

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
January 29, 2013
Minutes of the Meeting

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Greenwich was held on Tuesday, January 29, 2013, in the Community Room at Agnes Morley Heights. The Chairman, George Yankowich, called the meeting to order in public session at 5:39 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, James Boutelle, Agripina Lopez, Sam Romeo, Bernadette Settlemeyer and Robert Simms Jr

Staff Present: Anthony Johnson, Terry Mardula, Bruno T. Lacaria, Penny Lore and Lisette Contreras

Public: Joan Yankowski

The Chairman welcomed the public and asked if there were any comments or concerns. Ms. Joan Yankowski commented that the residents at Quarry Knoll felt that the kitchens are dark after the skylights were removed. The tenants also do not like that the construction workers left the apartments really dirty. The Chairman asked if the contractor is going to install solar tubes. The Executive Director responded yes and stated that he will attend the next Resident Council to explain to the residents what the contractors will be doing. The Chairman stated that the solar tubes will let more light in and they are less likely to leak or produce condensation.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on December 5, 2012. On a motion duly made and seconded, the Minutes were approved.

The Chairman proposed a minor change in the Agenda. He would like for the committee reports to be included in the minutes along with the date of the meeting and attendees.

Review of the Task List

1. PC Tax Credit– The Limited Partners signed the Agreement December 3rd. The payout amount will be approximately \$168,000, final amount to be determined after completion of the audit.
2. THAC–Assignment of the HAP agreement was sent to HUD for approval.

TASK LIST 1/29/2013

Date of Request	Request	Person Responsible	Anticipated Date	Comments
6/24/09	PC Tax Credit	Tony Johnson, Bruno Lacaria	February 2013	Update Monthly
6/24/09	THAC	Bruno Lacaria	February 2013	Update Monthly

Finance Committee

No January meeting.

Development Committee

Meeting was held on January 18, 2013. In attendance were Commissioners Romeo and Yankowich, the Executive Director, Finance Director, Director of Planning and Development, Director of Maintenance and Maurice, our architect from Acticon. Commissioner Romeo reported that the roof and window replacement bids for Greenwich Close were discussed. The development committee will ask for Board approval of these bids. Updates on existing projects were discussed as well.

Personnel Committee

Three meetings were held in January. The first was held on January 10, 2013. In attendance were Commissioners Boutelle and Settlemeyer, the Executive Director, Deputy Director, Finance Director and the Parsonage Cottage Administrator. Staff evaluations from 2012 and salary increase were discussed.

The second meeting was held as an executive session on January 14, 2013 and Commissioners Yankowich, Settlemeyer, Boutelle and Attorney Pittocco were in attendance to discuss personnel compensation. No votes were taken at this meeting.

The third meeting was held on January 24, 2013. In attendance were Commissioners Boutelle and Settlemeyer, the Executive Director, the Deputy Director, the Finance Director and the Parsonage Cottage Administrator. Staff evaluations from 2012 were discussed and the recommended salary increase for 2013.

Commissioner Settlemeyer stated that the Committee would like to recommend a salary increase of 3.5%. Commissioner Boutelle added that the increase would fall under one scale; one curve. He stated that the new ten point scoring was incorporated and it did not spread out the ratings as much as was hoped. Commissioner Boutelle recommends that union employees have evaluations which could determine if they would benefit from training. Commissioner Romeo asked if the union contract prohibits HATG to conduct evaluations on the union employees. Commissioner Boutelle responded that the Executive Director will meet with the union representative on this. Commissioner Boutelle also stated that the new hire and newly promoted employee do not benefit from the review increase. Commissioner Boutelle expressed concern over not having a job description for the Asset Manager. He stated that there are some employees that are reporting to the Deputy Director when they should be reporting to the Executive Director. In these cases the title should change or the organizational chart needs to be changed.

Commissioner Curdumi asked for the rationale behind the 3.5% increase. Commissioner Boutelle responded that the Finance Director showed the committee what a 3% and 5% increase would cost. The committee reviewed historical increases and performance reviews and decided that 3.5% fits into the budget and that no company in the current market is giving a 5% increase. The Chairman asked what the Town gives to their employees. Commissioner Boutelle responded that the Town usually gives a 3% increase. He pointed out that Penny Lore's average scores are slightly higher than the rest. Commissioner Boutelle stated that within the next year the Committee will establish reasonable salary ranges and develop a policy for demoted employees.

The Chairman made a motion to discuss the 3.5% salary increase and the pay increase schedule in executive session. Commissioner Curdumi seconded and all votes were in favor.

Other Residences Committee

No January Meeting.

