

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
March 28, 2012
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 28, 2012, in the community room at Armstrong Court. The Chairman, George Yankowich, called the meeting to order in public session at 5:39 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, Bernadette Settlemeyer
Laura Murphy, and Sam Romeo

Staff Present: Anthony Johnson, Terry Mardula, Bruno Lacaria, Penny Lore,
Lisette Contreras, Jamie Longo, John Yankowich and Winston
Robinson

Legal Counsel: Louis Pittocco

Public: Cathy Landy, Gail Pride, Toni Ann Cummings and Manny Rivas

The Chairman addressed the public and asked if there were any comments or concerns. Ms. Cathy Landy commented on the landscaping stating that all the plants and trees look very nice. She would like for HATG to post notices for the Board Meetings. The Chairman instructed the Assistant Secretary to post the Board Meeting Agenda on the website prior to the meeting.

Ms. Landy was concerned about the use of the parking spaces and the trash containers by non-residents of Armstrong Court. The Deputy Director stated that non-residents of Armstrong Court are not allowed to use the trash containers or the parking spaces. He also mentioned that HATG is instituting a parking policy which will start with Quarry Knoll and the following development will be Armstrong Court. The Deputy Director asked the tenants to please supply the Housing Manager with the license plate numbers of people that park or use the trash containers in Armstrong Court. The Deputy Director asked the public if it is better to have the dumpsters centralized in one place in order for HATG to install a camera on the dumpsters.

Ms. Toni Ann Cummings mentioned that non-residents walk their dogs through Armstrong Court and do not pick up after them. Commissioner Romeo stated that there is a Town ordinance stating that dog owners have to pick up after their dogs. Commissioner Settlemeyer believes that there has to be a sign stating that dog owners have to pick up after their dogs. The Executive Director stated that HATG will look into placing signs around the property for this issue.

Ms. Landy suggested placing a bigger trash can by the mailboxes because over the weekend the trash can overfills. Commissioner Murphy also suggested having the trash cans emptied more frequently. She also suggests sending out a notice to tenants reminding them to throw the garbage inside the trash can and not to leave it on top of the lid.

The Executive Director spoke about the CDBG projects that are underway at Armstrong Court, the installation of bathroom power vents and installation of emergency lighting, which has already started. A sample vent has been installed in one unit and it seems to be working well and it is relatively quiet. These vents should be installed this summer in all the units and it will reduce the amount of steam and prevent mold in the bathrooms. The Executive Director stated that HATG spent \$500,000 to remove the lead paint in the hallways and repaint them. The outside walkways were also redone and the landscaping. HATG has invested a lot of money and is looking to invest more. Any ideas that tenants might have are welcomed. The Executive Director mentioned that HATG is looking at improving the playground at Armstrong Court. The Chairman added that HATG will be at Town Hall sometime in May to ask for funding for the playground and if tenants are willing to go to the meeting to show support, it would be helpful.

Ms. Gail Pride asked if vents can be installed in the kitchens as well. She reported a problem with her neighbor's cooking. Her neighbor cooks with a lot of spices and the smell makes it hard for her to breath and her clothes smells of the spices as well. The Chairman stated that as of right now HATG cannot do anything to the kitchens because funds have been cut back so HATG would have to search around for funds. Ms. Pride also mentioned that when her neighbor showers, he leaves the window open and tenants outside can see him showering. Ms. Pride stated that when other kids knock on his door he blames her for it. The Executive Director stated that the tenant will be spoken to about these issues and let him know that the cooking and having the window open when showering is affecting other tenants.

Mr. Manny Rivas asked if the main doors of the buildings can be closed at night because raccoons and skunks enter the building. He is concerned about the teenagers hanging outside on the property consuming drugs and selling them as well. They are also very noisy at night. He is concerned about his family because when they come home the teenagers are outside. The Chairman suggested that the police department should resume their random checks. The Housing Manager stated that the police department and the family of the teenagers have been addressed regarding this issue.

Ms. Pride asked if there can be another laundry room installed. Commissioner Romeo asked the public how the laundry machines are working for them. Ms. Landy stated that they are not maintained very well. Many do not work efficiently and causes tenants to have to wait longer for them. The lint is not regularly cleaned out. Commissioner Romeo believes the laundry machine company is less than responsive. The Chairman asked when the contract is expiring. The Executive Director replied that we are halfway through it; it is an eight year contract. Commissioner Settlemeyer asked if the company should be doing a regular maintenance if they are making money on the machines. The Chairman asked the Executive Director to look at the contract.

