

SUBJECT TO BOARD APPROVAL

COMMISSIONERS' MEETING, AUGUST 21, 2013

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, August 21, 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 5:05 p.m.

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

Absent from the meeting was Commissioner Hazelann Cook.

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

2. **Approval of Regular Meeting Minutes, July 17, 2013**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the Regular Meeting of July 17, 2013 as presented. Commissioner Carella seconded the motion and it was carried by the unanimous vote of the Commissioners present.

3. **REQUEST FOR ADDITIONAL AGENDA ITEMS**

Ms. Bouchard stated that she would like to add three additional items to the agenda under New Business as follows: d) Separation of the Veterans Terrace and King Court ACCs; e) Setting up a Reserve Account for Veterans Terrace and f) Call-In from Auditor to Report on the Current Audit for the Housing Authority.

The motion was made by Vice Chairman Yamamoto to approve the addition of the items to the Agenda. Commissioner Carella seconded the motion and it was carried by the unanimous vote of the Commissioners present.

4. **PUBLIC COMMENT**

Ms. Susan Kniep addressed the Board. She stated that she had directed a couple of letters to the Executive Director as a request under FOI for various pieces of information. Ms. Kniep said she is primarily looking for bills, invoices and any documentation that would rend insight into what East Hartford Housing Authority has requested of Bridgeport Housing Authority. She stated that she has been told different reasons why she was unable to receive this documentation. Subsequently, an investigative piece came out in the Hartford Advocate regarding Housing Authority of New Haven is turning a regional operation into a Housing Empire and she stated she would send an email link to the Board so they could read this article. Ms. Kniep wanted to understand: 1) that all of the Board members of East Hartford Housing Authority including its Attorney have not seen any invoices from Bridgeport, or New Haven, as it relates to any services it has provided indicating what the costs would be etc. 2) No one from the Housing Authority to include its Commissioners, employees and Attorney

have submitted anything in writing to the Bridgeport Housing Authority to generate a service, product, etc. As she reviews the contract with the Bridgeport Housing Authority, it appears that Bridgeport would act on the behalf of East Hartford Housing Authority when they received something from you indicating what the service would be. She explained that she started an inquiry back in April and will follow up with a communication tomorrow to include the link to the Hartford Advocate article and she assumes she will not receive anything from the Housing Authority but she will do what she is required to do and give it four business days before filing with the FOI Commission. Ms. Kniep said on June 21, 2013 she received an email stating that the tracking that has been done in-house is not an official document and when the Housing Authority has received an invoice to the Bridgeport Housing Authority it will be sent to her and as of this date no invoices have been received from them. In April, 2013 Ms. Kniep received an email that states that we have reviewed your request for information regarding the tracking of costs incurred from the Bridgeport Housing Authority and as stated at the March Board meeting the information is not only gathered by myself but other individuals in the Housing Authority and a couple of people have been out but once they return she will collect the information and email it over to you. Ms. Kniep finds it hard to comprehend that after all that East Hartford Housing Authority has been through regardless where your standing is as of today and appreciates having the minutes on the Towns' website and people are asking when the Housing Authority's website will be up. Ms. Kniep also stated that the Housing Authority has awarded King Court to Goodwin College and suggest that she would win in FOI and she said once she requests the information and you release the information she will still ask FOI to continue pursuing this because she believes she has waited long enough. She stated that the Housing Authority has released nothing as it relates to Goodwin College as to what their offer was and the RFQ was very specific as to what was to be required by Goodwin College and others who bid. Even if the Housing Authority were to eliminate some information from the other bidders to not determine who they were and then the general public would be able to see the prices of the offers. Ms. Kniep said that she will be very specific in her request and specific to the request of Freedom of Information and hopefully you will be forthright with the public and that you will let the public know if any service has been provided by the Bridgeport Housing Authority. She would appreciate the information she has requested in regards to the Bridgeport Housing Authority as well as Goodwin College and other proposals that were submitted.

