how they need to carry themselves in order to keep the bedbug situation under control. Ms. Bouchard said Ms. Donald was part of the training when Quest Pest Control educated people on bedbugs. Fliers have been passed out to all the residents and information is given to residents when their units are treated on how to keep their units clean, what needs to be done with their clothes, use of mattress protectors, etc. Commissioner Patterson believes strongly it is important to educate the residents.

7. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: computer issues; Agape Fellowship Church Veterans Terrace pilot program; Met with East Hartford Police Department regarding police presence at sites; Sale and Redevelopment progress—Sale of King Court, Veterans Terrace tax credit deal, Scattered Sites and Burnside Avenue; Residents of King Court draft Resident Participation Plan; Met with Mayor and Rich Kehoe to get letter of support for the application for \$2.5 million grant flex funding for scattered site project and strengthen application; Spoke with Congressman Larson's office who is also going to put in a letter of support for our grant; Received commitment letter from TD Bank towards our application for flex funding for \$1.8 million; Real Estate RFP went out will be advertising again since only one response was received; Met with Jimmy Miller from New Haven Housing Authority who is part of their development team; in the process of doing inspections for Veterans Terrace and repairs will be done as needed.

Mr. Regan explained the Energy Performance Contract for all the federal developments. The Town released an RFP for an energy efficiency consultant to assist us through the process and response is due by November 7, 2012.

Ms. Clarke asked how many buildings does the Housing Authority visualize in purchasing for the 30 scattered sites. Ms. Bouchard said she is not really sure because it will be two, three or four family homes and looking at spending approximately \$45,000 a unit. It was stated it will probably be between 10 to 15 homes.

Ms. Clarke said the budget ended with a very nice profit and wondered how that relates to cash and will this enable you to repay the money owed. Ms. Bouchard said that the Housing Authority still needs to build back reserves and needs a rainy day fund in case something happens. Ms. Clarke asked if the reserves you want are built in your current budget. Ms. Bouchard said there needs to be a certain amount of actual operating reserves around four to six months. Mr. Regan said that the profit you see is not program specific it is agency-wide and the ones that need it don't necessarily have it. HUD is currently allowing us to build up our reserves and both have impacts on our scoring that we get

annually. Mr. Regan stated we cannot fix one or the other completely they need to be done in parts. Ms. Bouchard said that the meetings the Housing Authority has had with DECD, HUD and CHFA have all been around this grand master plan of the four different development phases. Through all the development phases and the proformas that we have presented to them that we can pay back the funds but it is to get to that process. They all understand the money is coming and they are not pushing the issue. Ms. Bouchard explained what will happen with the sale of King Court.

8. NEW BUSINESS

Discussion and Action Regarding Removal and Appointment of Directors to the East Hartford Affordable HOMES/NOW

Attorney Alexander explained that the Housing Authority formed a non-profit in 2003 and received the 501C3 in 2004 and have had the same Board in place and now moving forward with the four redevelopment plans the non-profit has been activated. It was noted that the Board and members are selected by this Commission. He explained some people are no longer around or who are no longer capable of serving and we need to get some new people on that non-profit.

Mr. Regan said the first position is to replace is the previous director which was Terrence Madigan, Wanda Franek who no longer permanently lives in Town needs to be replaced and the other is Reverend Henry who has moved out of the state. The two suggestions are Debra Bouchard who is EHHA's current Executive Director to replace Terrence Madigan and John Cook to replace Reverend Henry.

The motion was made by Commissioner Yamamoto to appoint to the East Hartford Affordable HOMES/NOW Debra Bouchard the new Executive Director and John Cook to replace the Reverend Henry. Vice Chairman Kate 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.

10. EXECUTIVE SESSION

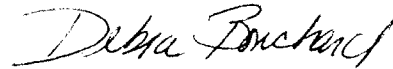
The motion was made by Commissioner Yamamoto to go into Executive Session for the purpose of discussing pending claims and litigation (Madigan Matter) and discussion of personnel matters regarding the Executive Director. Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present to go into Executive Session at 6:32 p.m. Also in attendance was Debra Bouchard, Executive Director. Ralph Alexander, Legal Counsel and Commissioner Cook by conference call.

The motion was made by Commissioner Yamamoto, seconded by Commissioner Patterson, and was carried by the unanimous vote of the Board of Commissioners present to come out of Executive Session at 7:41 p.m.

There being no further business before the Board of Commissioners, a motion was made by Commissioner Yamamoto to adjourn the meeting, which motion was seconded by Vice Chairman Kate and was carried by the unanimous vote of the commissioners present. The meeting was then adjourned at 7:44 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on October 17, 2012 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,



Debra M. Bouchard
Secretary/Executive Director

DMB:bmp