Ms. Pride asked if the bed bug problem has been taken care of. The Deputy Director stated that it has. As of right now, there are no bed bugs. Ms. Landy asked if she is allowed to stain her kitchen cabinets. The Housing Manager replied that they are allowed to stain them, not paint them. Ms. Landy also mentioned that there is a banging noise coming from the bakery every night and would like to know who she can address this to. Commissioner Romeo stated that there is an ordinance on how much noise a truck is allowed to make but is not aware if there is an ordinance for private companies. The Chairman replied that the Selectman has a department that deals with nuisances; she can contact them about the banging noise.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on February 22, 2012. On a motion duly made and seconded, the Minutes, were approved. Commissioner Romeo thanked the Assistant Secretary for keeping very detailed minutes; she does a very good job.

Review of the Task List

1. PC Tax Credit –The projected final cost for the buyout will be \$128,000. This transaction should be done by the end of June. The Executive Director suggests the buyout gets paid through the Management Fee account instead of having Parsonage apply for a bank loan.
2. THAC- HUD in Hartford approved the transfer of the HAP agreement from THALP to THAC. They forwarded the document to HUD in Washington, D.C. We are awaiting their approval.

TASK LIST 3/28/2012

Date of Request	Request	Person Responsible	Anticipated Date	Comments
6/24/09	PC Tax Credit	Tony Johnson, Bruno Lacaria	June 2012	Update Monthly
6/24/09	THAC	Bruno Lacaria	March 2012	Update Monthly

Commissioner Settlemeyer would like to add the refinancing of Greenwich Close on the task list. The Chairman responded that we already received the commitment letter and it is almost coming to a close. The Executive Director doesn't think it should be on the task list because it would be holding HATG to a date that we have no control over and the Board is given an update on it every month. The Chairman believes the purpose of the task list has cycled; we do not have the pressing issues that we had before and the current tasks are nearing their end. The purpose for the task list was so that things would not fall into the cracks. The Chairman does not want to eliminate the task list forever; if another complex issue comes up we can start it again.

Finance Committee

Commissioner Curdumi reported that three developments are operating at a deficit. These deficits were due to the following: Quarry Knoll I had work done on a vacant apartment, McKinney II elevator and stair project as well as the issue with not receiving the money for the reading room and Greenwich Close semiannual tax payment. The Finance Director stated that HATG is trying to get the CDBG funds that were awarded for the reading room project transferred to the elevator project.

The Chairman questioned some lines in the financial statement. The utility bills for Greenwich Close are too high. The Chairman would like for the Executive Director to examine the thermographic survey because there might not be any insulation in the roof. The Executive Director suggested that the Finance Director show the Board an annual statement instead of the two month statement. The Chairman would like the "General Expenses" line to be broken down into more specific items.

Commissioner Curdumi stated that the loan for Greenwich Close refinancing will be a thirty five year loan at an estimated 3.95% interest rate, but it might be lower than that at closing. Attorney Pittocco stated that Greenwich Close will be treated as a single member LLC, Greenwich Close Apartments LLC. It will be a subsidiary of HATG with the same tax ID number. Commissioner Curdumi explained that there are outstanding invoices due because the Bond Council Attorney was subpoenaed by New Country. HATG will pay the Trustee before the closing date.

Executive Director Report

The Executive Director stated that the Adams Garden survey should be done by the end of the week. On Friday, March 30, 2012 there will be a focus group held in the Adams Garden Community Room with the tenants to discuss the kitchen renovations.

The Executive Director informed that Ms. Lore is looking into building congregate housing at McKinney Terrace similar to the Hill House. Ms. Lore is looking at having 37 units. The Chairman believes that parking is an issue at the site. He suggests looking at the zoning regulations before the pro forma is developed. The Chairman also suggests speaking with the 1st Selectman first.

The Executive Director reported that the bathroom in the Greenwich Close office will be rebuilt to fit ADA requirements in the same place where it is currently located. However, some closets will be taken out and the door will be moved forward. The Chairman suggested the Executive Director looks at zoning regulations to make sure the plans are in compliance. The Executive Director also mentioned that the bricks in the garage need to be pointed.

The Executive Director stated that the painting at Town Hall Annex has started. The contractor found that the caulking has to be re-done.

The Chairman asked if the roofs in the entryways can be power washed in Armstrong Court and suggested the Manager get in contact with the landscaper regarding the dead trees. Mr. Jamie Longo replied that he already spoke to the landscaper about the dead trees.

The Executive Director stated that a decision has not been made on the asbestos removal in the boiler room of McKinney Terrace II. He also explained that nothing can be done regarding the installation of insulation and ceiling tile replacement until the CDBG contract is signed.

The Executive Director informed that the painting services bid is scheduled to come back on Thursday, March 29, 2012 and the Wilbur Peck Court and Quarry Knoll emergency generator project are currently out to bid.

Staff Reports

Responding to a question from Commissioner Curdumi, he stated that the Orkin contract is a general contract for all the properties. He stated that HATG is very happy with them so far. Right now Orkin is checking every unit for bed bugs as a preventative measure.

