

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
February 25, 2015
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 25, 2015 at Parsonage Cottage. The Chairman, Sam Romeo, called the meeting to order in public session at 5:33 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, Lisette Contreras, Penny Lore, John Yankowich, Sardis Solano, Tammy Smith and Andee Cantavero

Legal: Lou Pittocco

Public: Mary White

The Chairman welcomed the public and asked for any comments. Mary White was upset that she received a lease violation letter and that it went to another tenant by accident. The Deputy Director stated that the only paperwork needed by the deadline is the W-2 and any bank statements. By law W-2's are supposed to be sent out by January 31st. He added that tax returns can be turned in later. Ms. White stated that she did not receive her stock information until after February 15th which is why she had not complied. The Deputy Director added that it is a regulatory procedure to send a violation letter when a tenant has not submitted the necessary documentation by the deadline. If there are times that tenants receive their W-2 late, they need to communicate that with their housing manager. Ms. White recognized that her reaction was over the top, but she thought the letter was very hostile. She added that she would continue to act that way if the same letter is sent next year. The Chairman apologized for the confusion and stated that HATG will use better communication in the future. Ms. White asked if McKinney Terrace can have a resident council. The Executive Director directed the Deputy Director to set up quarterly meetings with McKinney Terrace I tenants. She asked if there is any way to have direct TV due to the high cost of cable. The Executive Director replied that it can't be done because once a provider installs a line, they own that line exclusively. The Chairman suggested installing digital TV.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on February 4, 2015. On a motion duly made and seconded, the Minutes, were approved.

Commissioner Yankowich inquired about the follow up questions from last month. The Executive Director stated that the PILOT was never billed to HATG. The Town's Comptroller never sent the bill due to our Finance Director's passing. However, this needs to be paid.

In regards to the administrative costs, the Executive Director stated that they are calculated as a percentage based on the developments total number of units and then it may be adjusted for other factors.

Finance Committee

The Finance Committee did not meet this month.

Development Committee

The Development Committee met on February 20, 2015. In attendance were Commissioner Romeo, Commissioner Yankowich, the Director of Maintenance and the Development and Planning Manager.

The Planning and Development Manager stated that lead testing was conducted at Adams Garden for the kitchen renovations. The results came back negative. The two test units have been chosen and he is waiting on a work schedule from the contractor.

The Planning and Development Manager reported that the new boiler installation at Armstrong Court is in its completion stages. An aluminum flue still needs to be installed. HATG will meet with CNG to receive the funds promised for this project. The Executive Director added that the boiler has been up and running.

The Planning and Development Manager stated that tomorrow HATG will meet with the team for the Armstrong Court redevelopment project.

The Executive Director reported that the next drawdown for Greenwich Close is completed. HATG is requesting almost \$1 million. The lead remediation work is the only major item left to be completed.

The Executive Director stated that he is looking into new projects. One of them being to upgrade the heating system at Town Hall Annex as well as replacing the roof. Commissioner Yankowich asked how many handicapped units there are at Town Hall Annex. The Deputy Director replied that there are three handicapped units. The Executive Director stated that he will look into installing a handicapped accessible electric door on the side of the building.

The Executive Director mentioned that the CDBG applications for 2016 will be coming up in May and would like to apply for the replacement and painting of the soffits at McKinney Terrace I and II.

Administrative Committee

The Administrative Committee met on February 21, 2015 to interview the CFO candidates. In attendance were Commissioners Pucci, Romeo, Curdumi, Boutelle, Landy, Yankowich, and Commissioner Simms and the Deputy Director.

The Administrative Committee also met on February 24, 2015 to discuss the salary increases. In attendance were Commissioner Pucci, Commissioner Boutelle, Commissioner Simms, The Executive Director and the Deputy Director. The recommended salary increases will be discussed during executive session.

Other Residences Committee

The Other Residences Committee did not meet this month.

The Executive Director reported that Greenwich Close has one vacancy. The Asset Manager is looking into renting the model unit. The Executive Director informed the Board that the driveway is buckling due to the weather. Commissioner Yankowich stated that the driveway at Parsonage Cottage is buckling as well. The Executive Director stated that it will have to be fixed in the Spring. Commissioner Yankowich suggested the Executive Director contact the contractor if there is significant damage because there is a one year warranty on the work.

