

SUBJECT TO BOARD APPROVAL

COMMISSIONERS' SPECIAL MEETING, DECEMBER 12, 2012

The Commissioners of the East Hartford Housing Authority held a special meeting on Wednesday, December 12, 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 12:31 p.m.

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

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

2. **Approval of Special Meeting Minutes, November 13, 2012**

The motion was made by Vice Chairman Kate to approve the minutes of the Special Meeting of November 13, 2012. Commissioner Yamamoto seconded the motion; it was carried by the unanimous vote of the Commission present.

3. **PUBLIC COMMENT**

There was no public comment.

4. **FINANCE REPORTS**

- a. **Payment Vouchers, November, 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: #20581 Horizon Services Company; #20591 Painting by Ed; #20687 AAA Dura-Tech; #20716 Willis of Connecticut LLC.

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

There was nothing to report.

- c. **Aged Receivables, November, 2012**

There was nothing to report.

- d. **Rent Collection Report, November, 2012**

The Board all agreed this report looks good.

- e. **Monthly Actuals for Period Ending November 30, 2012**

There were no comments/questions on the Monthly Actuals statement.

5. **CONSENT AGENDA**

The motion was made by Commissioner Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (November, 2012); b. Occupancy Report (November 1, 2012 to November 30, 2012); c. Section 8 Housing Voucher (November, 2012); d. Attorney's Report (December, 2012); e. Resident Services Coordinator Report (November, 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 Commission present.

Commissioner Yamamoto wanted to comment that on the Resident Services Coordinator report she has signed it and has reinstated on-site office hours at Heritage Gardens.

Vice Chairman Kate said under Capital Funds for the central office in regards to the generators he asked which portion of this is on hold. Mr. Regan said putting in whole new building generators. Ms. Bouchard said the Housing Authority has purchased a couple of portable generators for the central office in order to run the servers and a few items. There was a discussion of the Highlands and the generator at that building.

6. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: SEMAP was submitted on November 26, 2012; HUD Correspondence—submission of repayment plan and supporting timetable on November 15, 2012 and waiting for HUD approval; discussion of update on Veterans Terrace management and contract renewal; discussion of REAC inspection, attending training on new scoring and schedule of REAC inspections; King Court—November 15, 2012 was the RPP signing, RFP input meeting with residents was held on December 5, 2012, two representative selected to be on evaluation panel (Mary Hill and Denise Summers), confidentiality agreement needs signatures by residents, public notice schedule set and RFP input meetings; Scattered Site Program—waiting for response on flex funding for 2.5 million grant, DECD sent supplemental questions and were answered on December 7, 2012; discussion of CHFA doing a needs assessment of all State properties; submitted predevelopment application for Burnside Avenue—submitted for the \$250,000 predevelopment funds; gearing up for REAC/MOR inspections—federal physical assessment and Veterans Terrace physical and management occupancy review; Website Development—logo complete, color scheme and home page.

Commissioner Yamamoto had concerns about doing anything on this property site by the statements from the Town Council last evening. Ms. Bouchard said if we get the predevelopment funds they are basically to do an analysis on the Burnside property. There was further discussion on different possibilities for the use of the Burnside Avenue site. The Housing Authority needs to work with the Town and they need to come up with some ideas. Ms. Bouchard stated that the Housing Authority needs some cash flow in order to keep the Authority running with the declining federal funds.

There was a discussion regarding King Court, the residents rent and no subsidy for that development.

7. NEW BUSINESS

a. Review and Approval of the 2013 Meeting Schedule for the East Hartford Housing Authority Board of Commissioners' Meetings

The Board had a discussion in regards to holding the meeting in the evening. The Board ideally wants to hold the meetings at 12:30 p.m. but due to many requests they understand why evening meetings need to be held. The majority of the Board agreed to leave it as presented at 5:00 p.m. The Chairman stated that he has a problem with this and would like to see the meetings held at 12:30 p.m. since no one shows up. A suggestion was made to possibly alternate the meetings from 12:30 p.m. and 5:00 p.m. Ms. Bouchard has reservations about moving meetings to 12:30 p.m. because we are going through a lot of development with other projects and she believes for the time being the meetings should be kept in the evening. Commissioners Yamamoto and Cook agreed that the Board hired the Executive Director to direct us and we need to go along with the way she feels in regards to the meeting schedule.

The one change to the 2013 Meeting Schedule would be to change the December 18, 2013 meeting to 12:30 p.m.

