

**COMMISSIONERS' REGULAR MEETING, MAY 19, 2021**

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, May 19, 2021 by a Zoom Meeting pursuant to Governor Lamont's Executive Order No. 7B. The meeting was called to order by Chairman James Kate at 1:34 p.m.

1. **ROLL CALL:** Commissioner John Carella  
Vice Chairman Prescille Yamamoto  
Chairman James Kate

Absent was Commissioners Hazelann Cook and Kathleen Stephens.

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

Chairman Kate entertained a motion to suspend the agenda and take up item 8. New Business – Office Renovations & Furniture Purchase.

The motion was made by Vice Chairman Yamamoto to approve suspending the agenda and take up item 8. New Business – Office Renovations & Furniture Purchase. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners' present.

8. **NEW BUSINESS**  
**Office Renovations & Furniture Purchase**

Ms. Bouchard said the Housing Authority has met with Red Thread (previously BKM) an office furniture supplier/designer in East Hartford to come in and give us a quote of what it would cost to update some of our office furniture and do some renovations especially due to COVID. She stated that we originally purchased all our office furniture and cubicles back in 2004 from BKM. Red Thread is currently on State contract, which is one reason we decided to go with them and the other being they can use existing furniture that we have and reconfigure it and don't have to buy everything new, which is a cost savings to us. Ms. Bouchard apologized for sending the quote late but was waiting for the revised quote from Red Thread, unfortunately, she did not get it this morning so she sent over the other two quotes. One quote is for a high-density file system in the amount of \$36,465.50 that we really need to have in our leasing department and explained this in detail to the Board. The second quote is for the furniture and Ms. Bouchard explained in detail what was planned for the leasing department/receptionist area and the furniture that we are planning to purchase for the central office. Ms. Bouchard said that we have already installed new flooring on the second floor, which looks really nice and our plan is to continue installing the same flooring downstairs. The quote for the office furniture and renovations is \$89,743.95, which was previously quoted at \$89,445.58. Ms. Bouchard said the total between the filing system and the office furniture came to \$126,209.45. She said what she is looking for is an approval not to exceed \$150,000 because sometimes when they install the office furniture something could be missing but does not think we will reach that amount. Vice Chairman Yamamoto asked where is the money coming from to pay for this? Ms. Bouchard said the Housing Authority did receive developer

fees and foundation money from the Veterans Terrace Phase 1 closing. Also, she stated that we are doing well in our Scattered Sites, which is nonfederal money. Mr. Pliszka said we do have a few options to pull from. He stated as Ms. Bouchard said most of the furniture we are reusing such as: desks, cabinets, etc. The main cost is that they are reconfiguring the leasing department and some partitions need to be replaced because they don't make that color any longer. Ms. Clarke asked if we are doing anything with the walls? Ms. Bouchard said not at this time. Chairman Kate said the only concern he has is with the partitions and the HVAC systems. There was a discussion regarding cubicles by the windows and back door draft and what we are trying to do to help with that situation. Reconfiguring the leasing department work stations will give them more storage space and counter top surface to do more of what they need to do with the larger cubicle spaces.

There was a discussion regarding securing the fleet of vehicles in the future.

The motion was made by Vice Chairman Yamamoto to accept the quote from Red Thread for the filing system and office furniture of a total of not to exceed \$150,000. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners' present.

2. Approval of Regular Board Meeting Minutes, April 21, 2021

The motion was made by Vice Chairman Yamamoto to approve the minutes of the regular meeting of April 21, 2021. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners' present.

3. PUBLIC COMMENT

There was no one from the public present to address the Board.

4. Request for Additional Agenda Items

There were no additional agenda items.

5. FINANCE REPORTS

a. Payment Vouchers, April, 2021

Chairman Kate asked if there were any questions on the April, 2021 payment vouchers. There were no questions.

