

COMMISSIONERS' REGULAR MEETING, MAY 20, 2020

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, May 20, 2020 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
Commissioner Hazelann Cook
Commissioner Kathleen Stephens
Vice Chairman Prescille Yamamoto
Chairman James Kate

Also present were: Debra Bouchard, Executive Director; Christopher Pliszka, Finance Director and Brenda Pliszka, Executive Secretary/HR Director.

2. **Approval of Special Board Meeting Minutes, March 11, 2020**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the special meeting of March 11, 2020 as distributed. Commissioner Carella seconded the motion and the motion was carried by a vote of 4 to 0 (Commissioner Cook abstained).

3. **PUBLIC COMMENT**

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

4. **Request for Additional Agenda Items**

There were no items to add to the agenda.

5. **FINANCE REPORTS**

- a. **Payment Vouchers, March & April, 2020**

Chairman Kate asked if there were any questions on the March and April, 2020 payment vouchers. In regards to the payment vouchers for March and April, 2020 there were no questions.

The motion was made by Vice Chairman Yamamoto to accept the Payment Vouchers – March and April, 2020. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

- b. **Aged Receivables, March and April, 2020**

The motion was made by Vice Chairman Yamamoto to accept the Aged Receivables Reports – March and April, 2020. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

- c. **Aged Payables – March, 2020**

The motion was made by Vice Chairman Yamamoto to accept the Aged Payables- March, 2020. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

d. Rent Collection Reports – February & March, 2020

The motion was made by Vice Chairman Yamamoto to accept the Rent Collection Reports – February and March, 2020. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

e. Quarterly Notice to Quit Count – January -March, 2020

The motion was made by Vice Chairman Yamamoto to accept the Quarterly Notice to Quit Count – January – March, 2020. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners.

Ms. Bouchard stated that due to Covid 19 you will not see this report for a while.

f. Quarterly Withdrawals Direct Deposits – January – March, 2020

The motion was made by Vice Chairman Yamamoto to accept the Quarterly Withdrawals Direct Deposits – January – March, 2020. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

g. Monthly Actuals for Period Ending – March 31, 2020 & April 30, 2020

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for Period Ending – March 31, 2020 & April 30, 2020. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Reports (March & April, 2020); b. Occupancy Reports (March & April, 2020); c. Section 8 Voucher Reports (March & April, 2020); d. Scattered Sites Properties Reports (March & April, 2020); e. Attorney's Reports (April & May, 2020); f. Unit Turnaround AMP 1, AMP 2, VT (March & April, 2020) and g. Quarterly Resident Services Coordinator Report (January – March, 2020).

Commissioner Carella seconded the motion.

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

- a. Capital Fund & Major Maintenance Report – Vice Chairman Yamamoto stated she had a question on the March report page 2 regarding the Redundant Boiler Install and asked if any bids were received to do all of this work. Ms. Bouchard stated this is a wish list item that we are exploring for our Hockanum Park boilers. The boiler install that was done back in 2012 and we are realizing it is not keeping up with the capacity/needs of the residents so we talked about installing a redundant boiler system and to use capital funds. The Housing Authority has been discussing this with Dave Holmes and a couple of boiler companies to see what one would look like or whether it is something that we would need to replace the entire boiler system or put in a redundant system. Ms. Bouchard said that nothing has happened so far. Vice Chairman Yamamoto said on the April report under Central Office she stated fencing is going to be done

on the back of our property to maintain our property line and asked if there were any bids for that work.

- b. Occupancy Reports – Vice Chairman Yamamoto thought the reports were amazing. Commissioner Carella said Veterans Terrace is being redeveloped and we are not really going to rent units there and we are looking at only relocating people and asked why don't we say they are just offline. Ms. Bouchard said that Commissioner Carella is talking in terms of the occupancy level and believes we could do that at this point. She stated that we could reflect that in the report going forward.
- c. Section 8 Housing Voucher – Ms. Bouchard said that we are trying to get our numbers up because we sense a downward trend in our Section 8 and unfortunately, we cannot open our waitlist at this time. We have exhausted our waitlist and issued around 30 vouchers and are hoping to get them leased up, but due to the pandemic it has been difficult.
- d. Scattered Sites Properties Report – Vice Chairman Yamamoto said that this report is looking good. Commissioner Carella asked how much are the Scattered Sites charged for Notices to Quit. Ms. Bouchard said that the Notice to Quits at Scattered Sites is \$40.00, public housing is \$20.00 and Veterans Terrace is \$10.00. Commissioner Carella said that if they paid their rent by the 10th they would not have to pay the \$40. Ms. Bouchard said that is correct. Commissioner Carella said that some of them are able to pay the extra \$40.00 but it doesn't make sense to him. Ms. Bouchard said that some of the individuals are Section 8 subsidized but they are not Section 8 subsidized through our housing authority but another program. A majority of the individuals in the scattered site program are subsidized in some fashion and there are only a couple that are paying market rent.
- e. Attorney's Report – Ms. Bouchard stated that some of the individuals on the report are in a stipulated agreement and we will not be able to move forward until after the courts open back up when the Marshal can serve the eviction, therefore, they can stay in the units until then.
- f. Unit Turnaround AMP 1, AMP 2, VT – Commissioner Stephens said when will the empty apartments start being filled again. Ms. Bouchard said some people in the leasing department are not comfortable showing units at this time. She said as the Governor starts opening things back up there are a couple of different options we could do. She stated that we could start housing people from the waitlist if one of the Site Coordinators wants to go out to the property and take a video of the unit and if the interested party could view the video and accept the unit we could do it that way.
- g. Quarterly Resident Services Coordinator Report – There were no questions on this report.

