

COMMISSIONERS' MEETING, JULY 17, 2013

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, July 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 5:06 p.m.

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

Absent from the meeting was Vice Chairman Prescille Yamamoto.

Also present were: Debra Bouchard, Executive Director; Joseph Regan, Finance Director; Ralph Alexander, Legal Counsel; Linda Russo and Esther Clarke Town Council Liaisons.

2. **Approval of Regular Meeting Minutes, June 19, 2013**

Commissioner Cook had a question where it stated \$400,000 was transferred to the bank and believes it was \$100,000. Ms. Bouchard stated that it was \$400,000 which was taken out of the Veterans Terrace account and put it into a new account which was opened at TD Bank.

The motion was made by Commissioner Cook to approve the minutes of the Regular Meeting of June 19, 2013 as presented. 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 one present from the public to comment.

5. **FINANCE REPORTS**

- a. **Payment Vouchers, June, 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: Randstad invoices; #21828, #21882 & #21917 Leitao Car Wash, Inc.; #21789 AT&T; #21816 General Electric Company; #21829 Main Hardware Supply & Rental Co.; #21827 L.E. Whitford Co., Inc.; #21788 & 21902 Anytime Sewer & Drain Service; #21832 & #21861 Norige Oil Company Inc.; and #21889 Prime Communications.

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

There was a question on the Aged Commitments. Ms. Bouchard stated this is a credit and it is a notation to our AP person that RE Michel owes the Housing Authority \$103.12.

c. Aged Receivables, June, 2013

Commissioner Cook liked the way this report is being presented to the Board. Commissioner Carella asked about the Utility Charge. Ms. Bouchard said that is air conditioner fees which are charged to the residents for developments in which the Housing Authority pays the utilities. There was a brief discussion on a few other items in the report.

d. Rent Collection Report, June, 2013

Commissioner Cook believed this report looked good. Ms. Bouchard stated this report shows the rent roll that is charged and the amount of receipts received for that one month.

e. Monthly Actuals for Period Ending June 30, 2013

Commissioner Carella asked where the loss appears. Mr. Regan said on the first page there is a line item Provision for Collection Loss and there is allowance for collection loss on the balance sheet and it goes against that and is written off. Commissioner Cook said the actual to date is the \$35,400. Mr. Regan said that is what we plan to write-off and that is built up over time in the budget. Ms. Clarke said an item that is down in the budget is the federal monies that are coming in towards federal subsidy. Mr. Regan stated that part of it is Section 8 portability fees and there are not as many coming in as in the past because they were absorbed to keep our leasing up and this was explained further.

Ms. Clarke asked Mr. Regan if he is concerned about the \$280,000 under budget for nine months. Mr. Regan said no because if you look at the bottom line the Housing Authority is still making money, therefore, it is sort of a wash and explained this a little further. Ms. Clarke asked how the audit is coming. Mr. Regan said it is all done. Ms. Clarke asked when it will be released and if the Board of Commissioners have they reviewed the audit report. Ms. Bouchard said no and they will be receiving the copies tonight and Ms. Clarke requested a copy of the audit. Commissioner Cook asked on other income why is the portability down. Mr. Regan said that is the largest portion and also includes maintenance charges. There was a discussion regarding the Section 8 wait list. Also discussed was the Administration Fee.

6. CONSENT AGENDA

Commissioner Cook said under the Capital Fund and Major Maintenance Report on page 2 it states the housing authority had to rent a generator for \$4,500 per month. Ms. Bouchard said that is correct because our generator at Meadow Hill started to die down and thought we could fix it and when they delved into trying to repair it they informed us that the generator needed to be replaced. She said to ensure the safety of the residents we rented a generator through Kinsley at \$4,500 a month and we are currently in the design process and are trying to expedite it to get it done and a new generator at that site. Commissioner Cook said didn't the Town give the housing authority money for a generator. Ms. Bouchard said that generator was for Veterans Terrace through the CDBG block grant and we still have not received any money from the Town.

Commissioner Cook asked on page 4 what property are the improvements being done. Ms. Bouchard said it is for Veterans Terrace. Commissioner Cook asked in regards to Veterans Terrace is the Housing Authority able to keep that property and not have another management company come in to run it. Ms. Bouchard said at this time yes because the housing authority entered into a three-month

extension on the contract because HUD was waiting for the reserve for replacement that was put into the budget line because we are trying to increase our subsidy over there and in order to do that \$356,000 was put in stating we need that amount of money and needed a rent increase to pay for the repairs. HUD wanted actual bid specs out on the street and they wanted quotes. Ms. Bouchard said that is why HUD gave us a three-month extension on that contract. All items are at HUD and it has been reviewed and they sent over a new rent structure to us increasing our rent. Commissioner Cook said if we can manage it and keep up on the rents no third party will come in. It was stated that there has been no further conversations in regards to a management company coming in and taking it away. Ms. Bouchard said that the Housing Authority has been working on the training plan and we are constantly working having staff attend different training. Ms. Bouchard stated that a 20-year Use Agreement has been signed for that property which means they will continue to provide us with subsidy for the next 20 years. Ms. Bouchard stated the only way management of Veterans Terrace would be taken away if we went into a tax credit situation. Ms. Bouchard said that we are trying to get a grant and we are currently applying for CHAMP grant and explained that further in detail.

The motion was made by Commissioner Cook to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (June, 2013); b. Occupancy Report (June 1, 2013 to June 30, 2013); c. Section 8 Housing Voucher (June, 2013); d. Attorney's Report (July, 2013); e. Resident Services Coordinator Report (June, 2013); and f. Vacant Unit Turnaround AMP 1, AMP 2, Hutt Heights, Veterans Terrace. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

There was a discussion of the wait lists for our properties.

There was a discussion of how many resident associations the Housing Authority had at different complexes and the services that the Resident Services Coordinator provides.

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 Sale and Disposition and Attorney Alexander elaborated further on the process; Veterans Terrace Development; Veterans Terrace Contract Renewal; Scattered Site Program was discussed in detail and Review of HSA Plan through Oxford.

8. NEW BUSINESS

There was nothing to discuss under this heading.

9. OLD BUSINESS

There was nothing to discuss under this heading.

10. EXECUTIVE SESSION

- a. Discussion of Pending Claims and Litigation -- Update on the Terry Madigan Lawsuit
- b. Discussion of Negotiations regarding the Purchase and Sale of Real Estate -- King Court

The motion was made by Commissioner Cook to go into Executive Session for the purpose of discussion of pending claims and litigation -- update on the Terry Madigan Lawsuit and Discussion of Negotiations regarding the Purchase and Sale of Real Estate -- King Court. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Commissioners present to go into Executive Session at 6:10 p.m. Also in attendance was Debra Bouchard, Executive Director, Joseph Regan, Finance Director and Ralph Alexander, Legal Counsel.

There being no further business before the Board of Commissioners, Chairman Keating 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 7:-01 p.m.

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

Respectfully submitted,

Debra Bouchard
Secretary/Executive Director