

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
December 9, 2015
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, December 9, 2015 at the Agnes Morley Heights Community Room. The Chairman, Sam Romeo, called the meeting to order in public session at 5:30 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, James Boutelle, Cathy Landy, Angelo Pucci, Robert Simms Jr and George Yankowich

Commissioners Absent: Abelardo Curdumi

Staff Present: Anthony Johnson, Terry Mardula, Derrick Bryant, Penny Lore, Lisette Contreras, John Yankowich, Teryl Elliott, Sardis Solano, and Winston Robinson

Legal: Lou Pittocco

Public: Joan Yankowski, John Munnely, Alma Rutgers, Polly Stewart Fritch, Ken Borsuk, Chris Von Keyserling, Ken Pankosky, Tiffany Bailey, Antonia Christiano, Barbara Maguire, Margaret Clarke

The Chairman welcomed the public and asked for any comments from residents. He reminded the public that this is a public meeting not a public hearing and that he will invite any non-residents to speak.

Ms. Polly Stewart Fritch stated that at the last resident council meeting there was a suggestion of placing an awning on the main door that would go as far as the driveway at Agnes Morley. It would provide protection from rain and snow. Apparently the proposal was not submitted to the office because no one knew about it. The Deputy Director replied that he heard about it, however, he did not receive a proposal in writing. Commissioner Yankowich stated that a project like that would have to go through planning and zoning and would need a building permit as well as an engineer therefore there has to be enough funds in the budget. The Executive Director claimed that it would be part of the capital plan. The Deputy Director asked Ms. Fritch to request the Chairman of the resident council to submit the proposal in writing.

Ms. Joan Yankowski requested if Quarry Knoll I can have the same beautiful siding as Quarry Knoll II. The Chairman replied that there are other major renovation plans for Quarry Knoll I. Ms. Yankowski stated that there is a female non-resident always in the community room. The Deputy Director requested to have more information. The Chairman replied that it will be addressed.

Ms. Barbara Maguire stated that she thought nurse's aides are not allowed to park in the parking lot. The Deputy Director confirmed that they are not. Ms. Maguire claims that the aides always park in

the lot and stated that she will get their license plate numbers. She states that parking in the evening is terrible. The Deputy Director replied that there are more cars registered than there are parking spaces therefore if everyone is home, there will not be enough spaces for all the residents.

The Chairman asked for approval of the Minutes of the Annual Meeting of the Board on October 28, 2015. On a motion duly made and seconded, the Minutes were approved (Commissioner Pucci abstained due to absence).

Finance Committee

The Finance Committee met Wednesday, December 9, 2015. In attendance were Commissioner Boutelle, Commissioner Simms, Commissioner Yankowich, the Executive Director, Deputy Director and Finance Director.

Commissioner Boutelle stated that the monthly financial statements were reviewed. He is concerned about the continuing deficit of Parsonage Cottage which is due to occupancy levels. The Finance Director reported that the deficit is currently \$61,000.

Commissioner Boutelle reported that the budgets were discussed as well. Some revisions were made which were included in the final budgets. The finance committee recommends the board to accept the budgets for 2016. Minor changes will be made and sent out to the entire board. The current consolidated budget does not reflect the management fee, housing assistance or section 8 payments and depreciation. The Executive Director stated that the changes are not material.

Commissioner Yankowich discussed the Parsonage Cottage Loan Forgiveness request. Currently the monthly debt is \$121,000 per year which would be reduced to \$50,000 monthly per year with the offer that the BET Working Group suggested. The CDBG loan would be refinanced to a 0% interest and the Town loan to a 1% interest with several conditions. The cash flow that this would generate would be used as follows: initial income would cover daily operations and debt service, cash flow after that would replenish the capital and maintenance accounts, cash flow after that would be used for HATG to collect their management fee. If there is still cash left after that it would go towards capital improvements or debt service. Commissioner Yankowich stated that a 27 year capital improvement plan was completed and submitted when the forgiveness request was first requested. This plan has to be redone because HATG has been paying the loans for the past 2 years. Commissioner Yankowich stated that HATG members have attended dozens of meetings and produced about a foot of paperwork.