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

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

Executive Director's Report

Veterans Terrace Redevelopment – Phase 1 – Ms. Bouchard said there is a lot of work being done at on Phase 1 at Veterans Terrace. She said that we are hoping to close sometime in June and our developer will be submitting the application through HUD to go through the closing and it takes them approximately 30 days to review the closing documents so we are working towards that. Ms. Bouchard said that we are working with Glendower, the relocation group, to begin the actual relocation and this Monday they had the boxes delivered to Veterans Terrace. The residents received a 30-day notice for Phase 1 that they will be moving within the next 30 days for the individuals who actually have a designated unit. Some residents will not be moving yet because we just do not have enough units that are unoccupied and ready to rent. Ms. Bouchard said that Phase I has the boxes and they are going to start issuing them out to the residents and they are scheduled to pick them up on May 27 & 28 and they will obviously maintain social distancing. When they issue boxes from the community room it will only be one resident at a time and they will hand them the boxes while wearing protective gear. She said they have assured her that when moving residents that they will be sterilizing the inside of the trucks. Glendower has been reaching out to the residents to find out if they are all set to move forward and there are no issues at this time. Ms. Bouchard said the first wave of people will start moving by the end of June. Obviously, she said, we will not be doing all of Phase I in one phase some individuals will be moving in early but we have all the way through December to move these individuals. Phase 2 – Ms. Bouchard said we put in our application and we were awarded and did a clarifying review with CHFA and a kickoff meeting with CHFA was held as well on how we have to proceed. The potential closing for Phase 2 will not be until the end of the year. Phase 3 – Ms. Bouchard said we are still projected to go forward this year with Phase 3 for application and it will be the new 9% tax credit round which will probably be in November of this year. Heritage Gardens – Ms. Bouchard said that we had a vehicle crash into Heritage Gardens. A vehicle was hit on School Street which pushed that vehicle into the front of our building at Heritage Gardens and went into one of the units, which caused the resident to be taken to the hospital. The Housing Authority put the resident up in a hotel and his ultimate transfer will be over to Meadow Hill. We are utilizing a restoration company to repair the building and our insurance company will subrogate through the driver's insurance company. Vice Chairman Yamamoto asked if the Housing Authority has a restoration company under contract. Ms. Bouchard said that we do. Corona Virus – Ms. Bouchard said that staff is telecommuting and working different days some from home and some in the office. She said that we are contacting the residents and helping them out the best that we can. Ms. Bouchard said that we have been calling households and checking in to see if everyone is doing well. She said that the Housing Authority has been passing out some masks and gloves and the last one we did was at Meadow Hill and will be doing Miller Gardens this Thursday. The buildings have been cleaned thoroughly and staff has really been focusing on the elevators, hallways, common areas, etc. Ms. Bouchard stated that we purchased a sterimister to help us out and make sure that we keep sterilizing the high rises. She stated that we started at Meadow Hill sterilizing the building and we will be doing Miller Gardens today. Notices have been posted at all high rises that masks are required to be worn while walking through the building and gloves are recommended. Ms. Bouchard said that we have been trying to keep the communications open with the residents and keep a record of any cases of the

corona virus that we are aware of and the residents that are quarantining. Ms. Bouchard said that the Health Department in Town will not inform us of any cases due to privacy issues, so we work as though everyone has it to protect staff. Ms. Bouchard said the Housing Authority received CARES money from HUD to help deal with the corona virus and explained what the money can be spent on and that the funds are only available until December 31, 2020. Commissioner Carella asked if you could spend it on either program or is there a set amount you cannot go above. Ms. Bouchard said there is a set amount for section 8 and public housing. Commissioner Stephens stated that there are people in the Hockanum Park/Shea Gardens community that are not social distancing and asked if there is anything that the Housing Authority can do. Ms. Bouchard said that the Housing Authority has sent out numerous notices to the complexes, unfortunately, we are not the law enforcement and it depends on the law enforcement in your town some will act on the pandemic and some will not. Ms. Bouchard said that we cannot make someone wear a face mask or gloves, we can only recommend that they do so. Ms. Bouchard stated that her staff is doing a fantastic job and it is really hard to turn around and tell residents we can only do emergency work orders at this time and the way we are doing recertifications is through the mail and trying to get the paperwork back has been difficult. There was a discussion regarding the foundation purchase price. Commissioner Carella asked when will those funds be available to the Housing Authority. Ms. Bouchard said at closing. Chairman Kate asked if there is any sense when there will be a groundbreaking at Veterans Terrace. Ms. Bouchard assumes sometime in July/August. Commissioner Cook said you certainly wouldn't want a lot of people there. Chairman Kate said at this point there may not be one.

Chairman Kate wanted to inform the Commissioners that until further notice this will probably be the way we will meet and if you are having any problems try to straighten them out as far as communication is concerned.

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

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 Stephens said motion being carried by the unanimous vote of the commissioners and the meeting was adjourned at 2:12 p.m.

Respectfully submitted,

James Kate
Chairman of the Board

ATTESTED BY:

Debra Bouchard
Executive Director