

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
December 11, 2013
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 11, 2013, in the Community Room at Agnes Morley Heights. The Chairman, George Yankowich, 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 Contreras, to act as secretary for the meeting.

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

Commissioners Absent: Angelo Pucci

Staff Present: Anthony Johnson, Terry Mardula, Bruno Lacaria, Penny Lore, Lisette Contreras, John Yankowich, Jamie Longo, Ruth Young, and Winston Robinson

Public: Joan Yankowski, Cathy Landy, Cristina Pica, Alma Rutgers and Chris von Keyserling

The Chairman welcomed the public and asked if there are any comments. Ms. Joan Yankowski stated that some residents of Quarry Knoll II are concerned that they do not have a way out from the second floor in case of a fire. The Executive Director stated that the fire department and building department reviewed and approved the plans. The Executive Director is looking into installing a fire alarm system, but another door will not be installed. The Executive Director stated that he would attend the next Resident Council meeting to address these concerns. Ms. Yankowski complained about residents using leaf blowers on the weekend. Commissioner Romeo stated that there is an ordinance against using leaf blowers at certain times and recommended Ms. Yankowski to call the police. Ms. Yankowski is concerned about non-residents using the community room at all hours of the day and night, especially a specific individual that is there almost every night and has harassed tenants before. She stated that the rule is that a non-resident can only use the community room if they are with a resident of Quarry Knoll. The Executive Director asked if the community room is locked and Ms. Yankowski responded that it is never locked. The Deputy Director stated that the solution would be to lock the room or have maintenance lock it when they leave for the day but some residents didn't want that. The Executive Director stated that the Resident Council should poll their constituents if they would like for the doors to be locked because some residents do not carry their keys around. The Chairman stated that HATG should be involved in this issue because it poses a liability problem especially if strangers are on the property. The Chairman suggested meeting with the Resident Council and informing them that there will be a strict fob policy.

Ms. Cristina Pica is a resident of Agnes Morley and former President of the Resident Council. She stated that whenever the fire drill goes off the residents use the elevator. She understands that the elevator should not be used in case of a fire and suggested having a fire drill every so often. Ms. Pica also stated that many residents congregate around the common areas on the floors and make remarks as residents walk by. She recalled that Pam Yates used to send out newsletters with news, rules and

regulations and asked if that can be done again. The Chairman directed the Deputy Director to have the Housing Manager address these issues.

Ms. Cathy Landy asked why all the doors and windows to the building are open every morning in Armstrong Court. Jamie Longo replied that tenants might leave them open and forget to close them. The Deputy Director stated that the maintenance men are not directed to open them.

The Chairman asked for approval of the Minutes of the Annual Meeting of the Board on October 23, 2013. On a motion duly made and seconded, the Minutes were approved.

Jamie Longo, Greenwich Close Asset Manager, gave a presentation on the functions and responsibilities of his job.

Finance Committee

The Meeting was held on December 11, 2013. In attendance were Commissioner Curdumi, Commissioner Boutelle, the Executive Director, Deputy Director and Finance Director. Commissioner Curdumi stated that the budgets for all the properties were reviewed at the meeting. There have been many savings with utility expenses. The Chairman asked if it was due to equipment replacement. The Finance Director replied that it was due to that and rates have gone down as well. Commissioner Curdumi motioned for the Board to approve the budget for 2014 as presented by the Finance Director. Commissioner Romeo seconded and all votes were in favor.

Development Committee

The Meeting was held on November 22, 2013. In attendance were Commissioner Romeo, Commissioner Yankowich, the Executive Director, Finance Director, Maintenance Director and the Planning and Development Manager.

The Planning and Development Manager informed the Board that the improvements at Greenwich Close are moving forward. The elevators and bathroom vanities were completed. The kitchens, wood flooring and lead abatement are still in process.

Commissioner Romeo stated that improvements on Strickland Road are coming out nicely. HATG has received the building permit for the main house. The subfloor has been installed and it is ready for the plumbing and electrical work to commence. The Executive Director added that he met with the contractors to discuss budgets. The house should be ready to place for rent within three to four months. The Executive Director stated that the units will be separated in terms of heating. Commissioner Romeo informed the Board that he has been speaking to the building department regarding building more units on the side of the duplex building. He added that HATG is interested in purchasing a lot of land on Nassau Place which can accommodate three or four units.