Executive Director Report

The Executive Director stated that he has been focusing on Greenwich Close refinance issues and financing for the Strickland Road properties. We have reached out to another firm. The Chairman asked if there are any issues relative to closing. The Executive Director stated that the only issue is work items that were supposed to be covered by the insurance company may not be completed or covered. We have spoken to the sellers about receiving a credit so HATG can get the work done after closing. Commissioner Romeo stated that he would like to discuss with Attorney Pittocco regarding work that the owners were supposed to complete and have not. The Chairman commented that the property needs to be brought up to Section 8 standards and a property survey will be required as well. He suggested making a checklist of things that have to get done as well as a budget for renovations. The Executive Director explained that HATG is purchasing the property with no money down. Some banks have offered to finance the transaction at 4% interest, 20 year term, 30 year amortization and the interest rate will reset every five years. Commissioner Curdumi asked why the loan will not be for 30 years. The Executive Director responded that no bank wants to do long term lending anymore but we are still looking into other banks.

The Executive Director informed the Board that the design for the window replacement project at Wilbur Peck Court has been completed and will be placed out to bid.

The Executive Director stated that the insulation at McKinney Terrace II is complete.

The Executive Director announced that the tenant with the mold issue at the Town Hall Annex apartment is back in the unit. We are still working with her to sanitize her belongings.

The Executive Director informed the Board that the bathroom vent installation at Armstrong Court is progressing well. All the holes have been drilled in the units.

The Executive Director stated that he received the updated site plan for the Adams Garden Expansion.

Commissioner Settlemeyer asked if a contractor has been chosen for the elevator project at McKinney Terrace II since the bids came back on December 12, 2012. The Executive Director responded that all the prices came back very close. He is still trying to negotiate to lower the prices. The Chairman asked if the project was re-solicited. The Executive Director replied that it was, the second time it was placed to bid, the elevator was selected in order for all the contractors to give a price on the same elevator. CDBG awarded HATG \$245,710.00 for this project. This includes the transfer from the reading room money. However, money was already spent for work necessary for the elevator, such as, the new attic stair, oil tank and asbestos remediation, and architect.

Staff Reports

The Deputy Director informed the Board that an apartment at Greenwich Close is rented for February 1st. As of today, there are two other vacant units at Greenwich Close.

The Chairman asked if the new employee can be introduced to the Board. The Deputy Director replied that he will ask her to attend next month's meeting.

Commissioner Boutelle had a question regarding the rents collected from the Deputy Director's report and a discussion followed.

The Deputy Director reported that the parking policy went into effect in Adams Garden. Parking Enforcement only patrols until 5pm. After that, if someone calls regarding a car without a sticker, the police will issue a ticket. This is only available for Town owned roads. The Chairman mentioned that in the site plan for the expansion, there were additional parking spaces added on Reed Lane. Ms. Yankowski asked what the parking policy for Quarry Knoll is. The Deputy Director responded that either him or the Director of Maintenance have to be called for parking matters there. HATG will either ticket or tow someone that is parked there illegally.

Commissioner Lopez asked about the smoking policy at Adams Garden. The Deputy Director stated that he is still working on the policy. The policy will not prohibit tenants from smoking inside their units but there will be common areas where people can smoke. Commissioner Boutelle stated the medical marijuana will have to be incorporated into the smoking policy.

The Chairman asked Ms. Penny Lore if she has heard back from the State regarding the application for congregate housing. Ms. Lore responded no. Commissioner Curdumi inquired about the results of Parsonage Cottage's energy audit. She stated that Parsonage Cottage is eligible for rebates if they replace the light fixtures in common areas. The electrician walked through the building with Connecticut Light and Power to identify which fixtures need to be replaced. Ms. Lore stated that there are currently four vacancies at Parsonage Cottage. There are about ten applicants on the waiting list but when a vacancy becomes available, the applicant states that they are not ready. The Executive Director stated that the Deputy Director will discuss with the housing managers if any seniors might be ready to move to Parsonage Cottage. Ms. Lore reported that she is starting to develop a newsletter that would be mailed to people and organizations that do business with Parsonage Cottage.

Other/New Business

The Executive Director informed the Board that the Development Committee recommends awarding the Greenwich Close Roof Replacement contract to Allen Construction in the amount of \$408,000. This contract will come with a two year warranty and wind warranty. This is \$75,000 over budget. Commissioner Romeo motioned to approve the Greenwich Close Roof Replacement contract. Commissioner Curdumi seconded and all votes were in favor.

The Executive Director informed the Board that the Development Committee recommends awarding the Greenwich Close Window Replacement contract to Industrial Window in the amount of \$385,000. This is \$33,000 over budget. Commissioner Romeo motioned to authorize the Development Committee to award the contract to Industrial Window if it is less than \$400,000. All votes were in favor.

Commissioner Boutelle asked why all projects for Greenwich Close are coming in over budget. Commissioner Romeo replied that the budget was done two years ago. The Executive Director added that if the budget would have been higher we might not have closed on the loan.

Motion to go into Executive Session at 7:10 p.m.

Motion to come out of Executive Session at 8:50 p.m.

The Board voted 4 in favor, 0 against, with 1 abstaining to approve a general salary increase of 3.5% retroactive to January 1, 2013 for non-management employees excluding recent promotions and probationary employees. The Chairman abstained due to his son being one of the impacted employees. Two Commissioners were absent at the time of the vote.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 8:53 p.m.

Respectfully submitted by,

Lisette E. Contreras