

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
February 24, 2016
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 24, 2016 at Parsonage Cottage. The Chairman, Sam Romeo, called the meeting to order in public session at 5:40 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, Derrick Bryant, Penny Lore, Lisette Contreras, John Yankowich, Andee March, Tammy Smith, Teryl Elliott, Ruth Young, Laura Murphy and Winston Robinson

Legal: Lou Pittocco

Public: Joan Yankowski, Les Russo, Robert Morris and Paul Schott
(Greenwich Time)

The Chairman welcomed the public and asked for any comments from residents. He reminded the public that this is a public meeting not a public hearing and that he will invite any non-residents to speak.

Ms. Joan Yankowski stated that at the last Resident Council meeting it was requested that cameras be installed in the community room due to missing items. Commissioner Landy asked what items are missing. Ms. Yankowski replied that brand new pots, pans and utensils went missing. The Executive Director clarified that there are no reports of anything missing to the HATG. Commissioner Yankowich stated that cameras are expensive and might outweigh the value of what is missing. The Executive Director mentioned that HATG will be remodeling the community room in Quarry Knoll II in the summer and will look into the cameras for Quarry Knoll I at that time as well.

Commissioner Boutelle inquired about a discussion he recalled having at last month's board meeting involving Parsonage Cottage's maintenance account. Commissioner Yankowich stated that it has been discussed at several meetings. The Finance Director claimed that it was brought up during the finance committee meeting. Commissioner Boutelle stated that it was probably during executive session due to that information not being included in the minutes. Commissioner Yankowich informed the Board that the existing agreement will not be updated until HATG receives the signed agreement from the Town regarding the loan refinancing.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on January 27, 2015. On a motion duly made and seconded, the Minutes were approved.

Finance Committee

The Finance Committee met Wednesday, February 24, 2016. In attendance were Commissioner Curdumi, Commissioner Boutelle, the Executive Director, Deputy Director and Finance Director.

Commissioner Curdumi stated that HATG received \$440,000 from the Greenwich Close escrow account. Commissioner Curdumi was glad to announce that Parsonage Cottage started the year with a surplus. Commissioner Curdumi stated that the refinancing agreement that the Town offered them is helping Parsonage but it's not allowing them to get out of the hole. The Executive Director informed the Board that HATG continues to pay the current loan payments until a signed agreement is received. Once that happens, HATG will receive a reimbursement of the difference.

Commissioner Boutelle mentioned that Parsonage Cottage is undergoing the State of CT audit for the year 2010-2011. This is five years late and it's difficult to document everything that far behind in order to get reimbursement.

Development Committee

The Development Committee met on February 18, 2016. In attendance were the Chairman, Commissioner Yankowich, Executive Director, Maintenance Director and the Planning and Development Manager.

The Planning and Development Manager stated that the new unit build at Adams Garden broke ground. HATG is working with the Town, Fire department and Aquarion.

The Planning and Development Manager mentioned that there will be a final walkthrough and punch list for the Adams Garden kitchen project.

The Planning and Development Manager informed the Board that he will be meeting with an engineer regarding various projects at Town Hall Annex including, renovating the elevator cab and updating the heating system.

The Planning and Development Manager stated that he will be meeting with an engineer regarding the porch and ramp project.

The Planning and Development Manager reported that he is still working on getting the inspection completed on the McKinney Terrace II elevator.

The Planning and Development Manager informed the Board that HATG is still working with the State on getting the grant approved for Armstrong Court rehab. The Executive Director stated that HATG is installing CO2 detectors in every unit. Commissioner Romeo added that a tenant had requested this to be done and HATG is doing this work on their own.

The Planning and Development Manager stated that he will be meeting on the Armstrong Court boiler next week.

The Planning and Development Manager reported that HATG is ready to do tests unit for the bathroom remodels at Wilbur Peck Court. Commissioner Boutelle asked if the bid packet went out yet. The Planning and Development Manager replied that it has not. The Executive Director stated that the contractor might do more than one bathroom remodel at a time. Commissioner Boutelle inquired about relocation plans for the residents. The Executive Director replied that that either in a hotel or housing trailers might installed; he will ask the residents for their input. Commissioners

Landy asked how long it will take for each bathroom to be completed. The Executive Director responded that it will take about a week and the whole project will take about 30 weeks.

The Planning and Development Manager mentioned that the plumbing was re-done above the health clinic at Wilbur Peck Court.

The Planning and Development Manager stated that the contract for one of the Adams Garden playgrounds was signed.

Administrative Committee

The Administrative Committee met on February 23, 2015. In attendance were Commissioner Pucci, Commissioner Boutelle, the Executive Director and Deputy Director.

Commissioner Pucci would like to discuss the meeting during Executive Session.

Other Residences Committee

The Other Residences Committee did not meet this month.

The Parsonage Cottage Administrator inquired about the signing of the loan refinance. Attorney Pittocco responded that there is only one paragraph that needs to be talked about during executive session. Commissioner Boutelle added that HATG received the best deal that they could get from the Town.

The Executive Director stated that a security camera has been installed in one of the mail rooms that have a problem with missing packages. He added that all the mail rooms will be remodeled; it is the last item to be completed on the common areas. Other than that there are no issues and the buildings are all leased.

