

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
December 10, 2014
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 10, 2014 at the Agnes Morley Heights Community Room. The Chairman, Sam Romeo, called the meeting to order in public session at 5:35 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, Angelo Pucci, Robert Simms Jr and George Yankowich

Staff Present: Anthony Johnson, Terry Mardula, Lisette Contreras, John Yankowich, Teryl Elliott, Sardis Solano, Peggy Yeung and Winston Robinson

Legal: Lou Pittocco

The Chairman welcomed the staff and asked for approval of the Minutes of the Annual Meeting of the Board on October 22, 2014. On a motion duly made and seconded, the Minutes, were approved.

Finance Committee

The Finance Committee met on December 10, 2014. In attendance were Commissioner Curdumi, Commissioner Boutelle, the Executive Director, the Deputy Director, the Accounting Manager and the Executive Assistant.

Commissioner Curdumi stated that financial adjustments have been made. Greenwich Close is operating at a surplus close to \$200,000. Commissioner Curdumi stated that the main concern is the Section 8 program. Commissioner Curdumi directed the Executive Director to provide him with a schedule showing the budgeted amount for 2014 and the actuals for 2014. Commissioner Curdumi informed the Board that the budget has to be approved before the end of the year. Commissioner Yankowich asked if Parsonage Cottage has a capital program. The Executive Director replied that the Parsonage Cottage Administrator included three capital projects in the budget.

The Finance Committee recommended postponing the vote to further review the budget. The Chairman scheduled a Special Meeting on Thursday December 18th at 10am to vote on the budget.

Development Committee

The Development Committee met on December 5, 2014. In attendance were Commissioner Romeo, Commissioner Yankowich, the Executive Director, the Director of Maintenance and the Development and Planning Manager.

The Planning and Development Manager stated that contracts have been signed for the Adams Garden kitchens. The Contractor is estimating to work on seven kitchens per day and completing them within seven days. The Deputy Director inquired on the completion date for the entire project. The Development and Planning Manager stated that it should be completed sometime after January. The Executive Director informed the Board that he has to meet with the Building Department in Town Hall to inquire about getting the building permits per building or per door.

The Planning and Development Manager reported that the pipes and hot water tanks for the temporary boiler are installed and the boiler is scheduled to be delivered on Friday. Commissioner Landy asked if that affects the hot water in the shower. The Executive Director replied that it probably does since the heat and hot water is operating on one boiler for the entire complex. The Planning and Development Manager stated that the project will be completed by January 1st.

The Planning and Development Manager mentioned that he is waiting for an updated proposal for the Parsonage Cottage alarm system. Commissioner Yankowich asked if the Development Committee voted on a door. The Planning and Development Manager replied that it did.

The Planning and Development Manager stated that the Development Committee is looking into possible projects for Town Hall Annex such as a fire system, security system, fire doors, upgrading heating system, roof and hallways. The Executive Director informed the Board that HATG is looking into opting out of the section 8 site based program that Town Hall Annex is part of. Right now there are about \$700,000 in reserves for that building and they have to be spent. There is a regulation if the program was entered into pre-1980, the housing authority keeps the reserves when opting out; if it happened post-1980, HUD keeps the reserves. The Executive Director explained that by opting out of the program, HATG will be able to charge more rent and the current tenants will receive a Section 8 voucher. HUD knows that HATG will be opting out but we need a commitment from them. The Senior Asset Manager inquired about renovating the kitchens because they are rundown. Commissioner Romeo stated that some tenants do not understand what will happen once Town Hall Annex is opted out of the program. Commissioner Romeo suggested a memo to go out in simple language to the tenants. The Deputy Director stated that he has spoken over the phone with three people from Town Hall Annex regarding this.

The Planning and Development Manager stated that the main office will be renovated. The Executive Director explained that this project has been on the agenda for a year. The idea is to build a lockable, controlled room for files. Permanent storage is also being created at Greenwich Close.

Administrative Committee

The Administrative Committee did not meet this month.

Other Residences Committee

The Other Residences Committee did not meet this month.

Executive Director Report

The Executive Director informed the Board that the contractor for the McKinney Terrace II elevator is asking for a change order and we are trying to work around it. The Planning and Development Manager added that he will meet with the contractor next week.

The Executive Director stated that the health insurance increased by 7% and it was passed on to the employees; HATG did not absorb this increase.

The Executive Director mentioned that the last two Housing Academy sessions are scheduled for January 7th and 8th.

Staff Reports

Commissioner Curdumi inquired about the family that has the unauthorized dog in the unit. The Deputy Director stated that the tenant's attorney found someone that took the dog in. The eviction was called off.

Commissioner Boutelle inquired about the units with unclean housekeepers. The Senior Asset Manager stated that she was asked to make a list of the ten worst housekeepers in each development. The Executive Director explained that there are many hoarders and/or units that are damaged as a result of poor housekeeping. HATG spent \$45,000 in restoring a unit in Town Hall Annex that was damaged due to poor housekeeping. Managers need to inspect such units more frequently. The Deputy Director explained that when a hoarder is discovered, the process entails to put the tenant in contact with Scott Harvey, the hoarding specialist from Town Hall. When a tenant fails an inspection due to uncleanliness, HATG always gives the tenant time to comply. HATG extends the time frame for tenants that are making a progress. There are tenants that need to go to court in order to get the unit in the condition needed.

Other/New Business

Commissioner Boutelle motioned to postpone approval of Resolutions #406 and #407 until the Special Meeting. All votes were in favor.

The Deputy Director asked for approval of Resolution #408 to increase the rent in all the State Developments. Commissioner Yankowich motioned to approve. Six votes were in favor and one abstention.

The Chairman stated that there is a vacancy on the Parsonage Cottage Fundraising Board. The Chairman nominates Commissioner Yankowich and all votes were in favor.

The Executive Director thanked the staff for stepping up since the Finance Director's been gone.

The Executive Director informed the Board that HATG has received \$850,000 of reimbursement from Greystone for the work at Greenwich Close.

The Chairman stated that Commissioner Yankowich, Commissioner Landy, Commissioner Simms and the Executive Director have put in a lot of time into the Armstrong Court Redevelopment project, especially Commissioner Yankowich working with the architects. The Board appreciates all the hard work.

Motion to go into Executive Session at 6:41 p.m.

Motion to come out of Executive Session at 7:20 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:25 p.m.

Respectfully submitted by,
Lisette E. Contreras