

SUBJECT TO BOARD APPROVAL

COMMISSIONERS' MEETING, APRIL 17, 2013

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, April 17, 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 5:10 p.m.

1. **ROLL CALL:** Vice Chairman Prescille Yamamoto
Commissioner James W. Patterson, Jr.
Commissioner John Carella
Commissioner Hazelann Cook
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; Linda Russo and Esther Clarke Town Council Liaisons.

2. **Approval of Regular Meeting Minutes, March 20, 2013**

Commissioner Cook said on page 3 she asked about the repayment agreements if some of them could be written off and it appeared in the minutes that Mr. Regan said these are all vacant units. Ms. Bouchard stated it should read "occupied" units not "vacant" units.

Ms. Kniep stated as this issue relates to the minutes which she was referenced in those minutes, she believes her statement is not accurate and gave a letter to the Executive Director tonight with her concerns which will clarify the matter.

Vice Chairman Yamamoto said on page 3 last sentence of first paragraph it states "...you can look at the website @ ehhousing.com." Ms. Bouchard said it should have read "...you can look at the website at ehhousing.com."

The motion was made by Vice Chairman Yamamoto to approve the minutes of the Regular Meeting of March 20, 2013 with the above-noted corrections. Commissioner Cook seconded the motion and it was carried by the unanimous vote of the Commissioners.

3. **REQUEST FOR ADDITIONAL AGENDA ITEMS**

Attorney Alexander stated that there are two items to be added to the Agenda. The two additional items to add to the agenda are under New Business: 8b) Resolution addressing the Housing Authority's intent to endorse a relocation program as required in statutory section 8-64a as part of the King Court Redevelopment plan and 8c) Resolution authorizing the Executive Director to enter into a 20 year extension of the Veterans Terrace housing affordability program under the Section 8 voucher program.

The motion was made by Commissioner Patterson to approve the addition of the two items under New Business noted above to the Agenda. Vice Chairman Yamamoto seconded the motion and it was carried by the unanimous vote of the Commissioners.

4. PUBLIC COMMENT

Ms. Kniep at this time read the letter that was submitted to Ms. Bouchard tonight dated April 17, 2013 which is attached to these minutes.

Attorney Alexander said at the request of the Executive Director and with such a large group tonight here primarily interested in the King Court issues it was asked that the Board of Commissioners make a motion to suspend the rules and move to Executive Session so the Board of Commissioners can go into Executive Session to review the information from the selection committee and then come out and move forward with the agenda for any action or business on the King Court program.

The motion was made by Commissioner Patterson to change the order of meeting to take the Executive Session section of the agenda at this time and then any action or business on the King Court program will be discussed. Vice Chairman Yamamoto seconded the motion and it was carried by the unanimous vote of the Commissioners.

10. EXECUTIVE SESSION

- a. Pending Claims and Litigation Update on Lawsuit
- b. Discussion of and/or sale of real estate – King Court Development

The motion was made by Vice Chairman Yamamoto to go into Executive Session for the purpose of discussion of pending claims and litigation update on lawsuit and discussion of and/or sale of real estate – King Court development. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Commissioners to go into Executive Session at 5:19 p.m. Also in attendance was Debra Bouchard, Executive Director, Joseph Regan, Finance Director, Kelly McDermott, Senior Manager of Planning and Modernization and Ralph Alexander, Legal Counsel.

The motion was made by Commissioner Cook, seconded by Vice Chairman Yamamoto and carried by unanimous vote of Commissioners, to come out of Executive Session at 6:06 p.m.

11. POST EXECUTIVE SESSION BUSINESS

Attorney Alexander asked the Board of Commissioners to make a motion to suspend the rules and move to Post Executive Session Business so the Board of Commissioners can discuss any action on selection of purchaser/developer of King Court.

The motion was made by Commissioner Patterson to go into Post Executive Session Business. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Commissioners to go into Post Executive Session Business at 6:12 p.m.

Discussion and Action on Selection of Purchaser/Developer for King Court

The motion was made by Vice Chairman Yamamoto to select the recommended developer to enter into contract for the purchase and sale of King Court with terms satisfactory to the Housing Authority in

accordance with the terms of the RFQ to Goodwin College, JHM Group and Imagineers. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners.

