

SUBJECT TO BOARD APPROVAL

COMMISSIONERS' MEETING, FEBRUARY 20, 2013

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, February 20, 2013 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, Connecticut. The meeting was called to order by Acting Chairman Prescille Yamamoto at 5:02 p.m.

1. **ROLL CALL:** Commissioner James W. Patterson, Jr.
Commissioner John Carella
Commissioner Hazelann Cook
Acting Chairman Prescille Yamamoto

Chairman Robert Keating was absent due to being out of the state.

Also present were: Debra M. Bouchard, Executive Director; Joseph Regan, Finance Director; Brenda Pliszka, Executive Secretary/HR; Andre Dumas, Asset Coordinator; Ralph J. Alexander Legal Counsel and Linda Russo Town Council Liaison.

2. **Approval of Regular Meeting Minutes, January 16, 2013**

The motion was made by Commissioner Cook to approve the minutes of the Regular Meeting of January 16, 2013. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

3. **REQUEST FOR ADDITIONAL AGENDA ITEMS**

There were no additional agenda items.

4. **PUBLIC COMMENT**

There was no public comment.

5. **FINANCE REPORTS**

- a. **Payment Vouchers, January, 2013**

Acting Chairman Yamamoto 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: #21126 Stericycle Inc.; #21078 Kainen, Escalera and McHale; #20986 Town of East Hartford.

- b. **Aged Commitments – AP, January, 2013**

There were no comments on the Aged Commitments.

- c. **Aged Receivables, January, 2013**

Ms. Bouchard stated that the Housing Authority has begun implementing a repayment agreement for outstanding balances with King Court. As recertifications are done at the other developments, repayment agreements will be implemented. Ms. Bouchard explained to the Board how it will be done and HUD is recommending that it be calculated at 40% of adjusted gross income. The difference between the 30% and the 40% would be the repayment agreement on a monthly basis. Ms. Bouchard said that quarterly statements are sent out with the tenant's balances to try to collect the money.

d. Rent Collection Report, January, 2013

The Commissioners discussed the collection of rents at King Court and Veterans Terrace.

e. Monthly Actuals for Period Ending January 31, 2013

Acting Chairman Yamamoto asked Mr. Regan to add a fourth column to the Consolidated Operating Statement which he said he did and it will be given to the Board next month. That column will show the budget for the entire year 2013.

Acting Chairman Yamamoto had a few questions on the consolidated operating statement that she reviewed with Mr. Regan prior to the Board meeting. Pensions and Others and she was assured that should be balancing out shortly and it was due to the number of weeks; Under Central Office she was concerned about the fuel costs and that is due to the cost of fuel at this time of the year and it will get better once the weather gets warmer; In regards to the water usage in AMP 1 and Hutt Heights she stated this was due to the billing cycle.

6. CONSENT AGENDA

The motion was made by Commissioner Cook to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (January, 2013); b. Occupancy Report (January 1, 2013 to January 31, 2013); c. Section 8 Housing Voucher (January, 2013); d. Attorney's Report (February, 2013); and e. 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 Commissioners present.

Acting Chairman Yamamoto said she had a question on the Capital Fund and Major Maintenance Report on Page 4 on CHFA inspections and corrections. She asked what is happening to the brick that it needs metal covers put on it. Mr. Dumas explained that in multiple locations there is broken damaged brick and it is very costly to do masonry repairs and this is a protective cover and it meets the inspection criteria.

Commissioner Cook asked a question on the replacement of the lawn tractor/plow blade and wondered if the Housing Authority was replacing just the blade or the tractor. Mr. Dumas said it is a large size lawn tractor with a push blade to be strictly used to blow snow off the sidewalks.

7. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: Storm Nemo (Charlotte)—meeting was held with managers/directors, notices were delivered to all residents to get ready for storm and what our actions would be, couple of maintenance men were put up in a hotel in East Hartford, phone lines were checked, couple of properties we had trouble getting into, contractors were used to help us clear the sidewalks and parking areas, discussion of FEMA assistance; King Court—RFQ was released, pre-bid conference to be held on February 21, 2013, proposals in by March 8, 2013, community outreach public hearing scheduled for late April or early May, it was stated by Ms. Bouchard that she hopes to have the sale of King Court done by the end of the

summer and there was a discussion of what EHHA will receive from the sale; Scattered Site Program—went to DECD on February 4, 2013 to give a presentation as of today have not heard anything; No update on pre-development funds for Burnside Avenue (Commissioner Cook believes that this property would be an excellent site for congregate housing and explained the reasons why and discussed getting the other two pieces of property on both sides of our property to make it doable and stated she believes this would be something very positive for this Town); Veterans Terrace Development—met with DECD and they are looking at giving EHHA \$150,000 to start predevelopment at Veterans Terrace; Contacted DECD to find out what is happening and she heard today that EHHA should receive a commitment letter between 7 to 10 days; It was stated that this money is start up plans and to try to get EHHA in a round of CHAMP grants (if this is not available have to try for tax credits and this was explained further); Renewal has been submitted for the VT contract; Currently JEFFCO is our contract administrator for Veterans Terrace and our Section 8 certificates are under review to have them for another 20 years; REAC inspections—AMP 100 was done on January 24, 2013 and received the score of 93%; AMP 200 will be scheduled around March 7, 2013 and AMP 300 has now been scheduled for February 26, 2013; Website Development—ran into a snag on that with a problem with the interface to do the updates and believes it is a Windows 7 problem and she has not paid their last invoice until the issue is cleared up; Town CDBG Grant—two items were put in—one was to work with Dan Dube on emergency management and that was denied and the second was for our generator project at Veterans Terrace and they are going to fund that in the amount of \$63,000 (contingent on HUD funding and approval of the Town Council); Collective Bargaining mediation with all unions is scheduled for March 13, 2013; SEMAP—Section 8 program we have elevated to a high performer and scored 97%; PHAS Score—on the Capital Fund Program we scored 10 out of 10 points (timeliness of obligations and occupancy levels); HAI Scholarship—A mailing was sent out to all of our family developments as well as Section 8 participants in regards to the HAI Scholarship program; GASB 45—An actuarial study will be done by Primoris Benefits Advisors, Inc. to conduct a study to make sure our budget line item for health care benefits for employees and retirees are accurate.

