

SUBJECT TO BOARD APPROVAL

COMMISSIONERS' SPECIAL MEETING, NOVEMBER 13, 2012

The Commissioners of the East Hartford Housing Authority held a special meeting on Tuesday, November 13, 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 5:04 p.m.

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

Absent was Vice Chairman James Kate.

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

2. **Approval of Special Meeting Minutes, October 17, 2012**

The motion was made by Commissioner Yamamoto to approve the minutes of the Special Meeting of October 17, 2012. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

3. **PUBLIC COMMENT**

There was no public comment.

4. **FINANCE REPORTS**

- a. **Payment Vouchers, October, 2012**

Commissioner Cook had a question in regards to the purchase of a truck and where does that show on the budget. Ms. Bouchard said that it does not because it is Capital Fund and further explained the Capital Funds to the Board to clarify the situation. Commissioner Cook asked if she could get twice a year a list of the Capital Funds for open years, the expenditures and what was obligated.

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: #20476 and #20477 Court Reporters; #20542 Main Hardware Supply & Rental Co.; #20490 Joseph Regan; #20434 Randstad; #20440 and #20550 Stirling Benefits and #20533 Fidel Cruz. Ms. Bouchard stated she will check into this voucher: #20487 Martindale & Salisbury Const. Co., Inc.

- b. **Aged Commitments – AP, October, 2012**

It was noted that this report looks good.

c. Aged Receivables, October, 2012

The Commissioners asked if there is any way to write-off aged receivables. Ms. Bouchard stated that these are active tenants. She said the top portion is the rent and the others sections are late fees, maintenance charges, etc. Commissioner Yamamoto said she had questions regarding the rent collection of outstanding balances. There was further discussion of the Aged Receivable report.

d. Rent Collection Report, October, 2012

The Board all agreed this report looks good.

e. Monthly Actuals for Period Ending October 31, 2012

The Commissioners had questions on the budgets and Ms. Bouchard answered the following: Under Federal AMP 2 Maintenance Wages are over \$1,800 as well as the Contractual Services; Under Veterans Terrace Materials and Supply is over by \$2,448. Ms. Bouchard stated that she will check with Mr. Regan on the following two items: Under Central Office the water/electricity which are over by \$400 and \$500 and Under Veterans Terrace Administrative Salaries which are over by \$3,472.

Commissioner Cook asked if anywhere in East Hartford there is an issue with bedbugs. Ms. Bouchard explained how the Housing Authority handles this situation. Commissioner Cook explained how she handles the bedbug situation at her Housing Authority.

5. CONSENT AGENDA

The motion was made by Commissioner Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (October, 2012); b. Occupancy Report (October 1, 2012 to October 31, 2012); c. Section 8 Housing Voucher (October, 2012); d. Attorney's Report (November, 2012); e. Resident Services Coordinator Report (October, 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.

Commissioner Yamamoto wanted to compliment Mr. Dumas on all the work done at Hockanum Park with the new boilers and the fencing is completed.

6. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: Hurricane Sandy preparation and how storm was handled with staff; Management is starting a wage reopener with all the Unions; Medical Insurance Contract (Options were put on the table); Discussed the Capital Fund 2006 Closeout; Discussed the program Agape Fellowship Church was planning on beginning at Veterans Terrace; SEMAP needs to be submitted by November 29, 2012 and hopes EHHA will be a high performer in Section 8; Annual Agency Plan for 2012 needed to be resubmitted due to change of the scattered sites development project with the project base Section 8 and it was approved by HUD; It was noted another change will be made to the Agency Plan in the future due to a significant language

change in the Admissions Plan for Section 8 due to the vouchers for the scattered site program; King Court RPP is final and there will be a signing on November 15, 2012; The Housing Authority will be setting up two meetings with the residents to get their input for the RFP; EHHA hopes to have the RFP advertised by the second week of December, 2012; There was a discussion of where that will be advertised; A public hearing is scheduled for January 28, 2013 after a developer has been selected; The Commissioner of DECD will have 90 days to approve the sale or not; There was a discussion that the Executive Director will provide the Board a timeline of the King Court process; Submission of Predevelopment Application for Burnside Avenue for \$250,000 was done; There was a discussion regarding the scattered sites and the loan we will get from TD Bank for \$1.8 million if the Housing Authority receives the flex grant for \$2.5 million; Met with the Computer Company in regards to setting up a website for EHHA and it should be done in a couple of months; The Hockanum Park outreach meeting with Sgt. Rosario was cancelled due to the snow storm and that will be rescheduled.

7. NEW BUSINESS

Review and Approval of CFP 2011 – Purchase of F350 Plow/Sanding Truck

Commissioner Cook said that \$31,823.20 is a good price for a truck with a plow and sander.

There was a brief discussion what companies were solicited for bids. Ms. Bouchard said we went with the State contract as they were the low bidder.

The motion was made by Commissioner Yamamoto to approve the CFP 2011 – Purchase of F350 Plow/Sanding Truck from Crowley Ford in the amount of \$31,823.20. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

8. OLD BUSINESS

Commissioner Yamamoto stated a couple of things in regards to the Resident Services Coordinator's report: 1) would like the resident services coordinator to sign her report; 2) Hutt Heights has consistently had no participation when she goes out to that site for office hours or does presentations. Commissioner Patterson stated that the Resident Services Coordinator has been extremely helpful in getting a lot of stuff done and the residents of that development are pretty much set. Also Heritage Gardens on site hours are still cancelled due to bedbugs. Ms. Bouchard said she has opened those back up in November, 2012.

9. EXECUTIVE SESSION

a. Discussion of Pending Claims and Litigation (Madigan Matter)

b. Discussion of Personnel Matters Regarding Executive Director

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. Commissioner Patterson seconded the motion, it was carried by the unanimous

vote of the Board of Commissioners present to go into Executive Session at 6:02 p.m. Also in attendance was Debra Bouchard, Executive Director and Ralph Alexander, Legal Counsel.

The motion was made by Commissioner Cook, seconded by Commissioner Patterson, and was carried by the unanimous vote of the Board of Commissioners present to come out of Executive Session at 8:15 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 8:16 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on November 13, 2012 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,



Debra M. Bouchard
Secretary/Executive Director

DMB:bmp