5. FINANCE REPORTS

a. Payment Vouchers, July, 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: #22018 & #22082 L.E. Whitford Co., Inc.; #22028 & #22102 Town of East Hartford.

Commissioner Carella asked if all the expenses were reflected in the monthly statements. Mr. Regan said yes.

Vice Chairman Yamamoto noted that the Bank Register and the Aged Commitment Reports were both run by Debra Bouchard and the Housing Authority has a Finance department and she would like to see

those reports run by the Finance Department. Ms. Bouchard said that will be taken care of for the next Board package.

b. Aged Commitments – AP, July, 2013

Vice Chairman Yamamoto said the report run on July 2, 2013 and the report run on August 14, 2013 are identical except for the date and where in the spectrum are we with this. Mr. Regan said the R. E. Michel Co., Inc. has a credit and they owe us money.

c. Aged Receivables, July, 2013

Commissioner Carella asked for the following definitions: "Prepaid" – they paid more than their rent or paid their rent in advance; "Other Debt" – repayment agreements and the other debt is what was carried over the balance from our previous system when it was changed in 2005 such as maintenance charges but it was not rent.

d. Rent Collection Report, July, 2013

Vice Chairman Yamamoto said AMP 200 looks great. Chairman Keating stated that they all look pretty good.

Commissioner Carella said he is trying to understand all these numbers. He said what he sees is Rent Owed, Rent Collected and Uncollected Rent. Commissioner Carella said the Housing Authority has uncollected rent at King Court \$4,897.00 and the rent charges are \$26,866.00. Mr. Regan said that is for the month of July itself and it is not cumulative. Ms. Bouchard said that the Aged Receivable report is run at the end of the month and the rent collection report is run in the current month.

e. Monthly Actuals for Period Ending July 31, 2013

Vice Chairman Yamamoto said she believes she may have figured out some of her ongoing questions in regards to the water overages. For instance, in the month of June we were over \$608 and for July we are under \$518 and believe it depends when we get the bill and it is posted. She said that Hutt Heights last month it was over \$1,370 and this month it is still \$471 over and that has been consistent and believes there is something going on at Hutt Heights that we are always well over our budgeted amount and would like our maintenance men to check things over there. Commissioner Patterson stated that the residents are excited about watering their plants in front of their units and they have the community garden that is watered on a regular basis.

Ms. Clarke said the PILOT funds that are on the Consolidated Operating Statement are they for the future payment. Mr. Regan said yes and the PILOT has been paid through September, 2012. Ms. Clarke said the other accruals are what is responsible for putting you in a loss. Mr. Regan said yes. Ms. Clarke asked if he was concerned about it and are they true accruals? Mr. Regan said yes. Ms. Clarke said your income will pick up enough to absorb them? Mr. Regan said that he cannot say for sure. Ms. Clarke said you could end up with a minus? Mr. Regan said that is possible but nothing to the magnitude as it was in the past.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (July, 2013); b. Occupancy Report (July 1, 2013 to July 31,

2013); c. Section 8 Housing Voucher (July, 2013); d. Attorney's Report (August, 2013); e. Resident Services Coordinator Report (July, 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.

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** – it was explained the groups met to start them talking about an amended resident participation plan for the development; There is still no decision from the Department of Housing and we are past the 90 days and usually make the decision at the end of the month but they're not telling us what month; All files are being made ready for King Court to make an easy transfer; **Veterans Terrace Development** – Received official commitment letter from DOH for the \$150,000 preconstruction grant and explained what needs to be done now and explained we can ask for additional money and we plan to ask them for an additional preconstruction money; **Scattered Site Program** – HTCC application for the \$500,000 we did not receive since we did not score high enough and included in the package was the rating sheet; Met with program manager for the scattered sites for the \$2,000,000 this process is moving slow; There was a question from Ms. Clarke on how the Housing Authority will make up the \$500,000 shortfall and Ms. Bouchard explained what the Housing Authority is planning to do; **Security Grant** – We applied for the HUD Safety and Security \$250,000 grant and passed the first round and then was put into a lottery pool and unfortunately we did not receive the grant but will continue to try any time it comes out; **2012 PHAS Scoring** – The Housing Authority has exited out of troubled status and we are now a **standard performer** and attached the scoring to the report; Also noted was that we received a little more money in our Capital Funds from last year's \$610,000 and this year we received \$627,000.

