

COMMISSIONERS' REGULAR MEETING, JUNE 17, 2020

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, June 17, 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 1:37 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; Brenda Pliszka, Executive Secretary/HR Director and Esther Clarke, Town Council Liaison.

2. **Approval of Regular Board Meeting Minutes, May 20, 2020**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the regular meeting of May 20, 2020 with the following correction.

Vice Chairman Yamamoto said on page 3 under f. Unit Turnaround AMP 1, AMP 2, VT it reads "Commissioner Stephens said when will ..." and it should say "Commissioner Stephens asked when will ..." Ms. Pliszka said that she will make that change to the minutes.

Commissioner Carella seconded the motion with the above-noted correction and it was carried by unanimous vote of the Commissioners.

3. **PUBLIC COMMENT**

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

4. **Request for Additional Agenda Items**

Ms. Bouchard said she would like to add the following two agenda items under New Business. 8c. Review and Approval of the Updated Resolutions for the Bond Inducement for Veterans Terrace Phase 1 redevelopment. Under New Business 8d. Review and Approval of the Resolutions to Enter into a Ground lease, Purchase and Sales Agreement, Management Agreement and to allow the Executive Director to be the authorized signatory for the above-mentioned agreements.

The motion was made by Vice Chairman Yamamoto to add under New Business 8c. Review and Approval of the Updated Resolutions for the Bond Inducement for Veterans Terrace Phase 1 redevelopment and New Business 8d. Review and Approval of the Resolutions to Enter into a Ground lease, Purchase and Sales Agreement, Management Agreement and to allow the Executive Director to be the authorized signatory for the above-mentioned agreements. Commissioner Cook seconded the motion and it was carried by unanimous vote of the Commissioners.

5. FINANCE REPORTS

a. Payment Vouchers, May, 2020

Chairman Kate asked if there were any questions on the May, 2020 payment vouchers. In regards to the payment vouchers for May, 2020: Commissioner Stephens asked who is Kainen Escalera and McHale. Ms. Bouchard said that is our Labor attorney.

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

b. Aged Receivables, May, 2020

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

c. Rent Collection Reports – April & May, 2020

The motion was made by Vice Chairman Yamamoto to accept the Rent Collection Reports – April & May, 2020. Commissioner Carella seconded the motion.

Commissioner Carella said under Veterans Terrace are there a number of residents on the Attorney's Report who are involved in the eviction process. Mr. Pliszka said some of the numbers you on seeing are mainly due to residents not paying due to COVID and they are not on the Attorney's Report as of this time but if they don't come current by the end of July they will then be sent a notice to quit and then a couple of months later they could be on the Attorney's Report. Commissioner Stephens asked if that would be the same for AMP 100 because it is down to 90.9%. Mr. Pliszka said that would be the same thing. Ms. Bouchard said we are having a hard time with our families not paying rent and some have not paid for several months. There was a brief discussion regarding the reasons residents are not paying rent. Commissioner Stephens said Scattered Sites is also at 89%. Mr. Pliszka said for Scattered Sites it only takes 1 or 2 people to not pay their rent that will bring the number down drastically. Ms. Clarke said when the Governor changed things that stated people did not have to pay for 90 days and asked if that affected the Housing Authority. Ms. Bouchard said it affected our tenants as well and even though there is a moratorium, we still expect the rents be paid and until the courts open we cannot evict anyone for non-payment of rent. She stated that the Housing Authority has been sending out notices to the residents if they did not pay their rent. We have sent notices to all residents informing everyone they are still responsible for their rent. Ms. Clarke asked when does that date happen for the Housing Authority. It was discussed it would be by the end of the July beginning of August.

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

d. Monthly Actuals for Period Ending – May 31, 2020

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

There was a discussion regarding hazard pay for the staff.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Reports (May, 2020); b. Occupancy Reports (May, 2020); c. Section 8 Voucher Reports (May, 2020); d. Scattered Sites Properties Reports (May, 2020); e. Attorney's Reports (June, 2020); and f. Unit Turnaround AMP 1, AMP 2, VT (May, 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 said she has discussed with Ms. Bouchard increasing the width of the driveway at the Highlands but she was not sure how much of an increase is needed or if parking enforcement was done would it be needed. There was a brief discussion regarding the parking lot at the Highlands. Ms. Bouchard explained that there is going to be more parking enforcement implemented and we are going to be entering into an agreement with a towing company and what they will be instructed to do. Ms. Bouchard said she has spoken to Mr. Van Allen and some of the items on the Capital Fund report will be coming off and some others will be added based on what we are working on. Ms. Bouchard went through a few items that will be removed and some that will be added because there are projects that we have decided as an agency that are more important that we are going to put in. This report will be revamped for the August board meeting.
- b. Occupancy Reports – Chairman Kate said under Elms Village it shows 3 vacancies. Ms. Bouchard said that due to the pandemic we have not been showing any units but there are applicants on the board. On Friday, the Housing Authority will begin to start showing units with protective gear on and there are a few over at Meadow Hill that we will be showing in order to start building back our leasing numbers. There was a brief discussion of alternative ways to do the showings and to make everyone comfortable.
- c. Section 8 Housing Voucher – There were no questions on this report.
- d. Scattered Sites Properties Report – Vice Chairman Yamamoto said they are all rented. Mr. Pliszka said that we will have a move-out this month on the 3rd floor at 83-85 Connecticut Boulevard. Commissioner Stephens asked if the Housing Authority is aware that some of the siding is missing on that house. Ms. Bouchard said that she will inform Mr. Grier.
- e. Attorney's Report – There were no questions on this report.
- f. Unit Turnaround AMP 1, AMP 2, VT – Commissioner Stephens asked at Veterans Terrace are you continuing to move people into units at that development during the relocation process. Ms. Bouchard said we are moving the residents of Veterans Terrace Phase 1 to different units on the property.

