

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
February 1, 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, February 1, 2012, 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, Bernadette Settlemeyer
Laura Murphy, and Sam Romeo

Staff Present: Anthony Johnson, Terry Mardula, Bruno Lacaria, Penny Lore,
Lisette Contreras, Patricia Muldoon, Ruth Young and Winston
Robinson

Legal Counsel: Louis Pittocco

Public: Joan Yankowski and Cathy Landy

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on December 14, 2011. On a motion duly made and seconded, the Minutes, with revisions, were approved.

The Chairman addressed the public and asked if there were any comments or concerns. Ms. Joan Yankowski thanked HATG for their Christmas party and for the Christmas tree. She inquired about the generator for Quarry Knoll. The Chairman responded that it is still a work in progress. The project has to go through an architectural review, site plan, building permits, etc. It will take about three to four months. Ms. Yankowski asked what is going to happen with the Resident Council. The Executive Director stated that she is still the President of the Quarry Knoll Resident Council. The Deputy Director informed that CCI will be at the February 22nd Resident Council meeting to facilitate it. Since the officers terms end in February, CCI will help the Council decide whether to elect officers or not have officers at all. The Chairman stated that HUD does not like housing authorities to interfere with the resident councils, that's why it is best if a third party handles it. Commissioner Romeo asked if a notice will be sent out to the residents. The Deputy Director responded that a notice will be sent out and there will also be refreshments served to encourage residents to attend and participate. Ms. Yankowski informed that there is a person, whom is not a resident, going into the community room and hanging around the property. The Deputy Director responded that he has friends that live in Quarry Knoll that he visits and he has done nothing to warrant a ban from the property. The Deputy Director did inform the police about his presence at the property. The Chairman stated that notifying the police is all that can be done at this time.

Review of the Task List

1. PC Tax Credit –The Finance Director is waiting to receive the tax return to find out the exact buyout amount. This transaction should be done within the next six months.
2. THAC- HUD in Hartford approved the transfer of the HAP agreement from THALP to THAC. They forwarded it to HUD in Washington, D.C. We are awaiting their approval.

TASK LIST 2/1/2012

Date of Request	Request	Person Responsible	Anticipated Date	Comments
6/24/09	1. PC Tax Credit	Tony Johnson, Bruno Lacaria	March 2012	Update Monthly
6/24/09	2. THAC	Bruno Lacaria	March 2012	Update Monthly

Finance Committee

Commissioner Settlemeyer reported that all the programs operated positively this year. The Executive Director explained that HATG has reduced contract costs as well as contractors in addition to installing energy saving capital projects in order to improve the operating results. The Chairman would like the installation of insulation and heat control valves in Greenwich Close to take place in 2012. The Chairman asked for a list of possible small projects that can be done on the developments for next year. The Finance Director commented that when planning a project on the multi-family properties HATG has to receive CHFA permission even if funding is not requested.

The Executive Director stated that the application for the Greenwich Close refinancing was resubmitted. HATG is planning to begin the non-critical repairs after closing which will cost a total of about \$2 million. Greenwich Close will receive a \$618,000 potential return in Escrow and \$1 million returned from the Trustee.

Executive Director Report

The Executive Director stated that the reading room at McKinney Terrace is complete. He would like to have a grand opening with refreshments and invite Town officials as well as the Congressman. The Executive Director stated that he received a price of \$75,000 for the stair project from Cebulski Contracting.

The Executive Director indicated that he received the second set of requests for the Quarry Knoll II project. The CHFA review revealed a problem with the building drainage that has to be addressed. This project will be rebidded.

Staff Reports

The Deputy Director stated that Greenwich Close has an occupancy rate of over 98%. The Chairman asked how long the programs waiting lists are because that is something that people

are always interested in. The Deputy Director responded that there are about 170 people on the senior list and over 700 on the family list. It would take about 14 months for someone on the senior list to get housed and anywhere from 6 months to 3 years for someone on the family list because it depends on family size and income. The Deputy Director informed that the Section 8 waiting list is currently closed and that HATG might open it later this year.

Ms. Penny Lore stated that there is a double bedroom empty at Parsonage Cottage. She stated that she has a waiting list but most people do not want that room. Ms. Lore informed that the rent increase did come into effect on January 1st.

The Deputy Director stated that HATG has a safety committee in place and there is one employee from every department in it. HATG insurance representative meets with the safety committee once every year. The Chairman asked if they have a loss prevention presentation that they can offer the employees. The Finance Director stated that Worker's Compensation can be discussed and the Director's and Officer's Liability, but it should be done as a separate meeting. Commissioner Curdumi recommended having it an hour before the Board Meeting on February 22, 2012.

Other/New Business

Commissioner Settlemeyer discussed the Board's objectives for 2012. The Chairman would like for supervisors to identify and train employees that can become supervisors. Commissioner Romeo added that underperforming employees should receive a focus on training to make them more efficient.

The Chairman discussed the Board Meeting Dates schedule for 2012. Commissioner Settlemeyer motioned to have the Board Meeting on November 14, 2012 take place at Town Hall and for the Meeting on February 22, 2012 to start at 4:30 p.m. Commissioner Murphy seconded and the Board unanimously approved.

The Chairman conferred the revised By-Laws. The Chairman explained that if a tenant from the State developments is elected, the Board would have to ask the Board of Selectmen to expand the HATG Board to seven members in order to elect a tenant from one of the Federal developments. A commissioner can only be removed from the Board for malfeasance. The members are required to attend nine meetings, unless there is an extenuating circumstance. There is a ninety day period to elect a new Tenant Commissioner after the notice notifying tenants of an upcoming vacancy is sent out. HATG will contact a third party organization to organize the election thirty days after the notice has been out. The third party organization then has sixty days to hold an election. After discussion, upon motion duly made and seconded, resolution #370 was unanimously adopted.

The Chairman discussed the Ethics Policy. He stated that there is no Ethics Section in the personnel manual. Some corrections will be made and it will eventually be inputted in the personnel manual.

Commissioner Romeo would like to remove the prior approval given to do testing in Armstrong Court and to have the report corrected. Commissioner Curdumi motioned to have a notice sent to Peter Alexander from Byram River Park System.

Motion to go into Executive Session at 8:03 p.m.

Motion to come out of Executive Session at 9:00 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 9:01 p.m.

Respectfully submitted by,

Lisette E. Contreras

RESOLUTION #370

Be it resolved that at a meeting of the Board of Commissioners of the Housing Authority of the Town of Greenwich (hereinafter referred to as "HATG") on February 1, 2012 the following resolution was unanimously adopted:

That the Commissioners of HATG have adopted the amended and restated By Laws dated February 1, 2012 as attached hereto.