

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
February 22, 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 22, 2012, in the community room at Agnes Morley Heights. The Chairman, George Yankowich, called the meeting to order in public session at 5:45 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

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on February 1, 2012. On a motion duly made and seconded, the Minutes, were approved.

The Chairman addressed the public and asked if there were any comments or concerns. There were no comments from the public.

Commissioner Settlemeyer suggested adding the election of the Tenant Commissioner to the task list. The Chairman disagreed. The Executive Director pointed out that the election process chart dictates the time frame to elect the tenant commissioner. The process to petition to hold an election has already started, a notice was sent out to all the residents of HATG, including Section 8 voucher holders. The Chairman is not clear on whether another election has to be held or not in the case that a tenant from the state housing program is elected. The Executive Director stated that he will be meeting with CCI and the League of Women Voters to see if either organization is interested in administrating the election. The Chairman asked if HATG has to fund the election. The Executive Director responded that HATG does have to fund it and the organization might request a fee. He stated that there are two people that have nominated themselves so far for the position, one from the Section 8 program and another from Agnes Morley Heights. The Chairman would like for the Executive Director to give the nominees information on what they need to know, such as a list of the properties and the By-Laws. The nominees should also be invited to attend the Board Meeting prior the elections.

Review of the Task List

1. PC Tax Credit –The Finance Director is waiting to receive the draft of the audit, which should be in next week. HATG tax accountants can use the draft once it is completed to calculate the final cost for the buyout. 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 the document to HUD in Washington, D.C. We are awaiting their approval.

TASK LIST 2/22/2012

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 Curdumi reported that McKinney Terrace I and II and Greenwich Close started the year off with a slight deficit. These deficits were due to the following payments made in January: McKinney I quarterly debt service payment, McKinney II elevator and stair project and Greenwich Close semiannual tax payment.

The Executive Director stated that he should be receiving the estimate for the masonry work that is needed at Greenwich Close within the next few days. HUD asked that the original estimate be validated. The critical items that still need to get done are the ADA accessible bathroom in the administrative office and the lead base paint. HATG has 30-40 days after closing to complete these critical items. The critical items are covered by cash flow and the non-critical items are being covered by escrows from the refinancing. The Chairman would like for the gas usage to be tracked to verify that HATG is saving money with the new valves installed on the radiators.

Executive Director Report

The Executive Director stated that the energy audit should be completed within the next couple of weeks.

The Chairman stated that the Executive Director will apply this year for a grant from CDBG to redo the kitchens in Adams Garden. Commissioner Romeo commented that HATG will be able to get a reasonable price on the renovations. The Executive Director informed that pictures and measurements have already been taken. This is the only project that will be submitted for funding this year. Commissioner Murphy asked if another project will be submitted as a backup. The Executive Director replied that he can look at another project as a backup. Commissioner Settelmeyer asked if Parsonage Cottage will be applying for a grant. Ms. Penny Lore stated that there will be an assessment done on the grab bars in the bathrooms and she might apply for a grant to repair them.

The Chairman inquired about Adams Garden. The Executive Director stated that Tony D'Andrea has not completed the survey. The Executive Director has not been able to contact him. Commissioner Romeo stated that he will try to contact him so he can complete the survey as soon as possible.

The Executive Director indicated that he received approval from CHFA to rebid the Quarry Knoll II project. This project will be put out to bid next week.

The Executive Director informed the Board that the test ventilation system was installed into a unit in Armstrong Court. The maintenance staff had to enter the unit about three times to

complete the installation and painting. The Chairman would like for an ornamental box to be pre-fabricated around the ventilation system so that maintenance will only have to screw it onto the ceiling instead of having maintenance make multiple trips to each unit.

The Executive Director informed the Board that in an effort to address the concerns of the Wilbur Peck Court neighbors' complaints about the site lighting, a shield was installed on a light that was casting a shadow on a neighbor's house on LeGrande Ave. More shields will be installed on the lights that give the runway effect in the coming weeks.

The Executive Director stated that the bids to install the generators and the phase converter will go out in the next weeks. The generator for Wilbur Peck Court has already been purchased. There will be another generator added to run the heating system in case of an emergency. The community room and the camera system will also be hooked up to the generators.

Staff Reports

The Deputy Director informed the Board that as of today, all units are rented in every program. Responding to a question from Commissioner Curdumi, he stated that there was an arrest made on a participant of the Section 8 program due to drug related issues in Byram. The family will probably request a hearing. The Deputy Director explained that every tenant has a right to an informal hearing and a decision will be made based on the hearing. The tenant can still appeal to court if she/he is not content with the decision. The Executive Director stated that HATG will try to work things out with tenants that are behind on rent but does not tolerate drug related issues.

The Deputy Director stated that the Town's Emergency Management Director, Dan Warzoha, will be meeting with the Executive Director and Deputy Director about emergency preparedness for residents in the coming weeks.

Other/New Business

The Chairman discussed the Code of Ethics and made some corrections. Commissioner Curdumi motioned to adopt the Code of Ethics. Commissioner Settlemeyer seconded the motion and the Board unanimously approved. The Chairman would like for the Code of Ethics to be circulated and have staff sign an acknowledgement that they have received it.

Commissioner Settlemeyer believes that November 14th is too early to hold the Board Meeting. She suggests that the meeting be held on November 28th since it is after Thanksgiving, it should not be a problem. Commissioner Settlemeyer also suggests having the October meeting, which is the annual meeting, at Town Hall, not the November meeting, as previously discussed.

Motion to go into Executive Session at 6:58 p.m.

Motion to come out of Executive Session at 8:00 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 8:01 p.m.

Respectfully submitted by,

Lisette E. Contreras