The motion was made by Commissioner Yamamoto to approve the 2013 Meeting Schedule with the one change for December 18, 2013 to 12:30 p.m. Commissioner Cook seconded the motion; it was carried by a vote of 4-yea 1-nay (Chairman Keating).

b. Discussion and Action Regarding Removal and Appointment of Director to the East Hartford Affordable HOMES/NOW

The motion was by Commissioner Yamamoto to remove Wanda Franek from the East Hartford Affordable HOMES/NOW board and appointment Patrick Barder to serve in her place. Commissioner Cook seconded the motion; it was carried by the unanimous vote of the Commission.

c. Discussion and Action on the Authorization of the Creation of Two New Non-Profits to the Agency's Redevelopment Plan

Attorney Alexander said both the Burnside Avenue development and the redevelopment of Veterans Terrace requires the vehicle of a non-profit in order to move forward. In regards to Veterans Terrace, a non-profit is needed of the anticipation that a portion of that redevelopment will be done with tax credit funding and it must go through a vehicle of a non-profit. With respect to the development of Burnside Avenue, whether it is a grant or any funding, it needs to go through a tax-exempt entity and Housing Authorities cannot get these kinds of grants themselves because they are not 501(c)(3) entities.

Attorney Alexander stated that the East Hartford Affordable HOMES/NOW will be used for the scattered sites. He explained that each one of these programs needs to stand alone so you need to have a separate entity for each one and it takes time to create the entity and stated what needs to be done.

The motion was made by Commissioner Yamamoto to approve Resolution No. CT013-89-12-2012 to form two nonstock corporations, each of which is to pursue tax-exempt status under Section 501(c)(3). One nonprofit being for the facilitation of the Burnside Avenue development and one nonprofit for the

facilitation of the redevelopment of Veterans Terrace. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Commission present.

It was mentioned that there may be a possible need for one more additional nonprofit. The Board discussed briefly who would serve on these boards.

d. Review and Approval of the Budgets

Mr. Regan said pursuant to the letter from HUD he has added two line items. One is the repayment to the Section 8 program for \$120,000 a year out of federal funds for the next 5 ½ years as a good faith payment. The second is the provision for the OPEB, which is \$206,315 for the unfunded pension liability fund, which is the health insurance for the retirees.

The motion was made by Vice Chairman Kate to approve the Budget. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Commission present.

e. Review and Approval of the Schedule of Maintenance Charges for Veterans Terrace

Ms. Bouchard explained that during the Housing Authority's MOR they cited a finding on our schedule of charges for Veterans Terrace stating they were not in regulation with the 4350 rules. The maintenance charges were then submitted to HUD that we have been using for many years without any finding and they were rejected. Mr. Bouchard stated that we could not use any flat charges. All charges have to show labor and material and everything had to be adjusted to reflect those changes. Ms. Bouchard explained some of the items that the Housing Authority can no longer charge for, especially the charge for the notice to quits. The Chairman asked how will you figure out the labor. Ms. Bouchard said that the supervisor will have to look at the work order to determine the length of a job.

The motion was by Commissioner Yamamoto to approve the schedule of Maintenance Charges for Veterans Terrace effective January 1, 2013. Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

f. Review and Approval of Vacated Tenant Accounts Receivable Write-Offs

The motion was by Commissioner Yamamoto to approve Resolution No. CT013-88-12-2012 to authorize the East Hartford Housing Authority Tenant Accounts Receivable Write-Offs effective December 12, 2012. Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Commission present.

8. OLD BUSINESS

There was nothing to discuss under this heading.

Vice Chairman Kate asked if the Housing Authority liaison had any questions of this Board. At this time, Ms. Clarke stated she did not have any questions for the Board.

9. EXECUTIVE SESSION

- a. Discussion of Pending Claims and Litigation (Madigan Matter)
- b. Discussion of Personnel Matters Regarding Executive Director
- c. Discussion of Strategy and Negotiations Regarding Collective Bargaining Matters

The motion was made by Commissioner Cook to go into Executive Session for the purpose of discussion of pending claims and litigation (Madigan Matter), discussion of personnel matters regarding the Executive Director, and discussion of strategy and negotiations regarding collective bargaining matters. Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Commission present to go into Executive Session at 1:41 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 Commission present to come out of Executive Session at 2:40 p.m.

10. POST EXECUTIVE SESSION BUSINESS

Following brief discussion in open session, a motion was made by Commissioner Yamamoto directing that the Housing Authority extend a written employment contract to the Executive Director, Debra Bouchard. Said contract to be for a term running from October 1, 2012 through September 30, 2015. Said contract provisions to be consistent with the provisions of the contract draft presented to the parties in executive session. The motion was seconded by Vice Chairman Kate. There being no discussion requested on the motion, the Chairman called the question and the motion was carried by the unanimous vote of the Commission.

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 Vice Chairman Kate and the motion was carried by the unanimous vote of the Commission. 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 December 12, 2012 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,



Debra M. Bouchard
Secretary/Executive Director