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 most of what we have been doing is working with Veterans Terrace. She said that we started the relocation and the residents have been given boxes and we have been working through our relocation chart and moving a couple of residents a week. There are moving trucks out there, the relocation specialist is there and our staff is out there giving out keys and changing locks on the old units to avoid squatters. Ms. Bouchard said she included the relocation chart and a majority of the moves are happening and building 50 is vacant and now we will shutoff all of the gas and everything so they can get ready to start the demolition, which we hope it will be in August sometime if we close on funding in July. Ms. Bouchard said that we are constantly working with the residents and as the residents are moving there are last minute things that are happening and we are trying to be as accommodating as possible. **Phase 2** – Ms. Bouchard said there is really not much to update you on. Ms. Bouchard said we were awarded for Phase 2 and now we are moving forward on the closing checklist with CHFA, which is supposed to happen by the end of the year, but it usually happens the beginning of next year. **Phase 3** – Ms. Bouchard said we were supposed to submit this in November and she is not sure that will happen but if there is an award round we will apply for it. **COVID** – Ms. Bouchard said that she has been in conversations with the Mayor in regards to do some COVID testing at our properties. She said that First Choice Healthcare has contacted her and they want to start using their mobile van at some of our properties to go in and test some of our residents for the COVID virus and is working with them on that. Ms. Bouchard stated that they want to start at Rochambeau and wanted to do it this week but we need to be able to give our residents notice and she had a few questions before this happens.

8. NEW BUSINESS

a. Review and Approval of the PHA Board Resolution for the Operating Budget for FY 2021

The motion was made by Vice Chairman Yamamoto to approve Resolution No. CT013-177-06-2020 to authorize the PHA Board Resolution for the Operating Budget for FY 2021.

Vice Chairman Yamamoto would like to commend Mr. Pliszka and she went through this budget with a fine-tooth comb and thinks he did a really good job.

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

b. Review and Approval of the Management Plan for the State Housing Development – Veterans Terrace & Extension

The motion was made by Vice Chairman Yamamoto to approve Resolution No. CT013-178-06-2020 to approve the Management Plan for the State Housing Development – Veterans Terrace & Extension. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

c. Review and Approval of the Updated Resolutions for the Bond Inducement for Veterans Terrace Phase 1 Redevelopment.

Ms. Bouchard said in December, 2019 at a Joint Meeting with the non-profit this Board approved a resolution for the Bond Inducement for Veterans Terrace Phase 1 Redevelopment. The original bond inducement that was approved in December, 2019 for \$9,250,000. She said that we need to do a new resolution because when they did the new budget projection, the bonds fees went up a little bit and the tax credit percentage went down from 3.17% to 3.07% and that increases the amount of bond money we need so instead of \$9,250,000 it went to \$9,500,000 and we need a new resolution in order to close on the bonds. Ms. Bouchard said that they worded the resolution not to exceed \$10,000,000 to give us a little room in case there is another adjustment.

The motion was made by Vice Chairman Yamamoto to approve the resolution for the Updated Bond Inducement for Veterans Terrace Phase 1 Redevelopment. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

d. Review and Approval of the Resolutions to Enter into a Ground lease, Purchase and Sales Agreement and Management Agreement

Ms. Bouchard said all of these agreements are based on the Site Development Agreement (SDA) and they are currently in draft form but if we approve all those agreements separately then what happens is if you get to closing and there is a minor tweak then it has to be brought back to the Board. She said what this resolution is doing is stating that this Board will enter into the agreements: Ground Lease: 98 year ground lease; Purchase & Sales Agreement: they are purchasing the foundations and all the buildings on top of it for \$413,000 and Management Agreement: Carabetta is going to do the management of the property for Phase 1. All these agreements are based off the SDA approved a long time ago and Mr. Pliszka and I have reviewed it as well as the Housing Authority attorney and everything looks good. Ms. Bouchard said she will forward the draft documents to the Board so you have them. Ms. Bouchard said also what this agreement is doing is that we enter into these agreements and furthermore the Board will give Ms. Bouchard, Executive Director, the authority to sign on the final agreements.

The motion was made by Vice Chairman Yamamoto to approve Entering into a Ground Lease, Purchase and Sales Agreement, a Management Agreement and also give the Executive Director authorization to be signatory on all those agreements. Commissioner Carella seconded the motion.

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

9. OLD BUSINESS

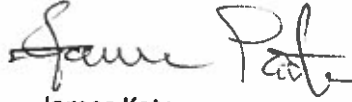
There was nothing to discuss under this heading.

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 2:20 p.m.

Respectfully submitted,



James Kate
Chairman of the Board

ATTESTED BY:



Debra Bouchard
Executive Director