

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
January 22, 2014
Minutes of the Meeting

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Greenwich was held on Wednesday, January 22, 2014 in the Community Room at Agnes Morley Heights. The Chairman, George Yankowich, called the meeting to order in public session at 5:40 p.m.

The Chairman declared that a quorum was present and directed the Assistant Secretary, Lisette Contreras, to act as secretary for the meeting.

Commissioners Present: George Yankowich, Abelardo Curdumi, Angelo Pucci, Sam Romeo and Robert Simms Jr

Commissioners Absent: James Boutelle

Staff Present: Anthony Johnson, Terry Mardula, Bruno Lacaria, Penny Lore, Lisette Contreras, John Yankowich, and Patricia Muldoon

Legal: Lou Pittocco

Public: Chris von Keyserling

The Chairman welcomed the public and asked if there are any comments. There were no comments.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on December 11, 2013. On a motion duly made and seconded, the Minutes were approved.

Finance Committee

The Meeting was held on January 22, 2014. In attendance were Commissioner Curdumi, the Executive Director and Finance Director. Commissioner Curdumi stated that there will be a deficit of \$69,000 for the Section 8 FSS program. The Chairman asked if there are any alternatives. The Executive Director responded that this program was funded through Section 8 reserves. HATG has applied for the grant for 2014. If HATG does not receive the grant, the program could be eliminated. The Deputy Director explained that the grant is used to pay for the program coordinator. The Chairman asked if something could be negotiated with Family Centers. The Deputy Director believes that Family Centers would not absorb the program just to keep it going. The Executive Director added that in the past United Way has helped with funding and that is another option. Commissioner Curdumi suggested continuing the discussion by the end of March.

Commissioner Curdumi stated that all of the \$2.3 million from the Greenwich Close refinancing escrow will be used. He added that there is no price yet for the lead abatement.

Commissioner Curdumi reported that the Management Account is projected to end the year 2013 with no less than \$20,000. The Chairman asked how much was allocated to Parsonage Cottage. Commissioner Curdumi replied that \$27,000 and the buyout amount. The Finance Director added that some work will be carried into 2014.

Development Committee

The Meeting was held on January 17, 2014. In attendance were Commissioner Romeo, Commissioner Yankowich, the Executive Director, Finance Director, Maintenance Director and the Planning and Development Manager.

Commissioner Romeo stated that the two family house on Strickland Road has passed all the inspections. The plumber is working on the bathroom sinks and heating system. The insulation will be installed next. The Executive Director expects to have the renovation completed by March.

The Executive Director informed the Board that the Inland Wetlands and Watercourses Agency approved the proposed plan for the addition of eleven units at Adams Garden. John Tesei will be HATG's attorney in the matter. The Executive Director has ordered a survey of the property.

The Planning and Development Manager stated that the CDBG contract for the Playground renovation at Armstrong Court has been signed. HATG is working with Family Centers.

The Planning and Development Manager reported that the window project at Wilbur Peck Court is complete except for 10 bathroom windows. 24 units were discovered with water damage.

The Planning and Development Manager stated that work at McKinney Terrace II is progressing. The previous architect was replaced with Steve Pustola from Pustola and Associates. The chimney is 60% demolished. The Planning and Development Manager is working on getting a second price for the asbestos ceiling tile abatement.

The Planning and Development Manager reported that HATG is waiting for final plans and specifications from Tony D'Andrea on the Adams Garden expansion. John Tesei is our attorney in the matter.

The Executive Director informed the Board that a letter was sent to the Fire Marshal to prove that the cinderblock wall at Quarry Knoll II goes up to the roof. This should resolve the fire safety issue.

The Planning and Development Manager stated ABCD Inc. received one bid for the boilers at Armstrong Court from ProGas. ABCD will fund \$186,000 of the project and the total estimated cost is \$380,000. HATG has to fund the remaining \$200,000. The Executive Director stated that the issue is that ABCD is the contracting agency; not HATG. We have to make sure HATG is covered and the funds have to be remitted to the contractor, not to ABCD. The Executive Director will meet with Pete Marchetti regarding this project. Once they know how much CL&P will fund the project, they will contact HATG. The Executive Director added that the boilers have not been replaced since the building was built and the current boilers are bigger than what should be used. He explained that the new boilers at Wilbur Peck Court are more efficient and have saved HATG money. The Finance Director stated that the savings have been about 30% including the reduction in energy rates. Commissioner Simms asked what the payback is in terms of years. The Executive Director replied that it is estimated to be seven years.

