

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Annual Meeting of the Board of Commissioners
October 23, 2013
Minutes of the Meeting

The Annual Meeting of the Board of Commissioners of the Housing Authority of the Town of Greenwich was held on Wednesday, October 23, 2013, in the Hayton Room at Town Hall. The Chairman, George Yankowich, called the meeting to order in public session at 5:38 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, Angelo Pucci, Sam Romeo and Robert Simms Jr

Staff Present: Anthony Johnson, Terry Mardula, Bruno Lacaria, Penny Lore, Lisette Contreras, John Yankowich, Patricia Muldoon, Teryl Elliott, Sardis Solano and Ruth Young

Legal: Lou Pittocco

Public: Joan Yankowski and Cathy Landy

The Chairman welcomed the public and asked if there are any comments. The Deputy Director informed the Board that the Town's Emergency Management Director, Dan Warzoha, will attend the next Resident Council Meeting at Quarry Knoll to speak on emergency preparedness.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on September 25, 2013. On a motion duly made and seconded, the Minutes were approved.

Teryl Elliott, Senior Asset Manager, gave a presentation on the functions and responsibilities of her job.

Commissioner Boutelle inquired about a tenant that was a victim of domestic violence. The Deputy Director explained that in those cases, by law, both adults have to be served. The Executive Director explained that in domestic violence cases, the Town's Department of Social Services gets involved and they should explain the process. Attorney Pittocco indicated that he will research domestic violence cases.

Sardis Solano, Asset Manager, gave a presentation on the functions and responsibilities of her job.

Ruth Young, the Housing Inspector stated that the new fence at Greenwich Close looks great. She inquired about shelving being installed in the new big closets at Quarry Knoll II. The Executive Director replied that they are open storage and not meant to be closets.

Ms. Joan Yankowski stated that some tenants are storing propane gas tanks for grills outside on the new patio areas. The Chairman replied that propane gas grills should be left at least two feet away from the sidewalk. The Deputy Director stated that there is no set area for tenants to use as storage.

Finance Committee

The Meeting was held on October 23, 2013. In attendance were Commissioner Curdumi, the Executive, Deputy and Finance Directors. Commissioner Curdumi reported that all programs are operating on a surplus except for the Section 8 program. HATG is currently using reserves for Section 8.

Commissioner Curdumi stated that the Greenwich Close escrow account is projected to have a small surplus of \$22,000.

Commissioner Curdumi informed the Board that the final approval from HUD was received for the name change from Town Hall Annex Limited Partner (THALP) to Town Hall Annex Corporation (THAC).

Commissioner Curdumi reported that the assumption of the limited partners went through. HATG paid the limited partners for \$161,000. HATG is now the Limited Partner of Parsonage Cottage Senior Residence LP.

Commissioner Curdumi stated that the 403b plan from Lincoln Financial is officially terminated and they should be sending out notices to the employees that are still enrolled in the program. The Parsonage Cottage Administrator and Deputy Director requested that Commissioner Curdumi and the Finance Director explain to the employees the transfer of plans.

Commissioner Curdumi informed the Board that the Management Fee Account will have \$17,000 balance at year end. The Chairman asked if there are enough funds for the new boiler at Parsonage Cottage. The Finance Director replied that the boilers will come out of Parsonage Cottage's reserves.

Development Committee

The Meeting was held on October 18, 2013. In attendance were Commissioners Romeo and Yankowich, the Executive and Finance Directors and the Planning and Development Manager. Commissioner Romeo stated that demolition on Strickland Road is almost complete. He added that HATG has received the building permit; however he would like to delay the landscaping until the Spring. Commissioner Romeo suggested studying building additional units on the property or adjacent properties.

Commissioner Romeo reported that HATG has three prices on the electric work for the kitchen renovations at Adams Garden.

The Executive Director informed the Board that the Inland Wetlands and Watercourses Agency requested a change to the proposed plan for the Adams Garden expansion in order to reduce water flow into the stream. The Executive Director will meet with the architect and decide which company to use for the soil tests.

The Executive Director stated that the window project at Wilbur Peck Court is progressing well; there are about 300 windows already installed.

The Executive Director reported that the window installation at Greenwich Close has already started. He added that the painted railings at Greenwich Close look really good. The Executive Director is now working on landscaping the Field Point Road side of the property. It will have a park setting in the front of the building. The Chairman stated that the First Selectman is really pleased with the changes that are taking place in Greenwich Close.

The Executive Director informed the Board that he met with ABCD; which is the company that is doing the energy audit. ABCD has excess funds from the gas and electric companies; about \$1 million and is looking into replacing the boilers at Armstrong Court and Adams Garden.

Administrative Committee

No meeting was held.

Other Residences Committee

The Meeting was held on October 18, 2013. In attendance were Commissioner Yankowich, the Executive Director, Finance Director, Development Manager, 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.

