

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
December 5, 2012
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 5, 2012, in the Community Room at Agnes Morley Heights. The Chairman, George Yankowich, called the meeting to order in public session at 5:36 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 and Winston Robinson

Legal Counsel: Louis Pittocco

Public: Joan Yankowski

The Chairman welcomed the public and proposed a change of order to the Agenda. It was decided to discuss the Resolutions after the finance committee report due to Commissioner Romeo having to leave early. The Chairman asked the Deputy Director if he contacted CL&P regarding the street lights in Armstrong Court. The Deputy Director replied that the manager made the call and all the lights have been fixed.

The Chairman asked for approval of the Minutes of the Annual Meeting of the Board on October 26, 2012. On a motion duly made and seconded, the Minutes, with revisions, were approved.

Review of the Task List

1. PC Tax Credit– The Limited Partners signed the Agreement as of December 3rd. The payout amount will be approximately \$168,000.
2. THAC–Assignment of the HAP agreement has been sent to HUD for approval. Commissioner Romeo suggested contacting Congressman Himes to speed the process.

TASK LIST 12/5/2012

| Date of Request | Request | Person Responsible | Anticipated Date | Comments |
|------------------------|----------------|--------------------------------|-------------------------|-----------------|
| 6/24/09 | PC Tax Credit | Tony Johnson, Bruno Lacaria | January 2013 | Update Monthly |
| 6/24/09 | THAC | Bruno Lacaria | January 2013 | Update Monthly |

Finance Committee

Commissioner Curdumi stated that all the developments are operating at a cash surplus as of October 31. Commissioner Curdumi informed the Board that the Chairman, Commissioner Romeo and the Executive Director spoke with HUD regarding required improvements that must be performed at Greenwich Close. HUD wants all the items to be completed by the deadline and the escrow amounts are the only funds that are allowed to complete the projects.

A discussion regarding the proposed budgets for 2013 followed. Commissioner Curdumi motioned for the Board to approve the consolidated budget for 2013. Commissioner Romeo seconded and all votes were in favor.

Commissioner Settlemeyer motioned to approve Resolution #384. Commissioner Curdumi seconded and all votes were in favor.

Commissioner Settlemeyer motioned to approve Resolution #385. Commissioner Romeo seconded and all votes were in favor.

Executive Director Report

The Executive Director stated that the elevator project at McKinney Terrace II was placed out to bid. However, only one firm attended the site review. The Executive Director will reach out to some additional vendors to get prices.

The Executive Director informed the Board that the window replacement project at Greenwich Close was also placed out to bid. Many vendors picked up the specs and drawings. However, only one vendor attended the site review.

The Executive Director stated that he has not heard back from Tony D'Andrea regarding the site plan for the Adams Garden Expansion. Commissioner Romeo agreed to contact him.

The Executive Director reported that Benjamin Moore representative agreed to repaint the hallways in Armstrong Court where the paint is wearing early at their cost. This will be started in the Spring of 2013.

The Executive Director stated that the insulation at McKinney Terrace II is almost complete. Commissioner Settlemeyer asked if any of the residents have noticed a difference. The Executive Director replied that he has not received any feedback regarding the insulation. The Chairman inquired about the complaints that were made regarding the windows that were installed. The Executive Director replied that the windows are simply heavy but he will take a look at Ms. Jackson's window in particular.

The Executive Director informed the Board that the work at Quarry Knoll has started. The Chairman asked if there have been any issues with the parking. The Executive Director replied that everything has been kept neat and parking has not been an issue. The Executive Director stated that the new roof will be constructed over the old roof. The Fire Marshal wants the old roof sheeting to be removed.

The Executive Director stated that the basement tile at the Town Hall Annex apartment is completed. The Deputy Director added that the contractors began sanitizing the furniture in the apartment. The Chairman asked if there is a solution to the ripples recurring on the floor. The Deputy Director replied that until the carpet is removed, no decision has been made.

The Executive Director commented that HATG received a high performer rating from HUD this year. The Finance Director stated that only 20% of housing authorities of the size of HATG have achieved this status. The Chairman added that HATG has an equal mix of federal, state and section 8 housing.

Public Comments

The Chairman welcomed any comments from the public. Ms. Joan Yankowski thanked the HATG for the new generator. She stated that it worked very well once it started. The Executive Director explained that it did not start right away because it was not wired into the battery correctly. A generator at Wilbur Peck Court also did not start due to a tree falling on top of it. Commissioner Boutelle asked if HATG has any FEMA claims. The Executive Director replied that HATG did not have enough damage to submit to FEMA. The Chairman commented on the suggestion from the Town to install generators for every HATG apartment. He stated that the Town does not understand how much of an expense that would be. Commissioner Settlemeyer inquired about the weekly tests performed on the generator; asking if the battery problem would have been caught. The Executive Director explained that if no one is around the generator when the tests are performed, the problem would not have been caught because the generator is very quiet. Ms. Yankowski commented that the residents are very concerned about the trees that hang over the property. The Chairman stated that the residents did not want any trees to be removed. Ms. Yankowski suggested only cutting the dead branches. The Deputy Director stated that he contacted the Milbrook Association to request financial assistance to remove the trees that fell on Wilbur Peck Court from their property. The cost for this job is estimated to be \$9,000.

Staff Reports

The Deputy Director informed the Board that there is a three bedroom apartment vacant at Greenwich Close. The Chairman commented on the report for McKinney Terrace I; the paint is peeling on the back of the buildings. The Deputy Director reported that Oakridge had roof damage and the replacement will be covered by insurance.

The Deputy Director informed the Board that the interview process for the property manager position is going well. Twelve letters were sent out and nine people responded. The Deputy Director would like to have someone hired by the first of the year.

The Deputy Director stated that the Fair Market Rent is going down substantially. Landlords will have to negotiate rents or tenants will have to pay the difference. The Chairman asked if this will allow more vouchers to be issued. The Deputy Director stated that in theory it would, but since HATG's reserves are at a low level right now, it will not allow for more vouchers to be issued. The Finance Director explained that the Section 8 program has two reserves which had built up a large reserve over the years but has been depleted due to the underfunding by HUD. When HUD allocates its funds they take into account the reserves and allocates less funds. The Chairman asked if not using all the vouchers has a negative effect on HATG's score. The Deputy Director replied that it doesn't affect the score as long as HATG is spending 100% of the funds and HATG is at 105%.

Penny Lore stated that the paving work at Parsonage Cottage is complete. Ms. Lore informed the Board that the architectural review for the dining room doors was approved. Ms. Lore stated that work for the grease traps has not started.

Other/New Business

The Chairman commented that the Executive Director will have a meeting with the Board of Selectmen regarding the purchase of the property at Strickland Road. Mr. Lou Pittocco projects closing for the purchase to be February 28, 2013. The Deputy Director will meet with the Board of Selectmen as well regarding the parking policy at Adams Garden.

Commissioner Simms asked how preventative maintenance is handled. The Executive Director explained that the Director of Maintenance, Joe DeRubeis, schedules the preventative maintenance and delivers the schedule to the maintenance staff throughout the year.

Motion to go into Executive Session at 7:19 p.m.

Motion to come out of Executive Session at 8:20 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 8:21 p.m.

Respectfully submitted by,

Lisette E. Contreras

RESOLUTION #384

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, 2013, 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 #385

The Finance Director has prepared the budgets for the fiscal year ending December 31, 2013 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).