5. FINANCE REPORTS

a. Payment Vouchers, March, 2013

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: #21385 Capital Equipment & Marine, Inc.; #21387 Crowley For LLC; #21363 Kinsley Power Systems; #21357 The Hartford Courant Co.

b. Aged Commitments – AP, March, 2013

There were no comments on the Aged Commitments.

c. Aged Receivables, March, 2013

Chairman Keating asked how hard is the Housing Authority working to collect the rents. Ms. Bouchard said that we send out quarterly statements to all the residents and began implementing at recertification that we enter into repayment agreements with the individuals for their back balance. Commissioner Patterson said these are individual agreements made with each of the residents on their situation. Commissioner Cook wanted to check to see if the Housing Authority was doing 40% of the adjusted gross income. Ms. Bouchard said yes that is what HUD recommends. Commissioner Carella said that is the maximum but you don't have to collect the whole additional 10% it can be based on ability. Ms. Bouchard said that you need to keep it consistent among all the individuals otherwise you are treating people differently. Commissioner Patterson asked if the Housing Authority recommends to tenants outside agencies that can assist them. Ms. Bouchard said that outside organizations help with security deposit assistance or in court stipulated agreements which we refer tenants to them.

There was a discussion with Ms. Clarke in regards to the actual total that was not collected from the tenants.

d. Rent Collection Report, March, 2013

Chairman Keating said that the federal properties are good but the state properties are still not good. Ms. Bouchard noted that this report is printed at the end of the month and the NTQ's are not sent out until after the 10th. She stated with some of the family developments there is a trend that they are not always paying by the end of the month and usually wait until the tenth of the month. Ms. Bouchard said she is requesting that this report be run after the 10th and the Board should start seeing better numbers.

e. Monthly Actuals for Period Ending March 31, 2013

Vice Chairman Yamamoto said in reviewing the monthly annuals each month Federal AMP 2 and Hutt Heights are continuously over month after month in their utilities. She wondered if the Housing Authority had any indication why this takes place. Mr. Regan said there is no way to get it 100% accurate due to the different number of days in each month. Vice Chairman Yamamoto asked if we are making an effort to check our properties to make sure that there are not issues with our water. Mr. Regan does not believe that is the problem since we have the maintenance men out there.

Commissioner Cook asked how the sequestration is affecting the budget. Ms. Bouchard said that the Housing Authority is only receiving from HUD 79% of operating subsidy for the rest of the calendar year. Commissioner Cook said that funding for your Housing Choice Voucher program is also decreasing 69% for Administration and 94% Housing Assistance Payment (HA). Ms. Bouchard said that is correct. Commissioner Cook said she heard it could go right through until the new budget comes out next January and asked if the Housing Authority was taking any other steps. Attorney Alexander said some of it is covered under collective bargaining negotiations and we cannot talk about at this time. Commissioner Cook explained what she may do at her Housing Authority.

There was a discussion in regards to requesting HUD to allow HA's to reduce payment standards immediately – 30 to 60 days.

6. CONSENT AGENDA

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

7. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: handling day-to-day operations; King Court was previously discussed; Veterans Terrace still waiting for predevelopment funds from DECD for the \$150,000; Went to CHFA yesterday and spoke with Mike Santoro they have still not sent the commitment letter to us and without that we cannot incur costs that will not be reimbursed; Continue to work on our contract with JEFFCO/HUD; Reviewed the 2012 PHAS Scoring and we are awaiting our FASS (Financial Assessment Sub System) score and HUD is very pleased with our progress and has reduced our meetings to every two months.

8. NEW BUSINESS

a. Review and Approval of the Opening of a Bank Account for East Hartford Housing Authority at TD Bank

Vice Chairman Yamamoto asked the reason for opening a new bank account. Ms. Bouchard stated that we want to build a relationship with TD Bank. We are giving them business since they have supported the housing authority. Ms. Bouchard said quite a few years ago we received \$15,000 from TD Bank and we are requesting another \$25,000 for our Affordable Homes Now nonprofit.