Administrative Committee

The meeting was held on December 17, 2013. In attendance were Commissioner Boutelle, the Executive Director, Deputy Director, Finance Director and the Parsonage Cottage Administrator.

The Executive Director stated that salary recommendations and the structure of the evaluation form were discussed. Commissioner Boutelle did not want to change the evaluation forms this year and

requested suggestions from Senior Management on how to change it for next year. The Chairman replied that he will set a deadline for this. His concern is that if one criteria has two numbers for a score, how will the supervisors distinguish between one score and the other. The Executive Director clarified that each criteria did have one score and then it was changed to the current format at the request of the Board. The Chairman also asked if the directives from earlier Board meetings were accomplished: 1) revision of the evaluation form 2) training of managers and commissioners on the use of the evaluation form 3) review of the Executive Director. The questions will be forwarded to Commissioner Boutelle.

Commissioner Romeo inquired about the consultants that were conducting the personnel study. The Executive Director replied that he has not been in contact with them; Commissioner Boutelle has spoken with them. The Chairman requested the Executive Director to follow up on the study.

Other Residences Committee

The Meeting was held on January 16, 2014. In attendance were Commissioner Yankowich, the Executive Director, Finance Director, Development Manager, Greenwich Close Asset Manager and the Parsonage Cottage Administrator.

The Chairman stated that the items that have to be completed pertaining to the refinance of Greenwich Close were discussed as well as the vacancies.

The Parsonage Cottage Administrator stated and Finance Director put together the 5 year cash flow report and there was a problem with the numbers. The Finance Director added that he used 2013 as the base year and that particular year was not a very good year for Parsonage Cottage. The loss of revenue had a detrimental effect. The Chairman requested that the Finance Director complete the report at 90% and 95%.

The Chairman asked Attorney Pittocco if the Fundraising Board has a recordable document of the forgiveness of Parsonage Cottage's loan. Attorney Pittocco replied that there is nothing recorded on the title and he has requested some document stating that the loan has been forgiven such as a resolution. The Parsonage Cottage Administrator added that the next Fundraising Board meeting will be held on January 30th.

Executive Director Report

The Executive Director informed the Board that HATG will be accepting bids on the Adams Garden Kitchen Renovations soon.

The Executive Director stated that the grease trap at Parsonage Cottage is scheduled to be removed on January 28th.

The Executive Director reported that in an attempt to comply with the Fire Marshal regarding Armstrong Court and McKinney Terrace II, he has contracts with an engineer to design the alarm systems.

Staff Reports

The Deputy Director stated that a Rent Comparability Study will be conducted at Quarry Knoll II in order to increase the base rent. Since FMR rates were lowered again this year, CHFA has requested this study to show that private rents in Greenwich are higher than what is charged at Quarry Knoll II. The Finance Director added that CHFA would like the base rent at McKinney Terrace II raised.

Commissioner Romeo started a discussion on renter insurance. He asked if HATG can add renters insurance in the lease as a requirement. The Deputy Director replied that it cannot be done on federal buildings but it can be done at Greenwich Close. Commissioner Romeo would like to send out a letter to all tenants and highlight the consequences of not having renters insurance. The Chairman would like to discuss the matter in the March Board Meeting. The Executive Director suggested discussing the matter with tenants during recertification and sign an acknowledgment of consequences. The Chairman directed the Deputy Director to discuss suggestions on how to acquire tenant participation by the March meeting.

Commissioner Curdumi inquired about the lower FMR rates. The Deputy Director stated that if a tenant's income and rent stayed the same the rent would go up due to the lower FMR. He added that most landlords should be lowering their rents.

Commissioner Curdumi inquired about the lease compliance issues on the Deputy Directors report. The Deputy Director replied that some tenants have problems with hoarding, not being able to live independently, having an unauthorized occupant and an unauthorized pet.

Other/New Business

The Chairman and Executive Director will be attending the NAHB National Conference the first week in February.

Motion to go into Executive Session at 6:35 p.m.

Motion to come out of Executive Session at 7:30 p.m.

Commissioner Pucci motioned for the Board to increase staff salary by 4% retroactive to January 1, 2014. Commissioner Curdumi seconded and all votes were in favor.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:33 p.m.

Respectfully submitted by,

Lisette E. Contreras