The Executive Director informed the Board that the Inland Wetlands and Watercourses Agency approved the proposed plan for the addition of eleven units at Adams Garden. John Tesei will be HATG's attorney in the matter. The Executive Director has ordered a survey of the property.

The Planning and Development Manager stated that HATG will hire a new architect for the McKinney Terrace II Elevator project.

The Planning and Development Manager reported that the window project at Wilbur Peck Court is 90% complete.

The Planning and Development Manager informed the Board that the electrical inspection at Quarry Knoll failed due to the fact that the Fire Marshal is requesting HATG install a fire alarm system.

The Planning and Development Manager stated that the playground project at Armstrong Court is ready to commence. Contracts have to be signed. The Executive Director stated that ABCD received bids for the boilers at Armstrong Court. Once they know how much CL&P will fund the project, they will contact HATG.

The Executive Director informed the Board that he is looking at installing new kitchens and closets at Wilbur Peck Court.

Administrative Committee

No meeting was held. Commissioner Boutelle stated that he met with the consultants. He also met with the Executive Director and Deputy Director to discuss the evaluation forms and will set up another meeting. The Chairman requested that supervisors be trained on how to use the evaluation forms.

Other Residences Committee

The Meeting was held on November 22, 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 Parsonage Cottage Administrator stated that there are three vacancies at Parsonage Cottage.

The Chairman informed the Board that the BET has proposed a financing package that would lower the loans that the Town and CDBG have with Parsonage Cottage. There are many terms and conditions in the proposal. The Parsonage Cottage Administrator added that the proposal would extend the life of the loan for 13 more years. Commissioner Boutelle stated that the proposal is negotiable. There was a discussion regarding the loan forgiveness involved the Board, staff and the public. Key points of discussion included the rejection of a loan period of 27 years, the continued need for CDBG loan forgiveness, and that the conditions and covenants mentioned by BET would need to be discussed at a future date, if and when the financial plan/terms are acceptable. The Board asked the Chairman to reply to the BET proposal.

Staff Reports

The Deputy Director stated that the parking policy is in full force. The police have been really cooperative and they have been issuing tickets adequately.

Commissioner Boutelle inquired about a policy on service animals. The Deputy Director responded that with service animals the size cannot be limited and HATG cannot charge a deposit for the pet. He added that the current pet policy will be amended with the corrections.

Other/New Business

Commissioner Curdumi motioned to approve resolution #393. Commissioner Romeo seconded and all votes were in favor.

Commissioner Curdumi motioned to approve resolution #394. Commissioner Boutelle seconded and all votes were in favor.

Commissioner Curdumi motioned to approve resolution #395. Commissioner Simms seconded and all votes were in favor.

Commissioner Curdumi motioned to approve the 2014 Board Meeting schedule. Commissioner Boutelle seconded and all votes were in favor.

The Executive Director stated that there is a resolution that needs to be approved for the State of Connecticut in order to receive the \$250,000 grant. Commissioner Romeo motioned to have this item added to the agenda. Commissioner Curdumi seconded and all votes were in favor. Upon a motion duly made and seconded, the resolution was approved.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:38 p.m.

Respectfully submitted by,

Lisette E. Contreras

RESOLUTION #393

The Finance 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, 2014, 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.

RESOLUTION #394

The Finance Director has prepared the budgets for the fiscal year ending December 31, 2014 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:

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).

RESOLUTION #395

The undersign of the Housing Authority of the Town of Greenwich (the “Employer”) hereby certifies that the following is a true copy of resolution #395 duly adopted by the Board of Commissioners of the Employer at a meeting held on December 11, 2013 at which a quorum was present and acting throughout.

WHEREAS, the Employer has previously adopted 403 (b) Plan, hereinafter called the “Plan”, effective as of January 1, 1998, and

WHEREAS, it is in the best interests of the Employer to terminate the Plan, and

NOW THEREFORE, be it resolved, that the Plan has been terminated and contributions under this Plan had ceased as of September 22, 2005, and

RESOLVED, FURTHER that all individuals with an account balance shall be fully vested as of August 9, 2013, and

RESOLVED, FURTHER that the proper officers of the Employer are each hereby authorized and directed in the name of and on behalf of the Employer, to take any and all action necessary to effect this resolution without violating the terms of the Plan’s investment contracts;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Employer on the 11th day of December, 2013.

Housing Authority of the Town of Greenwich