

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Annual Meeting of the Board of Commissioners
October 28, 2015
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 28, 2015 at the Agnes Morley Heights Community Room. The Chairman, Sam Romeo, called the meeting to order in public session at 5:37 p.m.

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

Commissioners Present: Sam Romeo, Abelardo Curdumi, James Boutelle, Cathy Landy, Robert Simms Jr and George Yankowich

Commissioners Absent: Angelo Pucci

Staff Present: Anthony Johnson, Terry Mardula, Derrick Bryant, Penny Lore, Lisette Contreras, Teryl Elliott, Sardis Solano, Ruth Young, Laura Murphy and Winston Robinson

Legal: Lou Pittocco

Public: John Munnely

The Chairman welcomed the public and asked for any comments from residents.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on September 30, 2015. On a motion duly made and seconded, the Minutes were approved.

Finance Committee

The Finance Committee met Wednesday, October 28, 2015. In attendance were Commissioner Curdumi, Commissioner Boutelle, the Executive Director, Deputy Director and Finance Director.

Commissioner Curdumi reported that there is about \$350,000 to be collected in completed projects from Community Development Block Grant. The Executive Director explained that money has to be collected for the Armstrong Court boilers, the kitchens at Adams Garden and the elevator at McKinney Terrace II.

Commissioner Curdumi stated Agnes Morley continues to reduce the deficit that was caused by expensive utility bills at the beginning of the year but it will not even out by the end of the year. The Executive Director explained that in the past it has evened out by the end of the year but this year the utility expenses were too high. He will be meeting with energy analysts on November 9th to explore solar energy systems. Commissioner Yankowich asked if there is insulation on top floor. The Executive Director is not sure; he will check with the thermographic gun as well as the analyst's report.

Commissioner Curdumi explained that HATG has been paying an escrow on the insurance for town Hall Annex which will be reimbursed; a total of about \$80,000.

Commissioner Boutelle inquired about the deductible on the property insurance of \$100,000. He questioned if it's per incident, why are there only \$100,000 reserved in each property. The Executive Director explained that HATG has never spent the whole amount in any given year. He added that the premium has decreased this year by \$30,000, however, the deductible is the same. The Deputy Director stated that there have not been any incident this year. Commissioner Boutelle asked if HATG can require tenants to purchase renters insurance. The Executive Director replied that it can only be required at Greenwich Close.

Commissioner Boutelle asked if there is a lease that the Board needs to review for the health care facility at Wilbur Peck Court. The Executive Director replied that there is no lease yet.

Development Committee

The Development Committee met on Friday, October 23, 2015. In attendance were the Chairman, The Executive Director, The Maintenance Director and the Planning and Development Manager.

The Planning and Development Manager stated that the CHFA application for Armstrong Court had been dismissed due to several misunderstandings. After several meetings and phone calls, CHFA is reviewing the application.

The Planning and Development Manager reported that work for the elevators at McKinney Terrace II has remobilized. Cigna will conduct an inspection in order to finalize the project.

The Planning and Development Manager informed the Board that the RFQ's for the Adams Garden new units were received. The three proposals were close in range. The Executive Director added that he has asked the Committee to meet with two of the companies. Commissioner Yankowich asked if the Finance Director can do an analysis to capitalize on the developer's fee or if it can be made up in the rent.

The Planning and Development Manager stated that he will try to have playground #1 at Adams Garden installed before the start of construction on the new units. He is waiting on CDBG to sign the contract with HATG. The Executive Director explained that CDBG has not signed their contract with the government yet which has put a hold on all CDBG projects. The Planning and Development Manager stated that playgrounds #2 and #3 are being funded through loans.

The Planning and Development Manager reported that a walkthrough was performed for the kitchen cabinets at Adams Garden. He stated that the contractors are waiting on parts that were ordered for the cabinet punch list. The Chairman added that he was there over the weekend and noticed many cabinets had cracks and some countertops were not aligned. The Planning and Development Manager told the contractors that they will not receive payment if the job is not completed correctly. The Executive Director directed the Planning and Development Manager to send the punch list to the Chairman. The Chairman added that the First Selectman was at Adams Garden over the weekend and he is very impressed with the new kitchens.

The Planning and Development Manager informed the Board that he is waiting on the site plan for the Parsonage Cottage emergency bell system as well as the CDBG contract.

The Planning and Development Manager stated that the renovation on the Strickland cottage is getting repriced. He is contacting Cebulski and the Town.

Commissioner Yankowich inquired about the last unit in McKinney Terrace I with the heat issues. Commissioner Yankowich stated that the Maintenance Director was going to come up with a plan. The Executive Director replied that there is no plan in place yet. Commissioner Simms suggested insulating the crawl space. The Executive Director agreed and will follow up with the Maintenance Director.

The Chairman inquired about the loan for the new units at Adams Garden. Attorney Pittocco replied that he is waiting on an easement map, certified survey and a zoning letter from D'Andrea. He added that the bank may want a letter from Department of Housing that states that they can give HATG a loan. Attorney Pittocco is hoping to close the loan next week.

Administrative Committee

The Administrative Committee did not meet this month

Other Residences Committee

The Other Residences Committee met on Monday, October 26, 2015. In attendance were Commissioner Landy, Commissioner Simms, the Executive Director, the Greenwich Close Asset Manager and the Parsonage Cottage Administrator.

