

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
March 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, March 26, 2014 at the Armstrong Court Community Room. The Chairman, George Yankowich, called the meeting to order in public session at 5:30 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: Terry Mardula, Penny Lore, Lisette Contreras, John Yankowich, Jamie Longo, Ruth Young and Winston Robinson

Legal: Lou Pittocco

The Chairman welcomed the staff and proceeded with the meeting as no public was present.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on February 26, 2014. On a motion duly made and seconded, the Minutes, with revisions were approved.

Finance Committee

Commissioner Curdumi reviewed the financial statements with the Executive Director on March 26, 2014. Commissioner Curdumi stated that Parsonage Cottage is positive. However, the Section 8 program is still operating at a deficit of \$14,000. Agnes Morley is also operating at a deficit of \$52,000 and it is due to end of year utility bills. It is expected to turn around soon.

The Chairman stated that there has been no progress in regards to the loan forgiveness since the last meeting.

Development Committee

The Meeting was held on March 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 progressing. He stated that the sheetrock installation was completed. Commissioner Romeo stated that there is a problem with the elevation concerning the boilers. The boiler is too big for the house and it will be replaced with 2 Rinnai systems. Commissioner Romeo expects to start advertising the units in April. The drawings for the cottage have been amended; the roof will be raised and it will be converted from a one bedroom to a two bedroom. The cottage will have a Rinnai system as well. The Chairman requested to check the accuracy of the parking calculations for the two bedroom cottage.

The Planning and Development Manager reported that the new window replacement project at Wilbur Peck Court will be completed soon. There are 5 windows that are being ordered.

The Planning and Development Manager stated that work continues on the construction of the new elevator at McKinney Terrace II.

The Planning and Development Manager informed the Board that work for the Adams Garden Expansion is progressing.

The Planning and Development Manager stated that there was a change in the specifications for the kitchen cabinets for Adams Garden.

The Planning and Development Manager reported that the contract has been written for the new playground at Armstrong Court; proposals are also being solicited for the boiler replacement.

The Planning and Development Manager stated that the window replacement project at Greenwich Close is completed; however, there are a few issues with the paint around the window sills. The Planning and Development Manager is getting another proposal for the lead abatement project. The kitchen renovations are progressing.

The Planning and Development Manager informed the Board that he is looking into how to fund the fire alarm system project at Armstrong Court and the fire sprinkler system project at McKinney Terrace.

The Planning and Development Manager is currently looking into possible new projects to apply for CDBG.

The Deputy Director stated that he has completed the policy for the air conditioners for Wilbur Peck Court. He will be meeting with the Greenwich Close Asset Manager and the Director of Maintenance to develop a policy for Greenwich Close. The Deputy Director stated that there are no brackets on the new windows in Greenwich Close for the air conditioners. The Greenwich Close Asset Manager will be sampling some brackets and the cost will have to be absorbed by the tenants. The Deputy Director reported that the tenants at Wilbur Peck Court had two opportunities to request air conditioner brackets on their windows and did not. Now tenants are requesting them, and there will be a charge for installation.

Administrative Committee

The meeting was held on March 17, 2014. In attendance were Commissioner Boutelle, Commissioner Simms, the Executive Director and Deputy Director.

Commissioner Boutelle explained that the changes to the personnel policy were discussed. The Deputy Director stated the changes are that employees are not allowed to use sick time when they are out due to inclement weather, and employees should be calling the answering service for office updates during inclement weather, not the radio station. Commissioner Boutelle will circulate the recommendation for the next board meeting.

Commissioner Boutelle stated that the Executive Assistant has sent him all the job descriptions in Microsoft Word format. They will be submitted to the group that is conducting the personnel study after the Committee reviews them.

Other Residences Committee

The Meetings were held on March 21, 2014. In attendance were Chairman Yankowich, the Executive Director, Maintenance Director, Planning and Development Manager, the Greenwich Close Asset Manager and the Parsonage Cottage Administrator.

The Parsonage Cottage administrator stated that she is waiting for the specifications for the call bell system. The grease trap is complete and it has been inspected, however, the old grease trap has to be removed. The Administrator informed the Board that she will prepare an application to CDBG for the replacement of the boilers.

The Chairman had requested the Greenwich Close Asset Manager to do a report on how Greenwich Close is doing financially. The Greenwich Close Asset Manager stated that he is still working on the report; however, income has increased about \$6,000 from 2013. He added that miscellaneous fees have doubled since 2013. The Deputy Director stated that fees were not being collected due to lease considerations.

Commissioner Boutelle inquired about the state grant for Congregate Housing. The Chairman stated that HATG needs to be prepared if the money becomes available again.

Staff Reports

The Deputy Director stated that the Quarry Knoll Resident Council Minutes are not written as requests, they are only comments. The Deputy Director informed the Board that the Quarry Knoll Community Room received a new computer. He added that the majority of tenants voted for the community room doors to be locked in the evening.

The Deputy Director reported that the higher rents for Quarry Knoll II have been approved for June 1, 2014 and it will increase revenue for HATG.

The Deputy Director inquired about the Scholarships. The Chairman directed the Deputy Director to bring it up to the Board at the next meeting. Commissioner Simms asked if the scholarship amount can be increased. The Chairman directed Commissioner Curdumi and the Finance Director to check the finances to see if that is possible.

Other/New Business

Commissioner Landy asked if the laundry rooms at Armstrong Court can be painted. The Deputy Director stated that it can be done.

The Chairman reminded the Deputy Director to have the property manager who manages the site to be present during the Board meetings.

Commissioner Romeo asked what can be done about the dumpsters in Armstrong Court; they are an eye sore. He would like to see some sort of cement pad for the dumpsters. The Planning and Development Manager stated that he had a quote but it's too high. The Chairman stated that it would have to be approved by the Town's Department of Public Works.

Motion to go into Executive Session at 6:00 p.m.

Executive Session: The Board went into Executive Session to discuss manager compensation.

Motion to come out of Executive Session at 6:12 p.m. and reconvene the Board Meeting

A motion was made by Commissioner Curdumi and seconded by Commissioner Romeo. The Board voted unanimously to approve a pool for the three senior managers' salaries for 2013 toward base salary increases for 2014. The dollar amount of the pool is to be divided and allocated on a reasonable basis among the three managers by the Executive Director as increase in base salary for 2014 effective 1/1/14.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 6:16 p.m.

Respectfully submitted by,

Lisette E. Contreras