The Deputy Director informed that one of the affordable units in Hollowood Lane is up for sale. It is worth \$395,000. The seller has to advertise it as an affordable unit and cannot sell it for more than the calculated price, but it can be sold for less. The income limit for the next buyer would be \$102,780 which is 80% of the area's median income. HATG through CDBG supplied the tenant a total of \$172,000 and the Housing Development Fund provided second and third mortgages. Part of the \$172,000.00 can stay with the unit contingent upon the financial need of the new buyer.

The Chairman stated that HATG will have to find another source of funds for the repair of the driveway at Parsonage Cottage. The Finance Director recommended that it would come out of its reserves. After further discussion, it was decided to fund the shortfall from the Management Fee Account. Commissioner Settlemeyer requested that the Management Fee be reported to the Board with items identified to be paid for on that account to avoid overspending.

Other/New Business

The Deputy Director asked for the Board to approve the funding of the scholarship for 2012-2013. Last year HATG awarded \$1,000 to 8 Greenwich High School seniors and 7 Greenwich residents enrolled in full time college for a total of \$15,000. The application process starts in mid-April.

Thereafter, on a motion duly made and seconded, a total of \$15,000 for the 2012-2013 scholarship fund was approved.

The Executive Director discussed the possible implementation of a no-smoking policy, which was suggested by Selectman Marzullo. The Deputy Director stated that the Boston Housing Authority has a no smoking policy which will be implemented in September 2012; tenants will sign an addendum to the lease at that time. With this policy, tenants are not allowed to smoke inside the apartments or in common areas. There would be a designated spot in the complex for smokers. Commissioner Romeo asked if there have been many complaints. The Executive Director responded that occasionally people complain because some people smoke right in front of the doors. Commissioner Romeo does not recommend implementing this policy at this time. The Chairman asked if there are any smokers in Parsonage Cottage. Ms. Lore responded that there are not; people are not even allowed to smoke in the parking lot.

The Chairman motioned to have "Changing Board Meeting Schedule" added to the agenda. Commissioner Settlemeyer seconded. She suggests having the October meeting, which is the annual meeting, at Town Hall. Commissioner Settlemeyer also believes that November 14th is too early to hold the Board Meeting. She suggests that the meeting be held on November 28th since it is after Thanksgiving, it should not be a problem.

Therefore, on a motion duly made and seconded, all are in favor to make the above mentioned changes to the Board Meeting Schedule.

Commissioner Romeo motioned to approve resolutions 371-375. Commissioner Curdumi seconded. All were in favor.

Motion to go into Executive Session at 7:45 p.m.

Motion to come out of Executive Session at 9:00 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 9:01 p.m.

Respectfully submitted by,

Lisette E. Contreras

RESOLUTION #371

RESOLVED, that the form of contract between the Authority and the Community Development Block Grant agency of the Town of Greenwich, providing for a grant in the amount of \$219,380.00 for the Installation of a new Elevator at McKinney Terrace II project (which was submitted to the Board prior to the meeting) be, and it hereby is, approved, with such revisions and additions as shall be approved by the Development Committee and that after such approval, the Executive Director, Anthony L. Johnson, is authorized to execute such contract.

RESOLUTION #372

RESOLVED, that the form of contract between the Authority and the Community Development Block Grant agency of the Town of Greenwich, providing for a grant in the amount of \$26,330.00 for the Interior Rehab at McKinney Terrace II project (which was submitted to the Board prior to the meeting) be, and it hereby is, approved, with such revisions and additions as shall be approved by the Development Committee and that after such approval, the Executive Director, Anthony L. Johnson, is authorized to execute such contract.

RESOLUTION #373

RESOLVED, that the form of contract between the Authority and the Community Development Block Grant agency of the Town of Greenwich, providing for a grant in the amount of \$81,480.00 for the Installation of Insulation and Ceiling Tiles Replacement at McKinney Terrace II project (which was submitted to the Board prior to the meeting) be, and it hereby is, approved, with such revisions and additions as shall be approved by the Development Committee and that after such approval, the Executive Director, Anthony L. Johnson, is authorized to execute such contract.

RESOLUTION #374

RESOLVED, that the form of contract between the Authority and the Community Development Block Grant agency of the Town of Greenwich, providing for a grant in the amount of \$130,370.00 for the Wiring and Installation of Bathroom Vents at Armstrong Court project (which was submitted to the Board prior to the meeting) be, and it hereby is, approved, with such revisions and additions as shall be approved by the Development Committee and that after such approval, the Executive Director, Anthony L. Johnson, is authorized to execute such contract.

RESOLUTION #375

RESOLVED, that the form of contract between the Authority and the Community Development Block Grant agency of the Town of Greenwich, providing for a grant in the amount of \$54,320.00 for the Driveway Repair at Parsonage Cottage project (which was submitted to the Board prior to the meeting) be, and it hereby is, approved, with such revisions and additions as shall be approved by the Development Committee and that after such approval, the Executive Director, Anthony L. Johnson, is authorized to execute such contract.