The motion was made by Vice Chairman Yamamoto to approve Resolution No. CT013-94-04-2013. Commissioner Cook seconded the motion and it was carried by the unanimous vote of the Commissioners

b. Resolution Addressing Housing Authority's Intent to Endorse a Relocation Program as Required in Statutory Section 8-64a as Part of the King Court Redevelopment Plan

Attorney Alexander explained as four major components of the DECD public hearing requirement the fourth of which is that we indicate our commitment to deal with any relocation issues and the following language reflects the state statutory language essentially verbatim.

The East Hartford Housing Authority, hereby resolved that, with respect to the impending sale or transfer of the State Moderate Rental property known as King Court, any person who is displaced as a result of the sale or transfer will be relocated to a comparable dwelling unit of public or subsidized housing in the same municipality or will receive a tenant-based subsidy and will receive relocation assistance under Chapter 135 of the Connecticut General Statutes; and

It is Further Resolved, that the successful applicant who ultimately purchases said King Court development will also be required to provide the above-referenced relocation assistance as part of that applicants contractual obligations under the purchase and sale agreement entered into between that person or entity and the Housing Authority.

Commissioner Cook said this is just formality and this is what is required by the State. Attorney Alexander said that is correct.

The motion was made by Commissioner Patterson to approve the above Resolution in regards to endorsing a relocation program as required in statutory section 8-64a to the King Court Redevelopment Plan. Vice Chairman Yamamoto seconded the motion and it was carried by the unanimous vote of the Commissioners.

c. Resolution Authorizing the Executive Director to Enter into a 20 Year Extension of the Veterans Terrace Housing Affordability Program under the Section 8 Voucher Program

Attorney Alexander stated that we are extending the project based Section 8 assistance on Veterans Terrace and part of that requires us to commit ourselves of 20 years of affordability at Veterans Terrace. Ms. Bouchard said when the Housing Authority renews our contract they want us to have a Use Agreement for 20 years on the Project Based Vouchers at Veterans Terrace. Ms. Bouchard said she is asking for authorization from the Board of Commissioners to sign this agreement going over to JEFFCO and HUD. Commissioner Cook believes that is excellent.

The motion was made by Commissioner Cook to authorize Debra Bouchard, Executive Director, to sign a 20 year Use Agreement for JEFFCO and HUD. Vice Chairman Yamamoto seconded the motion and it was carried by the unanimous vote of the Commissioners.

9. OLD BUSINESS

There was nothing to discuss under this heading.

There being no further business before the Board of Commissioners, Chairman Keating entertained a motion to adjourn which was made by Vice Chairman Yamamoto and seconded by Commissioner Cook, said motion being carried by the unanimous vote of the commissioners present, and the meeting was adjourned at 6:45 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on April 17, 2013 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,

A handwritten signature in cursive script that reads "Debra Bouchard".

Debra M. Bouchard
Secretary/Executive Director

DMB:bmp

April 17, 2013

To: Debra Bouchard, Executive Director
East Hartford Housing Authority
546 Burnside Ave
East Hartford, CT 06108
860-290-8301
bpliszka@ehhousing.org, dbouchard@ehhousing.org

cc: Mayor LeClerc and East Hartford Town Council

Fr: Susan Kniep
Former Mayor of East Hartford
fctopresident@aol.com
860-841-8032

Dear Debra: I am writing pursuant to my attendance at your March 20, 2013 Board Meeting and my request for information which was not complied with contrary to the Minutes of that Meeting.

I had asked for and continue to ask for information which details the costs your agency is incurring for any and all services rendered by the Bridgeport Housing Authority and/or their affiliates pursuant to your June 30, 2012 agreement. If costs are being incurred by EHHA outside of this agreement or any subsequent agreement, I would like to peruse that information as well.

During the course of the March meeting, you had indicated that you had not received bills for those services, but were aware of the costs incurred and were keeping track of those costs.

It was that information which I sought then and continue to seek. I again make that request, in writing, under Freedom of Information Statutes.

When the information is assembled I will come to our office to peruse the information and determine at that time if I wish to receive copies.

I look forward to your reply.

Susan Kniep