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HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Annual Meeting of the Board of Commissioners
October 24, 2012
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 24, 2012, in the Hayton Meeting Room at Town Hall. 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, Sam Romeo, Robert Simms Jr, James Boutelle, Agripina Lopez, and Bernadette Settlemeyer

Staff Present: Anthony Johnson, Terry Mardula, Bruno T. Lacaria, Penny Lore, Lisette Contreras, Ruth Young, Peggy Yeung and Winston Robinson

Legal Counsel: Louis Pittocco

Public: Cathy Landy and Joan Yankowski

The Chairman welcomed the public and asked if there were any questions or concerns. Ms. Joan Yankowski stated that when the landscapers perform the maintenance at Quarry Knoll the rocks hit the cars and the leaves are blown against the buildings and they get stuck to the windows and doors. Ms. Yankowski requested a notice to be posted when the ground maintenance will be performed. The Deputy Director stated that he would speak to the owner so the problem can be rectified. Ms. Yankowski also requested for the dumpsters to have an enclosure around them so it would look nicer. The Deputy Director stated that enclosing the dumpsters can't be done right now. The Chairman suggested centralizing the dumpsters to an area where they can't be seen. Commissioner Settlemeyer suggested Ms. Yankowski speak with the resident council if they are in favor of centralizing the dumpsters and walking a greater distance.

Ms. Cathy Landy stated that the dumpsters at Armstrong Court look terrible. Non-residents continue to throw their trash in the dumpsters. The Chairman asked if violators can be prosecuted. The Deputy Director responded that the Greenwich Police Department is very helpful in prosecuting violators if license plates are identified. The Deputy Director along with the Executive Director and the Director of Planning and Development are looking into installing a camera system around the dumpsters to deter non-residents from throwing their garbage. Commissioner Settlemeyer suggested placing a sign stating that a camera system is in place. Ms. Landy stated that raccoons and skunks are getting more used to people because they do not run away when people come out. The Deputy Director stated he would call Connecticut Light and Power to fix the street lights that are out. Ms. Landy inquired about the bathroom vent job. The Executive Director replied that 20 bathroom vents

have been installed however; the project is at a hold because the current contractor wanted a change order which HATG is not approving. HATG will give the remainder of the job to another contractor.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on September 26, 2012. On a motion duly made and seconded, the Minutes, with revisions, were approved. The Chairman informed the Board that he would like to add Resolutions #381, #382, and #383 to the agenda as well as an Executive Session to discuss land acquisitions.

Review of the Task List

1. PC Tax Credit– Waiting for the Limited Partners to sign the Agreement.
2. THAC–Assignment of the HAP agreement has been sent to HUD for approval.

TASK LIST 10/24/2012

| Date of Request | Request | Person Responsible | Anticipated Date | Comments |
|------------------------|----------------|--------------------------------|-------------------------|-----------------|
| 6/24/09 | PC Tax Credit | Tony Johnson, Bruno Lacaria | November 2012 | Update Monthly |
| 6/24/09 | THAC | Bruno Lacaria | December 2012 | Update Monthly |

Finance Committee

Commissioner Curdumi stated that one development has an operating deficit; Quarry Knoll I is operating at a small deficit and it is expected to break even by the end of the year. Commissioner Curdumi explained that the loan for Greenwich Close has an escrow of \$2.3 million and according to projected project costs HATG is expected to spend more than the escrow amount. The Finance Director stated that HATG may spend more money on some projects than the original budget called for. He suggests communicating with HUD to get clarification on their flexibility on the amount and/or an extension of the deadline.

The Chairman had a question regarding the audit and a discussion followed.

Executive Director Report

The Executive Director received the roof bids for Greenwich Close; they all came back with a high price. Commissioner Curdumi suggests prioritizing the list of projects for Greenwich Close. Commissioner Curdumi believes that if HUD gives HATG an extension on the deadline all the projects will be able to be completed since Greenwich Close has an excess cash flow of at least \$300,000 per year.

