

**HOUSING AUTHORITY OF THE TOWN OF GREENWICH**  
**Regular Meeting of the Board of Commissioners**  
**February 26, 2014**  
*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 26, 2014 at Parsonage Cottage. 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, James Boutelle, Cathy Landy, Angelo Pucci, Sam Romeo and Robert Simms Jr

Staff Present: Anthony Johnson, Terry Mardula, Penny Lore, Lisette Contreras, Tammy Smith, Andee March, and Ruth Young

Legal: Lou Pittocco

Public: Joan Yankowski, Donna Fulton, Les Russo, Bob Morris

The Chairman welcomed the public and asked if there are any comments. Ms. Joan Yankowski stated that the Resident Council discussed the issue of keeping the community rooms locked at night. Commissioner Simms stated that the Council explained that there will be a cost for 'key fob' replacements but didn't know the cost. The Deputy Director expressed concerns that all residents were aware of the costs and suggested a vote with minutes should be taken. The Chairman suggested having a sign-up sheet in the community room for residents to sign if they support it or oppose it.

Ms. Yankowski stated that the residents are still worried about not having a second stair egress in Quarry Knoll II. The Chairman stated that the building code allows for windows as a form of egress. Commissioner Simms stated that the Resident Council spoke about having a fire drill in the spring. The Chairman suggested having someone from the fire department attend a Resident Council Meeting to inform the residents what they can do as a precaution. Ms. Yankowski informed the Board that the next Resident Council Meeting is March 12, 2014.

Ms. Yankowski asked if anyone from HATG reads the Resident Council Meeting minutes because the questions that are asked are never answered. Commissioner Simms apologized for not sending out the latest minutes. Commissioner Boutelle stated that he would like to receive a copy of the meeting minutes as well.

The Chairman welcomed the new Commissioner, Cathy Landy, who is the new State Properties Tenant Commissioner; she resides at Armstrong Court.

Ms. Donna Fulton spoke to the Board. She has been a resident of Parsonage Cottage for over three years. She states that it is a lovely place to live and the people running it are lovely as well. Ms. Fulton feels as if she lives on her own because she is able to pay for her stay at Parsonage Cottage. She states that she doesn't know what she would have done without Parsonage Cottage.

Mr. Les Russo inquired about the loan forgiveness. The Chairman stated that there are a lot of negotiations between the HATG and the BET on the loan. So far there is some progress being made on the matter.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on January 22, 2014. On a motion duly made and seconded, the Minutes, with revisions were approved.

Penny Lore, Administrator of Parsonage Cottage, Tammy Smith, Resident Services Coordinator and Andee March, Social Worker, gave a presentation on the functions and responsibilities of their jobs.

#### Finance Committee

An informal Meeting was held on February 26, 2014. In attendance were Commissioner Curdumi and the Executive Director. Commissioner Curdumi stated that the Section 8 program and Parsonage Cottage are operating at a small deficit.

The Chairman discussed the loan forgiveness. The Chairman informed the Board that he and the Executive Director met with the Chairman of the BET followed by a meeting with the BET Working Group Committee. HATG offered to pay 1% interest on the Town loan and 0% interest on the CDBG loan. If the offer is accepted, the new interest rates will be retroactive to January 1, 2014. HATG is waiting on the BET's response. The Chairman stated that the goal is to implement a financial plan that addresses the operating costs as well as long term improvements and reserves.

#### Development Committee

The Meeting was held on February 21, 2014. In attendance were Commissioner Romeo, Commissioner Yankowich, the Executive Director, Maintenance Director and the Planning and Development Manager.

Commissioner Romeo stated that the two-family house on Strickland Road is 99% complete on the insulation. Commissioner Romeo expects to have the renovation completed by the end of March. He stated that HATG needs to get a permit to begin work on the cottage behind the house.

The Chairman informed the Board that the Inland Wetlands and Watercourses Agency approved the proposed plan for the addition of eleven units at Adams Garden. He stated that a Municipal Improvement Certification is needed. The Executive Director added that soil compression tests need to be conducted as well.

The Chairman stated that a new playground will be installed at Armstrong Court; proposals are also being solicited for the boiler replacement.

The Chairman reported that the new window replacement project at Wilbur Peck Court will be completed soon.

The Chairman stated that work continues on the construction of a new elevator at McKinney Terrace II.

The Chairman would like for HATG to plan a ceremony for the spring to dedicate the renovations for Quarry Knoll II. The Executive Director stated that the before and after pictures will be posted on the website and they will also be submitted to NAHRO for award consideration. Ms. Ruth Young stated that the units need better signage by the entrance doors, in her opinion. The Chairman directed the Executive Director to coordinate and review the regulations on signage with the Fire Department.

### Administrative Committee

Commissioner Boutelle met with the Executive Director regarding the personnel study. Commissioner Boutelle requested to have all the job descriptions in Microsoft Word format so he can make any changes needed. This is in progress.

Commissioner Boutelle stated that he would like to schedule a committee meeting for next week. He mentioned that the Executive Director's evaluation needs to be completed. This will be scheduled by the Committee Chair. The Chairman noted that the Employee review form had not been modified as requested by the Board for this year's reviews and stated that it should be modified ASAP.

### Other Residences Committee

The Greenwich Close Meeting was held on February 21, 2014. In attendance were Chairman Yankowich, the Executive Director, Maintenance Director, Planning and Development Manager and the Greenwich Close Asset Manager.

The Chairman stated that the non-critical items that have to be completed pertaining to the refinance of Greenwich Close were discussed. The Chairman added that HATG is on budget with the remaining major item being the lead abatement. The necessary funds are available for this project. The Chairman mentioned that the First Selectman expressed positive comments about the changes at Greenwich Close.

The Chairman reported that Greenwich Close is receiving increased traffic from prospective tenants. Many residents from Putnam Green are inquiring about apartments in Greenwich Close.

Commissioner Boutelle asked why HATG needs to get approval from the ARC for the landscaping at Greenwich Close. The Executive Director replied that the ARC has to approve the fence they are planning to install and that landscaping is not covered.

The Chairman informed the Board that the Committee did not meet on Parsonage Cottage.

### Executive Director Report

The Executive Director informed the Board that he is in the process of choosing new capital projects for 2014 including CDBG applications. The Chairman stated that the deadline for submitting CDBG applications is in May and managers should start proposing potential projects.

### Staff Reports

The Deputy Director stated that he emailed the Board suggesting minor changes to the personnel manual concerning inclement weather. The Chairman stated that the topic should be brought to the attention of the Administrative Committee before presenting it to the Board, in case the Committee would like to suggest additional changes.

The Deputy Director reported that the Rent Comparability Study for Quarry Knoll II was completed. The current contract rent for a one bedroom at Quarry Knoll II is \$1,395. According to the study, the rent can be raised as high as \$1,575. The increase request is currently under review by CHFA.

Commissioner Boutelle inquired about the process of discovering unauthorized occupants found in units and is retro rent collected in these cases. The Deputy Director replied that it depends and is evaluated on a case by case basis. The Chairman asked the Deputy Director if he is working on the air conditioner policy. The Deputy Director replied that the policy is almost complete. The Chairman directed the Deputy Director

to discuss the policy with the Greenwich Close Asset Manager because he will also have to implement a similar policy to protect the new windows installed there.

Other/New Business

Motion to go into Executive Session at 6:55 p.m.

Executive Session: The Board went into Executive Session to discuss litigation, and personnel payroll issues. No action was taken.

Motion to come out of Executive Session at 7:15 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:16 p.m.

Respectfully submitted by,

Lisette E. Contreras