The motion was made by Vice Chairman Yamamoto to accept the Payment Vouchers, April, 2021. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners' present.

b. Aged Receivables, April, 2021

The motion was made by Vice Chairman Yamamoto to accept the Aged Receivables for April, 2021. Commissioner Carella seconded the motion.

Vice Chairman Yamamoto asked how does this look compared to last month. Mr. Pliszka said that we are a little higher this month due to dwelling rental.

The motion made and seconded was carried by unanimous vote of the Commissioners' present.

c. Rent Collection Reports – April, 2021

The motion was made by Vice Chairman Yamamoto to accept the Rent Collection Report – April, 2021. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners' present.

d. Monthly Actuals for Period Ending – April 30, 2021

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for Period Ending – April 30, 2021. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners' present.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Reports (April, 2021); b. Occupancy Reports (April, 2021); c. Section 8 Voucher Reports (April, 2021); d. Scattered Sites Properties Reports (April, 2021); e. Attorney's Report (May, 2021) and f. Unit Turnaround AMP 1, AMP 2, VT (April, 2021). Commissioner Carella seconded the motion.

Chairman Kate asked if there were any questions on the following:

- a. Capital Fund & Major Maintenance Reports – April, 2021 – There were no questions on this report.
- b. Occupancy Reports – There were no questions on this report.
- c. Section 8 Housing Voucher – There were no questions on this report.
- d. Scattered Sites Properties Report – There were no questions on this report.
- e. Attorney's Report – Vice Chairman Yamamoto asked if the moratorium has been extended. Attorney Alexander said yesterday it was extended until June 19, 2021. Ms. Bouchard said not for residents owing more than six months of rent. She stated that the Housing Authority is acting on our Notice to Quit beginning June 1, 2021 for residents that have balances greater than six months.
- f. Unit Turnaround AMP 1, AMP 2, VT – There were no questions on this report.

The motion previously made and seconded was carried by unanimous vote of the Commissioners' present.

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

5-Year PHA and Annual Plan – Ms. Bouchard said that HUD sent us the approval for our 5-year PHA. Veterans Terrace Redevelopment - Phase 1 – Ms. Bouchard said we closed on Phase 1 and they began dispersing the money and we received our foundation money which is in our bank account and the

developer fee went into the Affordable Homes Now bank account. **Relocation** – Relocation for Phase 1 is complete. **Demolition** - The developer has begun demolition over at Veterans Terrace from units 34-58 Columbus Circle. **Closing** - The funding for Phase 1 is officially closed. **Phase 2** – Ms. Bouchard said we will begin working towards Veterans Terrace Phase 2 and the developer believes they will have that closed by the end of summer or fall of this year. Ms. Bouchard explained that we have relocation to do and explained that process to the Board. She stated that there are two individuals that have moved off site due to accessibility issues and they will have the ability to move back if they wish to do so. **Phase 3** – Ms. Bouchard said we are going to continue through the fall to get all the documents together for application submission in January, 2022.

a. 2020 Annual Report

Ms. Bouchard attached the 2020 Annual Report which was submitted to CHFA a little late due to her medical issues.

b. 2021 NERC NAHRO Annual Conference & Exhibition

Ms. Bouchard attached the information on the 2021 NERC NAHRO Annual Conference & Exhibition that is happening in July. If anyone is interested in attending this conference, please let Ms. Pliszka and myself know so that we can schedule you for the conference.

9. OLD BUSINESS

There was nothing to discuss under this heading.

10. EXECUTIVE SESSION

There was nothing to discuss under this heading.

There being no further business to come before the Board of Commissioners, Chairman Kate entertained a motion to adjourn which was made by Vice Chairman Yamamoto and seconded by Commissioner Carella said motion being carried by the unanimous vote of the commissioners' present and the meeting was adjourned at 2:05 p.m.

Respectfully submitted,

  
James Kate  
Chairman of the Board

ATTESTED BY:



Debra Bouchard  
Executive Director