

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
February 27, 2013
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 27, 2013, 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, James Boutelle, Sam Romeo, Bernadette Settlemeyer and Robert Simms Jr

Commissioners Absent: Agripina Lopez

Staff Present: Anthony Johnson, Terry Mardula, Bruno T. Lacaria, Penny Lore, Lisette Contreras, John Yankowich, Sardis Solano, Ruth Young and Winston Robinson

Legal: Lou Pittocco

Public: Joan Yankowski and Chris von Keyserling

The Chairman stated that Commissioner Curdumi has to leave early and would like to finish the meeting before he leaves. The Chairman welcomed the public and asked if there are any comments or concerns. Ms. Joan Yankowski commented that the general disruption due to the construction at Quarry Knoll has become a way of life. The Executive Director stated that the construction work will now become more intense as the contractors start working on the roofs. The Executive Director stated that he would like to have another meeting at Quarry Knoll to inform the residents of the changes that are coming. Ms. Yankowski invited the Executive Director to attend the next Resident Council meeting on March 6th. The Executive Director stated that he will attend.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on January 29, 2013. On a motion duly made and seconded, the Minutes were approved.

The Deputy Director instructed Housing Manager, Sardis Solano, to introduce herself to the Board. The Chairman welcomed Ms. Solano and congratulated her for acquiring the position within the HATG and explained that there is a Board Meeting every month and they are held in each of the housing developments. The Board introduced themselves. Ms. Solano introduced herself and stated that she has worked in property management for twenty years; she is certified as a tax credit manager and a licensed realtor. She stated that property management is her passion and she likes to treat residents with the utmost respect. Ms. Solano looks forward to working with everyone.

Review of the Task List

1. PC Tax Credit– The Limited Partners signed the Agreement December 3rd. The payout amount will be approximately \$168,000, final amount to be determined after completion of the audit.
2. THAC–Waiting for HUD to approve assignment of the HAP.

TASK LIST 2/27/2013

Date of Request	Request	Person Responsible	Anticipated Date	Comments
6/24/09	PC Tax Credit	Tony Johnson, Bruno Lacaria	March 2013	Update Monthly
6/24/09	THAC	Bruno Lacaria	March 2013	Update Monthly

Finance Committee

Meeting was held on February 26, 2013. In attendance were Commissioners Curdumi and Settlemeyer, the Executive Director, Deputy Director and Finance Director. Commissioner Curdumi reported that McKinney Terrace I and Parsonage Cottage are operating at a small deficit, which is typical. During the committee meeting the Greenwich Close capital expenses were reviewed and compared to the escrow amount. Commissioner Curdumi stated that he is projecting a shortfall of \$420,000 in the non-critical tasks at Greenwich Close that may be covered from savings from the refinancing of the property. The Chairman asked if the shortfall is assuming the elevator. Commissioner Curdumi responded yes.

Commissioner Curdumi informed the Board that the loan for the purchase of the properties on Strickland Road is going to be for a total of \$2.2 million. Commissioner Boutelle inquired about which organization is doing the financing. The Executive Director responded that Fieldpoint Private Bank will be financing it. Commissioner Boutelle stated that Richard Muskus from The Greenwich Bank and Trust Company told him that they never heard back from HATG. The Executive Director responded that he will have the Finance Director call all the organizations that they met with to let them know that HATG has chosen a bank.

Development Committee

Meeting was held on February 22, 2013. In attendance were Commissioners Romeo and Yankowich, the Executive Director, Finance Director, Director of Planning and Development, Director of Maintenance. Commissioner Romeo reported that the closing for Strickland Road should be tomorrow, February 28, 2013. Commissioner Romeo asked if the flood insurance was already purchased for the property. The Finance Director responded that it is for \$250,000. Commissioner Settlemeyer asked if the contract stated that the flood insurance had to be for the full value of the loan. The Finance Director responded that the maximum of flood insurance was purchased. Attorney Pittocco will be instructed to look at the loan documents.

Commissioner Romeo continued to report that the installation of the exhaust fans in Armstrong Court has been completed; however they have not been inspected. The Armstrong Court playground renovation bid will be placed out in the Spring. The Armstrong Court stair towers will be repainted in the Spring.

The Executive Director stated that he met with the Fire Marshal regarding the elevator at McKinney Terrace II and had an agreement to close off access to the attic. The attic has to be sealed.

Commissioner Romeo informed the Board that the Executive Director and the Director of Maintenance will be meeting with the cabinet contractor for Greenwich Close. The Executive Director stated that the cost of the wood cabinets, granite countertops along with the installation will cost approximately \$3,200.

