

# SUBJECT TO BOARD APPROVAL

## COMMISSIONERS' MEETING, JANUARY 16, 2013

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, January 16, 2013 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 5:00 p.m.

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

Commissioner Hazelann Cook was absent due to illness.

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

2. **Approval of Special Meeting Minutes, December 12, 2012**

The motion was made by Commissioner Yamamoto to approve the minutes of the Special Meeting of December 12, 2012. Commissioner Patterson seconded the motion.

Commissioner Yamamoto had a question in regards to the work orders for Veterans Terrace and how they will charge for items. Ms. Bouchard explained that Veterans Terrace is different and they do not want the Housing Authority charging flat fees even though the residents rather be charged flat fees because they know what they will be charged. She explained that under 4350 the Housing Authority needs to bill for material and labor.

The motion that was made and seconded was carried by the unanimous vote of the Commission present.

3. **REQUEST FOR ADDITIONAL AGENDA ITEMS**

Attorney Alexander said he would like to address the vacancy of the position of Vice Chairman from the resignation of James Kate. This item should go under New Business 8c.

4. **PUBLIC COMMENT**

There was no public comment.

5. **FINANCE REPORTS**

- a. **Payment Vouchers, December, 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: #20879 The Walker Group; #20793 East Coast Pavement Service; #20792 Yankee Fence, LLC and #20836 Town of East Hartford.

b. Aged Commitments – AP, December, 2012

Ms. Clarke stated the Aged Commitments reflects that there are no outstanding payables at the end of December 31, 2012. Ms. Bouchard stated that there are no bills over 30 days past due.

c. Aged Receivables, December, 2012

Chairman Keating asked if the Housing Authority is going after the individuals that are on the Aged Receivables list. Ms. Bouchard said that the residents receive quarterly statements on their outstanding balances. Chairman Keating asked what if they do not pay. Ms. Bouchard said that we try to have the residents pay a little extra each month with their rent payments. Ms. Bouchard said when King Court residents come in for their annual recertification, which will happen in March, the Housing Authority will run outstanding balances on all those residents and they will be required to enter into a repayment agreement with the Housing Authority. Chairman Keating asked if we can do that with the other developments. Ms. Bouchard stated that we can start the process for all other developments.

d. Rent Collection Report, December, 2012

Ms. Bouchard said that the Rent Collection report is not looking good this month due to the holidays. She stated this happens three times a year: September, December and June. Eventually the Housing Authority does get the money once the resident receives a Notice to Quit. There was a discussion on how long the process takes to do an eviction.

e. Monthly Actuals for Period Ending December 31, 2012

Ms. Clarke said on the Consolidated statement the administrative salaries are over budget how does that happen. Mr. Regan said it is because there is 14 weeks which means there is an extra paycheck in the year.

6. CONSENT AGENDA

The motion was made by Commissioner Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (December, 2012); b. Occupancy Report (December 1, 2012 to December 31, 2012); c. Section 8 Housing Voucher (December, 2012); d. Attorney's Report (January, 2013); e. Resident Services Coordinator Report (December, 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 Commission present.

7. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: King Court: Input Meetings-2 meetings held; RFI Meeting-due to weather rescheduled for January 23, 2013 and this will be held with the developers; RFQ-met with residents (which signed confidentiality agreements) and hope to have it released by February 1 and she explained further the RFQ; Public Hearing scheduled for third week in April with the Commissioner; Scattered Site Program for 30 units—\$2.5 million grant was put in and DECD is looking at 10 housing authorities and we made the first cut and will be interviewed (Ms. Russo said Town Council had issues with this and requested a more specific plan); Relocation resources for the residents; Explained briefly about submitting for predevelopment