8. NEW BUSINESS

a. Review and Approval of the Employee Assistance Program between East Hartford Housing Authority and the University of Connecticut Health Center

Ms. Bouchard stated this is a contract renewal to utilize the EAP services with the UCONN Health Center and have been involved with this program for years. She explained they come in and do some training such as team building, supervisory training or if we have a problem with an employee management can refer them to EAP. Commissioner Cook stated it is important to be involved with this type of program.

Commissioner Cook stated on the Corporate Resolution it does not state which company it is with. It was stated this is a standard resolution they supply us to use and it is attached with this whole agreement.

The motion was made by Commissioner Patterson to approve the Corporate Resolution with the University of Connecticut Health Center and East Hartford Housing Authority for participation in their Employee Assistance Program in the amount of \$783.00. Commissioner Cook seconded the motion and it was carried by the unanimous vote of the Commissioners present.

b. Review and Approval for Energy Consultant Services

Mr. Dumas gave the Board some history of what had occurred in regards to working with the Town of East Hartford and the Board of Education in forming a Cooperative Parties for Energy Consultant Services. He said everyone had certain needs in that area and we entered into an agreement and an RFP was developed and 12 or 13 responses were received and meetings held. From the responses, we all had different focuses and we were all coming from different angles, based on that EHHA reissued out a revised scope of work specifically for the Housing Authority so those parties interested could focus on that work. Received responses and two were clearly in line with what we needed and interviewed those top two applicants/candidates and they were Facilities Strategy Group and GDS Associates. After interviews were held and based on the information achieved, we are recommending approval to go with Facilities Strategy Group. Mr. Dumas explained what the energy consultant will do. The goal is to achieve an energy performance contract through the HUD program.

Mr. Dumas said we are asking for Board approval since the overall contract is over \$25,000 to hire Facilities Strategy Group. He explained that we had done this whole process in 2008 and got all the way through HUD approvals and an energy services firm was hired but because our financial status at that time was not good we were not able to get financing. This is our second time at this and we have experience as an agency and at the end we will have a program financed through energy savings to do capital improvements and explained some of the projects to be done.

There was a discussion of how CL&P has helped the Housing Authority and this will give us an opportunity to do other savings that would not happen through the CL&P program.

There was a discussion as to the cost savings in capital improvement.

Acting Chairman Yamamoto stated that the Capital Fund Maintenance Report is the most informative report included in the Board package.

The motion was made by Commissioner Patterson to approve the hiring of Facilities Strategy Group in the amount of \$35,000 to work as the Housing Authority's Energy Consultant. Commissioner Cook seconded the motion and it was carried by the unanimous vote of the Commissioners present.

c. Review and Approval for Audit Services

Mr. Regan informed the Board that an RFP went out for audit services and two firms responded, Hurley, O'Neill & Company, P.C. and Whittlesey & Hadley, P.C. He said the Housing Authority is recommending that the Board approve to have Hurley, O'Neill & Company, P.C. do our audit services and stated they were the same auditor we had the past couple of years. The cost for the audit services for the next three years is \$16,960 a year. Ms. Bouchard stated even though our procurement policy states we need

to bring only items over \$25,000 to the Board she felt this should be brought before the Board since it covers the entire agency and since we are financially troubled. Commissioner Cook said that they are a good company.

The motion was made by Commissioner Cook to approve the hiring of Hurley, O'Neill & Company, P.C. to perform our audit services for each of the years ended September 30, 2012, 2013 and 2014 for \$16,960 per year. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

9. OLD BUSINESS

There was nothing to discuss under this heading.

10. EXECUTIVE SESSION

- a. Discussion of Pending Claims and Litigation Regarding Post-Trial Motions
- b. Discussion of Strategy and Negotiations Regarding Collective Bargaining Matters Relating to Clerical Unit
- c. Discussion of Possible Acquisition and/or Sale of Real Property Located in Town

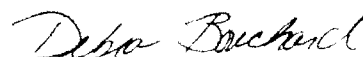
The motion was made by Commissioner Cook to go into Executive Session for the purpose of discussion of pending claims and litigation regarding post-trial motions, discussion of strategy and negotiations regarding collective bargaining matters relating to clerical unit, and discussion of possible acquisition and/or sale of real property located in town. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the 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.

A motion made by Commissioner Cook, seconded by Commissioner Patterson, and carried by unanimous vote of the Commissioners present, to come out of Executive Session at 6:34 p.m.

There being no further business before the Board of Commissioners, Acting Chairman Yamamoto entertained a motion to adjourn which was made by Commissioner Cook and seconded by Commissioner Patterson, said motion being carried by the unanimous vote of the commissioners present, and the meeting was adjourned at 6:36 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on February 20, 2013 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,



Debra M. Bouchard
Secretary/Executive Director