The Executive Director stated that the Greenwich Close budget for next year was discussed since we are approaching normal operations. A capital plan needs to be developed; the security cameras and renovation of the mailbox areas needs to be added to that. Commissioner Yankowich asked if funding for these is exclusively from cash flow. The Executive Director stated that Greenwich Close earned \$650,000; the funding for the capital projects will come out of operations/reserves. Commissioner Yankowich suggested funding additional reserves. The Executive Director replied that HATG is putting aside what HUD recommends but it might have to be increased. The Planning and Development Manager stated that the PCNA has to be taken into account because there are certain milestones that have to be renovated after thirty years. The Executive Director explained that the idea of the PCNA is preservation.

The Executive Director explained that HATG currently has to collect \$400,000 from HUD from the escrow. They are not releasing it because lead was found in some bathtubs which the HUD inspector believes should be replaced. The Executive Director got in touch with the Healthy Home Department of HUD and they are completing a letter stating that there is no regulation for lead found on a product so HUD can release the final funds.

Commissioner Simms inquired if the storage costs at Greenwich Close have started. The Executive Director replied that they have and the Asset Manager is collecting them more consistently; \$40 per month.

The Executive Director stated that for Parsonage Cottage, the alarm system and the municipal improvement were discussed.

Executive Director Report

Commissioner Landy questioned if the Town was cooperating with the health care facility deadline at Wilbur Peck Court. The Executive Director replied that the Town has been very understanding

about the strict deadline and Family Centers is in the process of receiving all the approvals needed. The municipal improvement was issued right away. The architect, Ed McDonald, is finalizing the construction drawings. He added that lead testing is being conducted.

The Executive Director stated that the Town sewer department wants all the drains in the complex tested with cameras. Family Centers is trying to persuade the sewer department to only have them test the drains where the clinic will be. The Chairman would like to see the Town's sewer department conduct this testing. The Chairman will contact Amy Siebert, Commissioner of the Public Works Department.

Staff Reports

The Deputy Director stated that there are no more complaints about the parking at Agnes Morley Heights; the policy has been successful so far. Staff has been cooperative as well as the tenants at Town Hall Annex.

Commissioner Landy inquired about the designated housing plan renewal for Agnes Morley Heights. The Deputy Director explained that in 1998 Agnes Morley was designated as a senior building exclusively. That contract is expiring on November 15, 2015. In order to renew it forms need to be filled out and HUD usually renews it unless there is opposition to it.

The Chairman inquired about Wells Fargo's new location. The Deputy Director stated that the change will impact Agnes Morley and Town Hall Annex tenants. The new Wells Fargo location is in the Stop and Shop shopping center on the Post Road. The Chairman asked is HATG has considered going to another bank. The Deputy Director responded that the bank can still be changed; however, there was not enough time to go through that process before the location change went into effect. The Finance Director expressed an interest in changing banks due to the high fees that Wells Fargo charges HATG; \$3,000 per month. The Chairman suggested looking into Webster Bank. The Deputy Director stated that there are requirements on which bank handles HUD money and a RFQ would have to be prepared.

Commissioner Yankowich asked in regards to the memo sent to Town Hall Annex residents on August 21st if the residents know whether they are on the enhanced voucher program. The Deputy Director responded that that each family knows their situation. He added that there is only one tenant that is not on the program. With the rent increase that person will be the only affected, however she is currently paying less than 30% of her income.

Other/New Business

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 #416 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 L. Johnson and John Yankowich

Finance Committee:

Abelardo Curdumi (Chair), James Boutelle, Anthony L. Johnson, Derrick Bryant

Administrative and Communications Committee:

Angelo Pucci (Chair), James Boutelle, Robert Simms Jr, Anthony L. Johnson, Terry Mardula and Lou Pittocco

Other Residences Committee:

Cathy Landy (Chair), Robert Simms Jr, Anthony L. Johnson, Penny Lore, Jamie Longo and John Yankowich

Officers of the Authority:

Executive Director	Anthony L. Johnson
Deputy Director	Terry Mardula
Secretary	Anthony L. Johnson
Treasurer	Derrick Bryant

Motion to close out Annual Meeting of the Board at 6:45 p.m.

Motion to open Annual Meeting for Quarry Knoll II Corporation (“QK II Corp”) at 6:46 p.m.

The undersigned, being all the members of the Board of Directors of the Quarry Knoll Corporation (“QK Corp”), hereby adopt Resolution #417 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:

President	Anthony L. Johnson
Secretary	Terry Mardula
Treasurer	Derrick Bryant

Motion to adjourn the Annual Meeting for QKII Corp at 6:47 p.m.

Motion to open the Annual Meeting for Town Hall Annex Corporation (“THAC”) at 6:48 p.m.

The undersigned, being all the members of the Board of Directors of the Town Hall Annex Corporation (“THAC”), hereby adopt Resolution #418 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:

President	Anthony L. Johnson
Secretary	Terry Mardula
Treasurer	Derrick Bryant

The Deputy Director asked for approval of Resolution #419 and reported that the Housing Authority has notified tenants at the Town Hall Annex of an increase in the base rents. Upon a motion duly made and seconded, Resolution #419 was unanimously adopted:

RESOLVED, that the Board of Commissioners approves the base rent increase at the Town Hall Annex as reflected in the memorandum to residents dated August 21, 2015 and to file with appropriate agencies.

Motion to adjourn the Annual Meeting for THAC at 6:50 p.m.

Motion to re-open the Annual Meeting of the Board at 6:51 p.m.

Motion to go into Executive Session at 6:52 p.m.

Motion to come out of Executive Session at 7:40 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:41 p.m.

Respectfully submitted by,

Lisette E. Contreras