

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
February 4, 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 4, 2015 at the Agnes Morley Heights Community Room. The Chairman, Sam Romeo, called the meeting to order in public session at 5:36 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, Patricia Muldoon, Sardis Solano, Ruth Young and Winston Robinson

Legal: Lou Pittocco

Public: Cristina Pica, David Maddalene, Barbara Maguire and Antonia Christiansen

The Chairman welcomed the public and asked for any comments. Cristina Pica stated that the previous housing manager used to give the tenants the five year capital plan and was wondering if it could be done again. The Deputy Director responded that it should not be a problem. Ms. Pica suggested that after a certain amount of time that a tenant lives in Agnes Morley (8-10 years) if the floors inside the apartment can be refinished. The Deputy Director replied that he will consider that since there are no capital improvements scheduled for the building. Ms. Pica proposed to have fire drills or a flyer with information on what tenants are supposed to do in case of a fire. The Executive Director stated that the fire department can be contacted so they can coordinate fire drills in the summer. Ms. Pica mentioned the upcoming parking policy and requested a parking sticker for her nurse. The Deputy Director responded that once the parking policy is implemented and stickers are given out, it is not possible for outside services to receive them as well. The Executive Director stated that he is very glad that Agnes Morley is starting to form the Resident Council again. Ms. Pica suggested having ESL classes in the community room because many tenants do not speak English. The Executive Director will look into it. The Deputy Director suggested contacting CCI so they can facilitate ESL classes as part of their contract.

Barbara Maguire stated that parking is the main issue in Agnes Morley. Ms. Maguire doesn't believe that parking stickers will solve the problem. She stated that she sees people that park in Agnes Morley at 8am and leave the property. The Deputy Director agrees that residents should have the preference concerning to parking. However, the Deputy Director has not noticed a parking problem at night; the problem persists during the day. The parking policy will not be a perfect

solution but it will be better than what is currently in place. Commissioner Boutelle mentioned that many tenants of Agnes Morley are also clients of the food bank and they usually do not show up for their appointments. Ms. Pica stated that he should mention that to the Social Worker.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on December 10, 2014. On a motion duly made and seconded, the Minutes, were approved.

The Chairman asked for approval of the Minutes of the Special Meeting of the Board on November 7, 2014. On a motion duly made and seconded, the Minutes, were approved, with Commissioner Curdumi and Commissioner Simms abstaining due to absence.

The Chairman asked for approval of the Minutes of the Special Meeting of the Board on December 18, 2014. On a motion duly made and seconded, the Minutes, were approved, with Commissioner Yankowich abstaining due to absence.

Finance Committee

The Finance Committee met on February 4, 2015. In attendance were Commissioner Curdumi, Commissioner Boutelle, the Executive Director, the Deputy Director and the Accounting Manager.

Commissioner Curdumi stated that the committee reviewed the year end totals. Commissioner Yankowich inquired about PILOT. The Executive Director replied that he will look into it. Commissioner Curdumi stated that Parsonage Cottage ended the year with a \$10,000 surplus. Commissioner Yankowich asked how the administration line was calculated. The Executive Director responded that the Finance Director carried it across all the units but he will look into that as well.

Commissioner Curdumi reported to the Board that the Executive Director has interviewed about ten candidates for the CFO position and has narrowed it down to four. The Chairman instructed Commissioner Curdumi to interview the four candidates and narrow it down to two and then the full Board will interview the final two candidates. Commissioner Romeo suggested that Commissioner Pucci get involved in interviewing the candidates as well.

Commissioner Curdumi stated that the Executive Director is looking for financing for the Adams Garden Expansion.

Development Committee

The Development Committee met on January 16, 2015. In attendance were Commissioner Romeo, Commissioner Yankowich, the Executive Director, the Director of Maintenance and the Development and Planning Manager.

The Executive Director stated that he is getting pricing for the main office renovation in Agnes Morley Heights.

The Executive Director reported that the new boiler installation at Armstrong Court is in it completion stages. The items left to complete are the installation for an aluminum flue and the

chimney. CNG has given HATG a \$175,000 grant for this project. However, the boiler has been up and running for three weeks.

The Executive Director stated that there are issues with the contractor doing the McKinney Terrace elevator concerning change orders. We are in the process of working around the proposed change orders.