8. NEW BUSINESS

a. Review and Approval of 2013 Disposition Auction List

The motion was made by Vice Chairman Yamamoto to approve the 2013 Disposition Auction List. Commissioner Carella seconded the motion and it was carried by the unanimous vote of the Commissioners present.

Vice Chairman Yamamoto said there are a lot of snowblowers on the list can we assume they are dead? Ms. Bouchard said they are and some have been stripped down and parts put in other equipment. The equipment was purchased in 2000. Vice Chairman Yamamoto said at auction what do we expect to get. Ms. Bouchard said it varies. She stated that the Scag Riding Mower will be replaced with the upcoming capital funds and the vehicles on the disposition list are either looking unrepairable or we invested too much money to fix.

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

Chairman Keating asked what is the purpose of opening an account at the Farmington Bank. Ms. Bouchard said that we want to apply for a grant and figure if we give them some business it will help us.

There was a brief discussion of how banks give out grants and who we have applied to for grants.

The motion was made by Vice Chairman Yamamoto to approve resolution CT013-9600802013 to open a new bank account for the East Hartford Housing Authority at Farmington Bank. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

c. Discussion of Interagency Agreement with the City of Bridgeport Housing Authority

Ms. Bouchard explained that the East Hartford Housing Authority entered into an Interagency Agreement with the City of Bridgeport Housing Authority in June, 2012. As of today, Kelly McDermott on our staff whom we hired in August of 2012 has had some mentoring through Peter Hance and has really taken on the responsibilities working with staff in the development of projects for the Housing Authority. Ms. Bouchard stated that we have really gotten away from Bridgeport Housing Authority and have not really been utilizing them. She noted that Peter Hance is no longer with Bridgeport Housing Authority and that is mainly who we were working with. At this time what Ms. Bouchard would like to have with the Board's approval to send the Interim Executive Director, Jim Miller, a letter to terminate the agreement between the two Housing Authorities under Section 3.2 of the agreement. She would also send to the Bridgeport Housing Authority's Board of Commissioners a letter thanking them for the Interagency Agreement and at the end asking them for a billing statement since we have never been provided with any billing since the start of the agreement.

The motion was made by Vice Chairman Yamamoto to approve resolution CT013-97-08-2013 terminating the Interagency Agreement for Program Management Services dated June 2012 by and between the East Hartford Housing Authority and the Housing Authority of the City of Bridgeport. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

d. Separation of the Veterans Terrace and King Court ACCs

Ms. Bouchard stated that Veterans Terrace and King Court were under the same contract. When the contract is renewed with Veterans Terrace and we sell King Court, the Housing Authority needs to separate that ACC. At this time, Ms. Bouchard is looking for approval to allow Mr. Regan on behalf of the East Hartford Housing Authority be able to sign the documentation to separate Veterans Terrace from King Court. Vice Chairman Yamamoto asked what is ACC? Mr. Regan said it is the Annual Contributions Contract with HUD and the two have been together since February, 1950 and it needs to be separated as part of the sale of King Court.