The Chairman informed the Board that Parsonage Cottage needs new boilers. The Parsonage Cottage Administrator inquired about the boilers ABCD is looking to replace. The Executive Director will check with them on the candidacy of Parsonage Cottage for new boilers.

The Parsonage Cottage Administrator stated that the old grease traps have to be removed. The Planning and Development Manager responded that the contractor that installed the new grease trap will remove the old one.

The Parsonage Cottage Administrator reported that there is one vacancy at Parsonage Cottage.

The Chairman informed the Board that there has not been much progress with the process of the Parsonage Cottage Loan Forgiveness. The Chairman stated that he and the Executive Director have meet with the Town Attorney and the BET regarding this issue in order to speed the process.

Staff Reports

The Deputy Director informed the Board that he attended the Greenwich Green and Clean Awards event to accept the award given to HATG. The Executive Director added that the picture of the awarded garden is on the invitation.

The Chairman inquired about the vacant maintenance positions. The Deputy Director responded that two new maintenance personnel were hired.

Commissioner Simms inquired about vendor contracts. The Deputy Director replied that all the contracts are up to date.

Other/New Business

RESOLVED that the Public Housing Authority Agency Plan for the Authority for the fiscal year commencing January 1, 2014, in the form circulated to the Board, be, and it hereby is, approved and that the Chairman, Executive Director and Deputy Director, or either of them, execute and file the Plan together with HUD Form 50075 and the PHA Certificate of Compliance with HUD in accordance with its instructions and regulations.

The undersigned, being all the members of the Board of Commissioners of the Housing Authority of the Town of Greenwich (the "Authority"), hereby adopt Resolution #390 set forth below by unanimous consent:

RESOLVED that the persons named below are hereby appointed to serve as members of committees of the Authority or as directors of our subsidiaries, as set forth below, to serve until the next Annual Meeting of the Authority or until their successors are appointed:

Committees of the Authority:

Development Committee:

Sam Romeo (Chair), George Yankowich, Anthony Johnson, Bruno Lacia and John Yankowich

Finance Committee:

Abelardo Curdumi (Chair), James Boutelle, Anthony Johnson, and Bruno Lacia

Administrative and Communications Committee:

James Boutelle (Chair), Abelardo Curdumi, Angelo Pucci, Robert Simms, Anthony Johnson, Terry Mardula and Lou Pittocco

Other Residences Committee:

George Yankowich (Chair), Robert Simms, Anthony Johnson, Penny Lore, Jamie Longo and John Yankowich

Officers of the Authority:

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| Executive Director | Anthony L. Johnson |
| Deputy Director | Terry Mardula |
| Finance Director | Bruno T. Lacia |
| Secretary | Anthony L. Johnson |

Motion to close out Annual Meeting of the Board at 6:50 p.m.

Motion to open Annual Meeting for Quarry Knoll II Corporation (“QK II Corp”) at 6:51 p.m.

The undersigned, being all the members of the Board of Directors of the Quarry Knoll Corporation (“QK Corp”), hereby adopt Resolution #391 set forth below by unanimous consent at a meeting duly called and conducted of this Board:

RESOLVED that the persons named below are hereby appointed to serve as members of committees of the Authority or as directors of our subsidiaries, as set forth below, to serve until the next Annual Meeting of the Corporation or until their successors are appointed:

Officers of Quarry Knoll II Corporation:

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| President | Anthony L. Johnson |
| Secretary | Terry Mardula |
| Treasurer | Bruno T. Lacia |

Motion to adjourn the Annual Meeting for QKII Corp at 6:53 p.m.

Motion to open the Annual Meeting for Town Hall Annex Corporation (“THAC”) at 6:54 p.m.

The undersigned, being all the members of the Board of Directors of the Town Hall Annex Corporation (“THAC”), hereby adopt Resolution #392 set forth below by unanimous consent at a meeting duly called and conducted of this Board:

RESOLVED that the persons named below are hereby appointed to serve as members of committees of the Authority or as directors of our subsidiaries, as set forth below, to serve until the next Annual Meeting of the Corporation or until their successors are appointed:

Officers of Town Hall Annex Corporation:

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| President | Anthony L. Johnson |
| Secretary | Terry Mardula |
| Treasurer | Bruno T. Lacaria |

Motion to adjourn the Annual Meeting for THAC at 6:56 p.m.

Motion to re-open the Annual Meeting of the Board at 6:57 p.m.

Motion to go into Executive Session at 7:00 p.m.

Motion to come out of Executive Session at 7:48 p.m.

Commissioner Curdumi made a motion for the Board to instruct the Chairman and the Executive Director to contact the Board of Estimate and Taxation to ask for a vote on the Parsonage Cottage Loan Forgiveness. Commissioner Romeo 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 7:53 p.m.

Respectfully submitted by,

Lisette E. Contreras