The Executive Director stated that Tony D’Andrea should give him the site plan for the Adams Garden Expansion within the next few weeks. The Executive Director informed the Board that some tree branches were trimmed at Adams Garden.

Ms. Penny Lore explained to Commissioner Simms that grease traps have to be installed in Parsonage Cottage because of a new law that the EPA passed. Parsonage Cottage had to be in

compliance since July 2011. The Executive Director stated that it is something that has to be engineered.

Staff Reports

The Deputy Director informed the Board that there is a mold problem in the basement unit at Town Hall Annex. He stated that Hygenix went there to look at it. All of the tenant's belongings have to be sanitized before any work can start. The tenant has been relocated and has started the process of sanitizing her belongings. The Deputy Director stated that this job would take about ten days. Commissioner Romeo suggested installing a ventilation system in the basement to prevent this problem from incurring in the future. The Executive Director stated that the extent of the mold will not be known until the drywall is opened.

Commissioner Boutelle had a question regarding the Hollowood property and a discussion followed.

Penny Lore stated that the paving work at Parsonage Cottage has not started yet. Ms. Lore informed the Board that a tenant at Parsonage Cottage left them her estate of \$25,000. These are unrestricted funds that go through the fundraising Board.

Commissioner Settlemeyer asked a question regarding the open property manager position. The Deputy Director responded that he received about 75 applications and has not been able to review them yet. Commissioner Boutelle asked where job ads are posted. The Deputy Director replied that they are posted on the newspaper as well as online and the HATG website.

Other/New Business

Commissioner Curdumi stated that the December Board Meeting will be too early to prepare the financial statements. Commissioner Curdumi proposed, and the Board approved, to combine the November and December meetings into one meeting which will be held on December 5, 2012.

The Deputy Director had a discussion regarding the Agency Plan and explained that it had to be approved by the Board. On a motion duly made and seconded, Resolution #380, was approved as amended.

RESOLVED that the Public Housing Authority Agency Plan for the Authority for the fiscal year commencing January 1, 2013, 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 #381 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 (Chairman); George Yankowich; and Anthony Johnson

Finance Committee:

Abelardo Curdumi (Chairman); Bernadette Settlemeyer; Anthony Johnson; and Bruno Lacaria

Administrative and Communications Committee:

Bernadette Settlemeyer (Co-Chairman); James Boutelle (Co-Chairman); Abelardo Curdumi; and Anthony Johnson

Other Residences Committee:

George Yankowich (Chairman); Bernadette Settlemeyer; Anthony Johnson; Penny Lore; and Jamie Longo

Officers of the Authority:

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

Motion to close out Annual Meeting of the Board at 7:12 p.m.

Motion to open Annual Meeting for Quarry Knoll II Corporation (“QK II Corp”) at 7:13 p.m.

The undersigned, being all the members of the Board of Directors of the Quarry Knoll Corporation (“QK Corp”), hereby adopt Resolution #382 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:

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

Motion to adjourn the Annual Meeting for QKII Corp at 7:16 p.m.

Motion to open the Annual Meeting for Town Hall Annex Corporation (“THAC”) at 7:17 p.m.

The undersigned, being all the members of the Board of Directors of the Town Hall Annex Corporation (“THAC”), hereby adopt Resolution #383 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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|--------------------|--------------------|
| Executive Director | Anthony L. Johnson |
| Deputy Director | Terry Mardula |
| Finance Director | Bruno T. Lacaria |
| Secretary | Anthony L. Johnson |

Motion to adjourn the Annual Meeting for THAC at 7:18 p.m.

Motion to re-open the Annual Meeting of the Board at 7:19 p.m.

Upon resuming the regular meeting the Board took action directing the Executive Director to discuss land acquisitions.

Motion to go into Executive Session at 7:20 p.m.

Motion to come out of Executive Session at 7:55 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:56 p.m.

Respectfully submitted by,

Lisette E. Contreras