The Parsonage Cottage Administrator stated that there is one vacancy at Parsonage Cottage. The Parsonage Cottage Administrator reported that the CDBG contract has been signed and the Planning and Development Manager will be following up with the contractor.

Executive Director Report

The Executive Director stated that there are three candidates for the CFO position.

The Executive Director informed the Board that he has met with many banks regarding financing the Adams Garden Expansion and has received many offers. The Executive Director is expecting more offers to come in. So far the rates and the terms of the current offers are good; however, he is looking for longer terms.

The Executive Director reported that all evaluations are complete.

The Executive Director stated that he and the Chairman met with Congressman Jim Himes regarding the environmental issues articles in the newspaper. The Chairman added that he also spoke with Senator Blumenthal on the phone regarding the same issue. The Chairman also requested the Senator for grant money. The Senator replied that he would have his aide look into grant money and will get back to the Chairman. Commissioner Pucci asked how much money HATG is looking for. The Executive Director replied that he is looking for \$7 million as well as a loan for the tax credits program. Commissioner Landy stated that tenants are asking if their rent will increase with the new buildings at Armstrong Court and she has been replying no because of assistance from the RAP program. The Executive Director informed the Board that units will be filled with people that have 25% median area income, 40% median area income and 60% median area income. Commissioner Boutelle asked if it will be harder to rent vacant units because of the different income restrictions. The Executive Director replied that he didn't think so because HATG has a very diverse population.

The Executive Director met with Westchester Modular regarding the expansion at Adams Garden. They will meet again with better prices.

The Executive Director informed the Board that he has completed many projects and is looking into new ones. He is trying to spend the reserves for Town Hall Annex which is almost \$1 million. The Executive Director explained that HATG will opt out of the section 8 site based program for that building.

The Chairman stated that he will look at land for sale with the Executive Director.

The Executive Director informed the Board that the Governor is trying to cut PILOT payments from his budget. The Executive Director explained that if the Governor doesn't reinstate it, rent will increase for tenants. Until this year, the rents have not been raised in many years. Commissioner Curdumi suggested asking Town Hall to waive the PILOT due to non-funding.

Staff Reports

Commissioner Curdumi inquired about the refuse bid. The Deputy Director informed the Board that City Carting has been our refuse contractor due to their low bid. This year there are two other bidders. The Executive Director stated that they are very responsive whenever there is a problem. The Chairman asked if HATG has to contract the low bidder. The Executive Director replied yes unless the low bidder has a poor background.

Commissioner Boutelle inquired about the scholarships HATG gives out; what the time period is and who reviews them. The Social Worker replied that for the high school seniors, HATG has to inform the Greenwich Scholarship Association how many scholarships HATG will give out by April. HATG usually gives out eight scholarships and the GSA determines the students to be awarded, not HATG. Decisions are based on need. The Social Worker mentioned that HATG also gives out scholarships to current college students. The Executive Director added that the Social Worker comes up with a question and the Scholarship Committee reviews them. The Scholarship Committee is made up of the Executive Director, the Deputy Director, the Social Worker and Commissioner Simms. He added that HATG also lets students know when other organizations have a scholarship application open, such as NAHRO, Conn-NAHRO, PHADA. HATG sends the money directly to the college; not to the students. Commissioner Simms wanted to do a recognition event for the scholarship winners. The Deputy Director stated that an event is difficult to correlate due to the busy schedules of the students. The Social Worker stated that they do get a letter congratulating them. Commissioner Pucci asked if the winners send a thank you note. The Social Worker responded that some do send a note or an email.

Other/New Business

Commissioner Yankowich asked if Resolution #409 should be discussed during Executive Session. Mr. Lou Pittocco replied yes.

Motion to go into Executive Session at 6:30 p.m.

Motion to come out of Executive Session at 7:30 p.m.

Commissioner Pucci motioned to approve pay increase for staff as presented with emphasis on the fact that the increase was considered due to the absorption of the medical increase by the employees. Commissioner Yankowich seconded and all votes were in favor.

The Board referred Resolution #409 back to the Administrative Committee.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:35 p.m.

Respectfully submitted by,

Lisette E. Contreras