Executive Director Report

The Executive Director stated that work on the health/dental clinic at Wilbur Peck Court is progressing well. The Chairman informed the public that this clinic is not just for Wilbur Peck residents, but for all residents. Commissioner Curdumi inquired about its completion date. The Executive Director replied that it will be completed in April.

Staff Reports

The Executive Director reported that there was a mass inspection/extermination done at Wilbur Peck Court; the Deputy Director along with the Senior Asset Manager and the inspectors entered 107 out of 110 apartments and pictures were taken. The Chairman clarified that this came about after Anthony Lopez's allegations that housing has unlivable conditions. The Chairman asked if there were any opened work orders in the system. The Deputy Director responded that there weren't any opened work orders. However it was found that if a plaster job was completed, getting around to painting it on a timely basis was an issue. There were torn screens, closet/cabinet doors off the hinges that were not reported and will probably result in a charge. The Deputy Director clarified that emergency work orders were always addressed within 24 hours, non-emergency work orders may take 1-2 days. It was found that there are about 8 units with bed bugs and a dozen with roach infestations. The Chairman asked if they were reported. The Deputy Director replied that some were not. He added that some field mice were found as well which were not reported. Commissioner Boutelle asked if the tenants with bed bug cases were aware that they had a problem. The Deputy Director explained that the problem lies in the amount of work the tenant needs to do in order to prepare for treatment. They have to clean all their clothes, bed sheet, pillows, etc., which

HATG provides funds for as well as bags, the mattress gas to be encased, which HATG also provides the encasing. The affected unit would have to be treated and HATG also treats the surrounding 5 units, which is not required, in order for the extermination to be effective. The Chairman estimated that HATG spends about \$40,000 per year on extermination services. The Deputy Director reported that about half a dozen apartments need housekeeping work. He noted a correlation between big families and need of housekeeping, although that should not associate with uncleanliness. Clean units have no infestation problems. The Chairman added that any grease in the kitchen, food on the floor, dishes left in the sink all lead to bug issues. The Executive Director asked if there are clean units right next to the infested units. The Deputy Director replied that there are; the bugs do not need to travel if the tenant is not clean. One of the problems is that Wilbur Peck has no storage for the tenants; one is currently being built for seasonal items. Clutter in the apartments is a big problem and HATG will try to work with the tenant on getting the apartment up to standard. However, the legal system will be involved with tenants that are not cooperating.

The Chairman inquired about the mold issue complaint and if the bathrooms at Wilbur Peck have windows. The Deputy Director responded that the bathrooms do have windows; however, if a big family is taking showers every day, they are probably not wiping down the showers. The Chairman referred to the brown water complaint stating that it would indicate sediment or a broken pipe. The Deputy Director stated that there were complaint of no heat and/or hot water reported before and a work order was created to fix a valve that corrected the issue and there haven't been any more complaints since then. The Chairman declared that employees are very diligent in their work and that he takes allegation personally. He added that he hopes HATG would be consulted before any allegations are posted as fact. The Deputy Director claimed that the person that called the radio show to complain doesn't let him into the apartment; there is no problem correcting the issue, when the tenant is cooperative. He added that he always investigates tenants' complaints; he doesn't ignore them. Commissioner Boutelle informed the public that board meetings are held once a month and they are held at every HATG location so that tenants can have the opportunity to voice their complaints and concerns. He added that in the 3 years that he has been on the board he has only heard 3 complaints. The Chairman stated that he met with the tenants at Armstrong Court, about 40 people attended that meeting and it was very constructive. He added that he has invited the Wilbur Peck residents to request a meeting with him if they so desire, however, he has not received any requests. The Executive Director asked why a work order would not be reported. The Deputy Director stated that it might be because the tenant doesn't want to be charged for the repair. He stated that HATG tries to be fair with cost but neglect is neglect, such as clogged toilets are usually neglect because the tenant keeps flushing the toilet instead of turning off the water or having a plunger handy. The Chairman asked if any work orders regarding no heat were as a result of the air conditioner still installed in the window. The Deputy Director responded that air conditioners in the window during the winter are a problem at Armstrong Court, not so much at Wilbur Peck. Also having furniture covering the radiators can block heat from circulating. Commissioner Simms believes that some tenant might need some help when calling in a work order.

The Deputy Director mentioned that the maintenance personnel voted to decertify the union. However, he has not received any documentation to that effect. The Deputy Director asked the maintenance mechanic if he knew when it becomes effective. Mr. Winston Robinson replied that the decertification became effective as of the date of the vote. The Chairman asked if there will be another union replacing the current one. Mr. Robinson responded that the maintenance department will function without a union because personnel were content with working conditions before the union came along.

Other/New Business

Commissioner Yankowich stated that if and when the loan agreement for Parsonage Cottage gets signed, the Management Agreement will have to be amended. The Chairman would like for that be deferred to the Administrative Committee.

Motion to go into Executive Session at 6:35 p.m.

Motion to come out of Executive Session at 7:55 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:56p.m.

Respectfully submitted by,

Lisette E. Contreras