The Executive Director mentioned that HATG is preparing an RFQ for bid for the modular units for the Adams Garden expansion. The Executive Director added that he is looking for a contractor that does excavation with installation. Commissioner Yankowich stated that the project has two phases and each contractor can bid on one part or both. Commissioner Yankowich added that he and the Executive Director noticed a new toilet at the builder's show that is much more water efficient and cost the same as the high flow toilets. The Executive Director stated that these toilets would be beneficial for a future renovation project at Wilbur Peck Court. Commissioner Boutelle inquired about lighting. Commissioner Yankowich replied that there are a number of different energy star or energy efficient light bulbs either LED's or CFL. The Executive Director will decide if the specifications will require the type of bulb.

Commissioner Romeo inquired about the Adams Garden kitchen renovations. The contractor is in the process of getting an accurate cabinet count. A change order will be submitted for an extra cabinet. Commissioner Yankowich explained that 38 units out of 80 are a different size with different amount of cabinets. The contractor is trying to figure out a way to remove the first two levels of flooring without disrupting the asbestos layers.

The Executive Director stated that he will meet with Rinnai Heating System in order to upgrade the heating system at Town Hall Annex. The Executive Director will be looking at a single unit high efficiency heater.

Administrative Committee

The Administrative Committee did not meet this month.

The Executive Director will review staff evaluations and discuss salary recommendations at the next board meeting. Commissioner Boutelle reminded the Board that the language in the employee handbook has to be changed regarding the workers compensation and the disability insurance. Commissioner Boutelle inquired if employees get disability and accrue sick time. The Deputy Director replied that the amount of accrued sick time allowed is capped.

Other Residences Committee

The Other Residences Committee did not meet this month.

The Executive Director reported that Greenwich Close has one vacancy. There will be work done on the outside of the building in the spring. The Executive Director stated that the leaky garage still needs to be repaired and the lead remediation has to be performed as well. The kitchen upgrades are all complete. Commissioner Romeo stated that he has received many positive comments regarding Greenwich Close. The Executive Director added that the pocket park in the front is progressing well. In the spring there are going to be flower beds installed.

The Parsonage Cottage Administrator stated that she has a vacant double bed unit that might be occupied soon. She is still waiting on the CDBG grant money to upgrade the call bell system because the current one is very faulty. The CDBG Administrator communicated with the Parsonage Cottage Administrator that the Town's legal department is currently reviewing HATG's insurance documents.

Executive Director Report

The Chairman mentioned that he will try to meet with Senator Blumenthal to discuss getting grant money.

The Executive Director informed the Board that there will be a mock trial taking place in New Haven next Tuesday for the Armstrong Court redevelopment grant application. The team is currently working on the pitch for the final presentation which will take place in April.

Staff Reports

The Deputy Director congratulated the housing managers for renting vacant apartments in a timely manner as well as the maintenance staff for getting vacant apartments ready quickly. The Deputy Director explained that with the snow the maintenance staff has been very busy and doing a great job. It is particularly difficult to remove the snow from parking lots when tenants do not move their cars. The Chairman agreed that the crew did a fantastic job.

The Deputy Director stated that he is still working on creating a no smoking policy. The Chairman asked if it can be added to the lease. The Deputy Director replied that it can be done. In public housing, applicants who smoke would be eligible. However they would be informed that when the policy goes into effect, smoking would be prohibited. Commissioner Curdumi believed that HATG was going to start a cessation period so tenants have an opportunity to quit smoking before the policy is implemented. The Asset Manager explained that before a no smoking requirement is placed in the lease, the ACOP needs to be changed.

The Executive Director informed the Board that the Maintenance Director asked for new trucks. The Executive Director agreed to buy new trucks this year after the winter.

Other/New Business

The Executive Director explained to the Board that some financial decisions need to be made in regards to the Armstrong Court redevelopment. Some questions that need to be answered are if HATG wants a financial partner, with a tax credit deal there is risk of non-completion on time, are there going to be cost overrides or development fees. HATG is going to hire an outside firm to perform the lease ups. The Chairman replied that these issues will be discussed in Development Committee.

Motion to go into Executive Session at 6:50 p.m.

Motion to come out of Executive Session at 7:25 p.m.

Commissioner Boutelle left the meeting before Executive Session started.

During Executive session there was a discussion regarding an employee's status and benefits. Commissioner Yankowich made a motion to keep the employee's status and extend the employees benefits and all votes were in favor, with one abstention.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:27 p.m.

Respectfully submitted by,
Lisette E. Contreras