funds and we are one of the Housing Authorities on the list to receive some money and will have to meet with DECD to discuss what they want us to do and how much money they will fund us; There was a discussion regarding the real estate agent selected, Silver Pines from Wilton, and the Board wanted to make sure Attorney Alexander reviews any contract that is signed with this agent; Predevelopment Application on Burnside Avenue is on hold to reconstruct this building with our office space and adding 20 units of workforce housing (Ms. Russo said the Town Council had issues in regards to development of Burnside Avenue and wants the Housing Authority to keep them apprised of the process) and Attorney Alexander explained that options can be changed if we are awarded any money and the likelihood of single family housing was very unlikely; Veterans Terrace contract is expiring May 31, 2013 and to renew the contract the following needs to be done: utility study (which is done), a rent comparability study (will be completed in January, 2013), budget (which will be done), a conference call with CHFA to figure out what option for contract renewal best meets the Housing Authority's needs; submit everything to our current contract administrator JEFFCO; REAC inspections are coming up: AMP 100 – January 24, 2013; AMP 200 – February 19, 2013 and AMP 300 – February 20, 2013; Website Development is moving forward –the website company turned it over to the Housing Authority to add some content to it and it is expected to take about a month; the Town CDBG grant is out again and the Housing Authority will be putting in an application – for Emergency preparedness/education for our residents; and Union Negotiations are ongoing on the wage reopener and trying to reopen up the insurance agreement.

8. NEW BUSINESS

a. Review and Approval of Resolution for Business Credit Card Account

Commissioner Yamamoto asked in regards to the company credit cards who would have authorization to use them. Mr. Regan said Ms. Bouchard, Mr. Regan and Ms. Pliszka. She is pleased to see the Housing Authority has been able to work this through because it has been over a year.

The motion was made by Commissioner Yamamoto to approve Resolution No. CT013-90-01-2013 to authorize the Executive Director to apply for a business credit card for the East Hartford Housing Authority. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Commission present.

b. Review and Approval of Resolution for a Significant Amendment to the PHA 5 Year Plan and Revision to the Housing Choice Voucher Administrative Plan

Ms. Bouchard explained this is a new chapter within our Administrative Plan for Section 8. A change to the Administrative Plan needed to be done to put in a new section in regards to project based vouchers. Ms. Bouchard explained HUD allows you to use 20% of our allocation of housing choice vouchers for project basing. To incorporate a scattered site program and to use 30 vouchers out of our allocation to help subsidize those units, we needed to add this chapter. She briefly explained the chapter and stated that this is a HUD requirement.

The motion was made by Commissioner Yamamoto to authorize Resolution No. CT013-91-01-2013 to make a Significant Amendment to the PHA 5 Year Plan and Revision to the Housing Choice Voucher Administrative Plan. Commissioner Patterson seconded the motion; it was carried by the unanimous vote of the Commission.

c. Election of Vice Chairman

Attorney Alexander said this will require a formal nomination for election of a new Vice Chairman.

The motion was made by Commissioner Patterson to nominate Commissioner Prescille Yamamoto as Vice Chairman of the East Hartford Housing Authority. Chairman Keating seconded the motion, it was carried by an unanimous vote of the Commission present with one abstention (Yamamoto).

9. OLD BUSINESS

There was nothing to discuss under this heading.

Commissioner Yamamoto stated she had a question in regards to the Resident Advisory Board minutes for November and December included in our Board package which did not indicate who chaired the meeting nor did they indicate who submitted the minutes. Ms. Bouchard stated that Christine Paisley chaired those two meetings. It was uncertain who was responsible for the submission of the minutes.

10. EXECUTIVE SESSION

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

b. Discussion of Strategy and Negotiations Regarding Collective Bargaining Matters

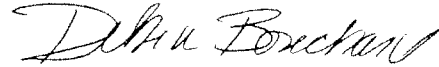
The motion was made by Commissioner Yamamoto to go into Executive Session for the purpose of discussion of pending claims and litigation (Madigan Matter) and discussion of strategy and negotiations regarding collective bargaining matters. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Commission present to go into Executive Session at 5:42 p.m. Also in attendance was Debra Bouchard, Executive Director and Ralph Alexander, Legal Counsel.

A motion made by Commissioner Yamamoto, seconded by Commissioner Patterson, and carried by unanimous vote of the Commissioners present, to come out of Executive Session at 6:45 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 Commissioner Patterson and the motion was carried by the unanimous vote of the Commission. The meeting was then adjourned at 6:46 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on January 16, 2013 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Debra M. Bouchard".

Debra M. Bouchard  
Secretary/Executive Director

DMB:bmp