Personnel Committee

Two meetings were held in February. The goals for the committee were discussed.

Other Residences Committee

An organizational meeting was held on February 19, 2013. In attendance were Commissioners Yankowich and Settlemeyer, the Executive Director, The Finance Director, Greenwich Close's Asset Manager and Parsonage Cottage's Administrator.

Executive Director Report

The Executive Director stated that he and the Deputy Director met with Allen Barry, Commissioner of the Social Services Department.

The Executive Director informed the Board that out of more than 800 units there were no evictions performed in the year 2012. The Deputy Director did a good job maintaining tenants in their units.

The Executive Director stated that the Fire Marshal had an issue with the roof project at Quarry Knoll II. He wanted HATG to remove the existing roof before installing the new one. We decided to install ridged vents and other openings to access the space between the existing and new roof. The Fire Marshal would also like the walls in the back to be fire rated.

The Executive Director reported that the tenant with the mold issue at the Town Hall Annex apartment wanted HATG to pay for \$6,000 worth of dry cleaning and the cleaner stated that there would be more that they have to clean. The Executive Director explained that repairing this unit cost \$35,000, HATG paid for items that she needed immediately, including furniture, paid for cleaning of her furniture and offered her a section 8 voucher. The Chairman asked if the tenant had renters insurance. The Executive Director responded that she did not and HATG insurance did not cover the mold but it did cover repairs due to water damage. The Chairman stated that he believes the Executive and Deputy Directors are handling the situation well and there is no action needed from the Board.

Staff Reports

The Deputy Director informed the Board that two units at Greenwich Close are rented for March 1st and there are commitments on two more units.

The Chairman inquired about the Family Self Sufficiency program. The Deputy Director replied that the FSS program is a contract for seven years of which many tenants enrolled when the program started. Many tenants that first enrolled have now graduated from the program. HATG contracted Family Centers who are looking for more tenants to sign up. The Deputy Director explained how the program works. The Executive Director added that when the program started only the minimum amount of participants were recruited and a waiting list was not formed. When the program started for Section 8, enough tenants responded that enabled a waiting list to be formed.

Commissioner Boutelle asked who asks for the camera surveillance. The Executive Director replied that the police department usually requests the surveillance recordings whenever there is an incident.

The Deputy Director added that sometimes tenants will ask for it as well if their car is damaged, etc and HATG will provide access to the camera. Commissioner Curdumi explained to Commissioner Boutelle that the police department has access to tap into HATG's security camera surveillance.

Other/New Business

The Deputy Director explained that every year HATG's Scholarship Committee awards 15 scholarships worth \$1,000 each to 8 high school seniors through the high school. The High school's scholarship committee selects the deserving high school seniors. For the college students, the HATG Scholarship Committee selects 7 college recipients based on their submitting an essay. The Chairman stated that the Board will vote on the scholarship amount during next month's meeting.

Motion to close out the Regular Meeting of the board at 6:29 pm.

Motion to open Regular Meeting for Quarry Knoll II Corporation ("QK II Corp") at 6:30 p.m.

Attorney Pittocco has a resolution that needs to be voted in favor for the Administrative Secretary, Lisette Contreras, to sign. The Executive Director has to be named President of Quarry Knoll II Corporation, which was not done at the Annual Meeting. Commissioner Romeo motioned to adopt the amended resolution, electing the Executive Director as President of Quarry Knoll II Corporation. Commissioner Curdumi seconded the motion and all votes were in favor.

Motion to adjourn the Regular Meeting for QKII Corp at 6:32 p.m.

Motion to open the Regular Meeting for Town Hall Annex Corporation ("THAC") at 6:33 p.m.

Attorney Pittocco has a resolution that needs to be voted in favor for the Administrative Secretary, Lisette Contreras, to sign. The Executive Director has to be named President of Town Hall Annex Corporation, which was not done at the Annual Meeting. Commissioner Romeo motioned to adopt the amended resolution, electing the Executive Director as President of Town Hall Annex Corporation. Commissioner Curdumi seconded the motion and all votes were in favor.

Motion to adjourn the Regular Meeting for THAC at 6:35 p.m.

Motion to re-open the Regular Meeting of the Board at 6:36 p.m.

Motion to go into Executive Session at 6:37 p.m.

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

The Board voted 4 in favor and 1 against approving a general salary increase of 3.5% retroactive to January 1, 2013 for senior management employees.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:32 p.m.

Respectfully submitted by,

Lisette E. Contreras