Mr. Chris von Keyserling, Vice-Chair of the CDAC committee stated that the original proposal made sense and he is very upset that the BET is not forgiving the loan as requested. Mr. von Keyserling continued to discuss the history of the CDBG loan to HATG.

Ms. Alma Rutgers, Chair of the CDAC committee advised that HATG agree to the offer from the BET. Originally she advised to forgive the loan to the First Selectman because forgiving the loan met the intent of the CDBG program. She stated that at this point, the BET will not forgive it. Ms. Rutgers believes that if HATG rejects the offer, the BET will not offer a better agreement. Commissioner Yankowich agreed that it's not the greatest deal however it's the best deal at this point. He added that if the political climate changes HATG will go back and request the loan forgiveness again. Mr. von Keyserling asked if the offer gives the Town more control over Parsonage Cottage. The Executive Director replied that some items need to be clarified that might be overreaching their responsibilities.

Development Committee

The Development Committee met on Friday, December 4, 2015. In attendance were the Chairman, Commissioner Yankowich, The Executive Director and the Planning and Development Manager.

The Planning and Development Manager stated that he is in the process of closing out the kitchens at Adams Garden project. The Deputy Director informed the Planning and Development Manager that many residents have issues with their kitchens and requested to hold off on final payment until they are resolved.

The Planning and Development Manager reported that he received an updated proposal from Cebulski for the cottage at Strickland Road.

The Planning and Development Manager informed the Board that the MI application for the ramp renovation at Parsonage Cottage was submitted.

The Planning and Development Manager stated that he is working on a blanket alarms system for Wilbur Peck Court, Town Hall Annex and Armstrong Court.

The Planning and Development Manager reported that the bathroom renovation project at Wilbur Peck Court is at the end of initial planning.

The Executive Director stated that a new application was filed for the new 18 units at Armstrong Court last week. The construction costs dropped 20% in order to be more competitive. He is expecting to hear back in the next weeks. The Chairman added that his will be Phase I of the whole renovation of the site. Commissioner Boutelle expressed concern over the possibility of the State running out of money before the whole project is complete. The Executive Director explained that HATG is not only using State funds for this project. If funds end there are different financing plans that can be used to finish the project. The Chairman added that if rents have to be increased, only new tenants will pay the higher rent. Attorney Lou Pittocco stated that closing date should be by the end of the year. He explained that the appraisal has not been completed.

Administrative Committee

The Administrative Committee did not meet this month. Commissioner Pucci stated that there are legal issues that have to be discussed during Executive Session.

Other Residences Committee

The Other Residences Committee did not meet this month.

The Executive Director explained that HATG is currently trying to close out the last amount of funding that HUD is holding (\$600,000). They are not releasing it because lead was found in some bathtubs which the HUD inspector believes should be replaced. The Executive Director negotiated to have Eagle inspect the bathtubs and tiles to make sure that there are no defects. If the assessment is a positive one HUD will close it out. If not, HATG will have to make some repairs.

Executive Director Report

The Executive Director stated that AMEC LLC was awarded the contract for the new units at Adams Garden. He is still working with the banks to close out the deal. The Executive Director added that the modular product will also be used for Armstrong Court.

The Executive Director reported that the health care facility at Wilbur Peck Court is moving along. HATG had to put a camera and scope the entire sewer system. The sewers are in good shape and the final plan is complete.

The Executive Director informed the Board that HUD renewed the \$69,000 FSS grant. HATG hires Family Centers as a consultant to manage it. They work with residents to find employment or better employment, etc... The Deputy Director added that residents have the possibility of earning money by participating in the program. Commissioner Simms inquired of Family Centers work on smoking cessation. The Deputy Director replied that the managers have done a great job in collecting the lease addendums. However, he has not received any calls from tenant interested in cessation; callers are more interested in knowing where they are allowed to smoke. The Deputy Director added that social workers are helping with cessation.

The Executive Director stated that he and the Deputy Director met with HUD Boston on the Management reviews of Quarry Knoll II. HUD has requested that HATG hire a consultant before the next review which is scheduled in August 2016.

