

SUBJECT TO BOARD APPROVAL

**COMMISSIONERS' ANNUAL MEETING, SEPTEMBER 18, 2013**

The Commissioners of the East Hartford Housing Authority held its annual meeting on Wednesday, September 18, 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 5:04 p.m.

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

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

2. **Approval of Regular Meeting Minutes, August 21, 2013**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the Regular Meeting of August 21, 2013 as presented. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners.

3. **Request for Additional Agenda Items**

Attorney Alexander stated he would like to add under Executive Session – Strategy and Negotiation in regards to Collective Bargaining.

The motion was made by Vice Chairman Yamamoto to approve the addition of the item under Executive Session – Strategy and Negotiation in regards to Collective Bargaining. Commissioner Cook seconded the motion and it was carried by the unanimous vote of the Commissioners.

4. **PUBLIC COMMENT**

There was no one from the public that wished to address the Board.

5. **FINANCE REPORTS**

- a. **Payment Vouchers, August, 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: #22149 MJL Home Improvement, LLC; #22153 Quest Pest Control, LLC; #22159 & #22214 Terry's Energy; #22186 thru #22195 and #22217 & #22218 AT&T; #22209 Plimpton & Hills Corp.; #22227 Protectors of Animals.

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

There was nothing to report.

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

Commissioner Cook asked if the Dwelling Rentals were all outstanding rents. Mr. Regan said these are the outstanding rents for the month. Commissioner Cook asked if the Board needed to see the

prepayments. It was explained that is a line included in this report. Commissioner Cook asked what is other debt. Ms. Bouchard said that it is a combination of maintenance charges and late fees that came over from the previous system because it did not have its own category when we did the conversion.

d. Rent Collection Report, August, 2013

Vice Chairman Yamamoto stated that it is nice to see King Court at 100%. The Board agreed this report looked good.

e. Monthly Actuals for Period Ending, August 31, 2013

Commissioner Carella asked about the federal subsidy that is short \$217,000. Mr. Regan stated it is due to sequestration. Commissioner Carella asked about the transfer from capital funds.

Commissioner Cook asked what is excess utilities. Mr. Regan said we are responsible to pay the allowance for people. Commissioner Cook said this is cash that is coming in and it would be for only certain developments.

Chairman Keating stated that \$9,500 was budgeted under Travel. Mr. Regan said that is what was spent and that expense was explained to the Commissioners.

Commissioner Cook stated that the Housing Authority is still paying back the money to our Section 8 program and believes we are doing very well on that.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report, August 2013; b. Occupancy Report, August, 2013; c. Section 8 Housing Voucher, August, 2013; d. Attorney's Report, September, 2013 and e. Unit Turnaround AMP 1, AMP2. HH, VT, August, 2013. Commissioner Carella seconded the motion and it was carried by the unanimous vote of the Commissioners.

Commissioner Cook asked how the Auction went that was held on September 5, 2013. Mr. Dumas said it is done and complete and we received \$3,997.

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**—have not heard anything from Department of Housing but during a phone conversation yesterday with DOH they are going to try to get it on their schedule and believes it should be approved; **Veterans Terrace Development**—EHHA received \$150,000 and is going to ask DOH for an additional \$500,000 to finish the preconstruction money at Veterans Terrace in order to be shovel ready and explained another grant that was put in; Will meet with the residents on September 25, 2013 with PHRN as a joint partnership explaining each of our roles in the redevelopment process; An RFP has been put out for a developer consultant to assist us in Veterans Terrace redevelopment and to increase our capacity, we hope to receive responses by October 4 and will bring it to the next Board meeting for

approval; Working on a draft RFP for an architect; The 20 year contract for Veterans Terrace has been officially signed and received a base rent increase there as well; **Scattered Site Program**—Applied for a TD Bank grant for \$100,000; Received a term sheet today from the DOH.

8. NEW BUSINESS

a. Review and Approval of the Tenant Accounts Receivable Write-offs

Commissioner Cook wanted to include in the resolution the amount of the total amount.

Commissioner Carella said he is curious about the amounts of rent not collected. Mr. Regan said it is not only rent it could also be late fees, maintenance charges, marshal fees, rent. Commissioner Carella asked how long is the eviction process for non payment. Attorney Alexander explained the process.

The motion was made by Commissioner Cook to approve Resolution # CT013-102-09-2013 for Tenant Accounts Receivable Write-offs effective September 18, 2013 in the amount of \$36,840.73.

Commissioner Carella seconded the motion and it was carried by the unanimous vote of the Commissioners.

b. Review and Approval of the Energy Audit Agreement

The motion was made by Vice Chairman Yamamoto to approve the Energy Audit Agreement with Johnson Controls in the amount of \$25,000. Commissioner Cook seconded the motion and it was carried by the unanimous vote of the Commissioners.

c. Review and Approval of the CFP 2013 – Generator Replacement Project at Meadow Hill

The motion was made by Vice Chairman Yamamoto to approve CFP 2013 – Generator Replacement Project at Meadow Hill with the low bidder Kennedy Electric in the amount of \$130,000. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

d. Review and Approval of the CFP 2013 – Generator Replacement Project at Miller Gardens

The motion was made by Vice Chairman Yamamoto to approve CFP 2013 – Generator Replacement Project at Miller Gardens with the low bidder J.E. Shea Electric in the amount of \$117,800.

Commissioner Carella seconded the motion and it was carried by the unanimous vote of the Commissioners.

e. Election of Officers

Attorney Alexander stated he would run the election of officers as it was done in the past.

The motion was made by Commissioner Cook to nominate Robert Keating as Chairman of the Board. Commissioner Carella seconded the motion. With no further nominations for Chairman, Attorney Alexander entertained a motion to close the nominations, Commissioner Cook made the motion and Vice Chairman Yamamoto seconded the motion and it was carried by the unanimous vote of the Commissioners. It was advised to cast one vote for Robert Keating as Chairman.

The motion was made by Commissioner Cook to nominate Prescille Yamamoto as Vice Chairman of the Board. Commissioner Carella seconded the motion. With no further nominations for Vice Chairman, Attorney Alexander entertained a motion to close the nominations, Commissioner Cook made the motion and Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners. It was advised to cast one vote for the Prescille Yamamoto as Vice Chairman.

The motion was made by Vice Chairman Yamamoto to nominate John Carella as Treasurer of the Board. Commissioner Cook seconded the motion. With no further nominations for Treasurer, Attorney Alexander entertained a motion to close the nominations, Commissioner Cook made the motion and Chairman Keating seconded the motion and it was carried by the unanimous vote of the Commissioners. It was advised to cast one vote for John Carella as Treasurer.

9. OLD BUSINESS

There was no business to discuss under Old Business.

10. EXECUTIVE SESSION

a. Discussion of Pending Claims and Litigation – Update on the Terry Madigan Lawsuit

b. Discussion of Strategy and Negotiation in regards to Collective Bargaining

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 the Terry Madigan Lawsuit and Discussion of Strategy and Negotiation in regards to Collective Bargaining. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Commissioners to go into Executive Session at 5:46 p.m. Also in attendance were 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 6:48 p.m. Commissioner Carella seconded the motion and it was unanimously voted by the Commissioners.

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, and the meeting was adjourned at 6:50 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on September 18, 2013 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,

Robert N. Keating  
Chairman of the Board

ATTESTED BY:

Debra Bouchard  
Secretary/Executive Director

DMB:bmp