The motion was made by Commissioner Patterson to approve resolution CT013-98-08-2013 authorizing Joe Regan, Finance Director to sign documentation approving the separation of King Court and Veterans

Terrace ACC. Vice Chairman Yamamoto seconded the motion and it was carried by the unanimous vote of the Commissioners present.

e. Setting up a Reserve Account for Veterans Terrace

Mr. Regan said as part of the Housing Authority's 20 year renewal for the Veterans Terrace funding which CHFA will now be the contract administrator and in anticipation for the need for loans, mortgages, grants and so forth for Veterans Terrace going forward every Housing Authority who has a loan or mortgage on their property needs to have a reserve account deposited with CHFA. At this time CHFA is setting up the reserve agreement now in anticipation for the future. Chairman Keating asked how much is the reserve. Mr. Regan said that we need to fill it and the minimum is \$225,000 and he plans to make monthly deposits up to that amount. Mr. Regan said that the Housing Authority has proposed \$350,000 in fiscal year 2014. Commissioner Patterson asked exactly how does this work? Mr. Regan said it is a savings account and they are acting as a bank and will keep the money on file and when money to do repairs is needed the Housing Authority will make a request from them to get the money back. It was asked if the Housing Authority will receive interest on the money. Mr. Regan said there is suppose to be but has not seen the amount yet but this is more like a security deposit on the mortgage.

The motion was made by Vice Chairman Yamamoto to resolution CT013-99-08-2013 approving Joe Regan, Finance Director to sign documentation to setup a reserve agreement with Connecticut Housing Finance Authority for Veterans Terrace. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

f. Call-In from Auditor to Report on the Current Audit for the Housing Authority

There was a phone call-in with the Auditor and a discussion reviewing the audit was held. There was a question and answer period with the auditor and Commissioners.

9. OLD BUSINESS

There was nothing to discuss under this heading.

Ms. Kniep asked if she could address the Board. She said where it states \$2 million of scattered sites program and wondered if these properties are currently taxable and would become untaxable and go under the authority of the Housing Authority. Mr. Regan said no and they would be privately owned by a non-profit. Ms. Kniep said these properties are currently generating taxes it would be possible that \$2 million worth could be coming off the tax rolls under a non-profit. That is a possibility. Ms. Kniep said as it relates to King Court and the vacancies and it shows 50 units with 1 vacancy. Chairman Keating explained that there are only 50 rentable units at King Court and one of those units is currently vacant. It was stated that 30 units were taken offline. Ms. Kniep asked if the resolutions that were approved tonight were going to be put online. It was stated that the specifics of the resolutions are incorporated in the minutes. Ms. Kniep asked if the audit report will be posted online. Ms. Bouchard said that it will not be posted online but it is filed with the Town Clerk.

10. EXECUTIVE SESSION

- a. Discussion of Negotiations with Respect to Collective Bargaining Matters
- b. Discussion of Negotiations regarding the Purchase and Sale of Real Estate – King Court

The motion was made by Vice Chairman Yamamoto to go into Executive Session for the purpose of Discussion of Negotiations with Respect to Collective Bargaining Matters 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 6:25 p.m. Also in attendance was Debra Bouchard, Executive Director, Joseph Regan, Finance Director and Ralph Alexander, Legal Counsel.

The motion was made by Vice Chairman Yamamoto to come out of Executive Session at 7:15 p.m. Commissioner Carella seconded the motion and it was unanimously voted by the Commissioners present.

The motion was made by Vice Chairman Yamamoto to approve resolution CT013-100-08-2013 ratifying the Settlement Agreement between the East Hartford Housing Authority and Local 818, AFSCME, Council 4, Local 1303-353, AFSCME, Council 4 and Local 2001, CSEA regarding the modification of the health insurance agreement through September 30, 2017 and wage reopener negotiations. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

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 Patterson said motion being carried by the unanimous vote of the commissioners present, and the meeting was adjourned at 7:25 p.m.

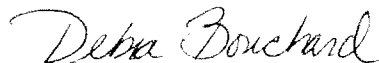
I hereby certify that the above is a true and accurate record of the minutes of the meeting held on August 21, 2013 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,



Robert N. Keating
Chairman of the Board

ATTESTED BY:



Debra M. Bouchard
Secretary/Executive Director

DMB:bmp