Staff Reports

The Deputy Director stated that HATG continues to issue Section 8 vouchers. Currently HATG is at 344 vouchers issued which is more than 100%. The reason for this is that HATG has reserve funds that HUD wants to be used, if they are not used HUD will give the funds to another housing authority.

Other/New Business

Commissioner Yankowich motioned to approve Resolution #420. Commissioner Pucci seconded, and all votes were in favor.

Resolution #420:

The Executive Director explained that the public housing budgets for Agnes Morley Heights, Wilbur Peck Court, Quarry Knoll I, and Greenwich Close need to be approved in accordance with HUD regulations. After discussion, upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the budgets for the fiscal year ending December 31, 2016, for the public housing facilities, Agnes Morley Heights, Wilbur Peck Court, Quarry Knoll I, and Greenwich Close, in the form submitted to the Board for review, be and they hereby are approved, and the Finance Director is directed to maintain such budgets in accordance with HUD regulations in the form submitted to the meeting and the Secretary is directed to file a copy thereof with the Minutes of the Meeting.

Commissioner Boutelle motioned to approve Resolution #421. Commissioner Pucci seconded, and all votes were in favor.

Resolution #421:

The Executive Director has prepared the budgets for the fiscal year ending December 31, 2016 which include the budgets for our State Elderly, State Moderate Rental and Town Hall Annex

(referred to by CHFA as the “Management Plans” of such facilities). After review of such Management Plans, upon motion duly made and seconded, the following resolution was unanimously adopted:

Commissioner Boutelle requested that the name of the Executive Director not be added in future resolutions.

Commissioner Yankowich motioned to approve Resolution #422. Commissioner Pucci seconded, and all votes were in favor.

Resolution #422:

RESOLVED, that the Board approves the Management Plans for the State Elderly, State Moderate Rental and Town Hall Annex and the Finance Director is directed to submit such Management Plans to Connecticut Housing Finance Authority (CHFA).

The Housing Authority of the Town of Greenwich has planned for the construction of eleven (11) new units in four (4) buildings to be constructed on a portion of what currently is the Adams Garden property. The site design is complete. The units are to be done using a modular system and the architectural work needed to be done for such a system has also been completed. The project went out for bid in a request for qualification (RFQ) style to procure a company that would be able to complete all aspects of the job in a “turn-key” fashion. The companies were graded using seven (7) criteria. Based upon analysis of the proposals and multiple meetings with three (3) competitive firms, it is our recommendation that AMEC LLC, having the most desired skills, experience, and to perform the work, and having a competitive price, should be board approved to be contracted for the new build of the eleven (11) units at Adams Garden.

Please note that all recreation equipment will be relocated. The HATG, along with CDBG money, will create three new playgrounds. AMEC LLC will build a new basketball court with no added cost to its proposal.

RESOLVED, that the form of contract between the Authority and AMEC for the new unit build project at Adams Garden II for an estimated \$3,581,750 be, and it hereby is, approved, and that after such approval, the Executive Director, Anthony L. Johnson, is authorized to execute such contract.

A motion was made and approved to add Resolution #423 to the agenda.

Commissioner Yankowich motioned to approve Resolution #423. Commissioner Pucci seconded, and all votes were in favor.

Resolution #423:

The Executive Director requested an easement be granted to Aquarion Water Company for permission to build the water line and return for any repairs for the new units at Adams Gardens II.

RESOLVED, that the Authority grants an easement to Aquarion Water Company for the new units to be built on Parcels A & B at Adams Garden be, and it hereby is, approved, and that after such approval, the Executive Director, Anthony L. Johnson, is authorized to execute such an easement.

A motion was made and approved to add approval of 2016 Board Meeting Dates to the agenda.

A motion was made and approved to approve and accept the 2016 Board Meeting Dates.

Motion to go into Executive Session at 6:55 p.m.

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

Commissioner Yankowich stated that the proposal from the BET is the best deal that HATG will get; however, there are two issues with the proposal. There are a few comments relative to language that need to be addressed. There is a condition that suggests that the addendums are not to be discussed.

Commissioner Yankowich motioned to proceed with the proposal, Commissioner Boutelle seconded and all votes were in favor, 6-0.

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