

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
March 28, 2018
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, 2018 at the Armstrong Court Community Room. The Chairman, Sam Romeo, called the meeting to order in public session at 5:41 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 and Robert Simms Jr.

Commissioners Absent: Vincent De Fina

Staff Present: Anthony Johnson, Terry Mardula, Derrick Bryant, Penny Lore, Lisette Contreras, John Yankowich, Ruth Young, Teryl Reynolds, Sardis Solano and Winston Robinson

Legal: Louis Pittocco

Public: Joan Yankowski, Steven Ramkisson, Jacklin Ross, Wayne Devers, Maria Rivas, Maria Rivera and Lily Alvarez

The Chairman welcomed the public and asked for any comments from residents. He reminded the public that this is a public meeting, not a public hearing and that he reserves the right whether or not to recognize speakers who are not residents of the Greenwich Housing Authority.

The Quarry Knoll Resident Council President stated that the trees were pruned a while ago but there are still branches hanging over. The Chairman asked if the tree crew was finished pruning them. The Deputy Director replied that they are not. The Executive Director suggested that the Quarry Knoll Resident Council President point them out to the Maintenance Director. The Deputy Director informed the Board that a REAC inspection will be conducted tomorrow at Quarry Knoll I. The Deputy Director stated that the number sign for the community room is almost complete. The Quarry Knoll Resident Council President stated that the instructions for the laundry machines are too small. Commissioner Landy suggested printing them with a larger text and posting them on the machines.

The McKinney Terrace Resident Council President (MTRCP) asked if all the security cameras were installed because he would like for one to be installed by the back door. The Planning and Development Manager replied that the installation of the security cameras is not complete. He added that the back door will have a fire alarm installed since it is not supposed to be in use. The door that is facing the field will have a security camera. The MTRCP inquired as to the use of the back door. The Executive Director replied that the back door is only to be used to loading big items, such as during a move in or move out; not for daily uses such as groceries. The Planning and Development Manager added that once

that back door has the fire alarm, HATG will have to disable it in order for residents to use it. The MTRCP stated that he would like to have a bigger recycling bin because it overflows often. The Executive Director stated that a new contract was just signed with the carting company and he will speak to them in regards to installing bigger recycling bins. The MTRCP asked if anyone has complained about the coyote sightings by the baseball field. The Executive Director responded that no one has mentioned coyotes on the property. The Chairman suggested the residents call the police because HATG can't do anything about coyotes. The MTRCP stated that he would like to see HATG reinforce the cleanliness policy. Residents only clean their outside areas when HATG does an inspection of the property but fall back into the habit of leaving bicycles and other items outside after the inspection. The Deputy Director will send a letter to the residents in regards to keeping their outside areas clean and will have the property managers conduct regular inspections. He added that bicycles are more of a daily problem and HATG should look into installing bicycle racks for residents. The MTRCP informed the Board that the laundry cleaning service is doing a better job in keeping it clean. He asked if the laundry room has a closing time. The Deputy Director agreed to leave it open as long as there is no vandalism. The MTRCP had an issue with the announcement regarding the insulation work that was performed. He understands that HATG policy to notify tenants of any repair work is a minimum of 24 hours but he would like to have more notice, if possible. The Executive Director agreed to give as much notice as is possible and explained that sometimes a repair job needs to be addressed immediately and more notice than the minimum is not possible. The Executive Director informed the residents of McKinney Terrace that this spring outdoor work will be conducted, such as soffit repair and painting, fixing stairways and replacing the heating systems in the family units.

A resident of Armstrong Court informed the Board that the main laundry room was not being cleaned properly and it was being left open overnight. She has seen kids playing in the laundry rooms. She also complained about the service calls to the laundry company. She claims that most of the laundry machines usually are out of order and when she places a call to the company, they do not come. The resident also mentioned that many tenants from doorway 26 smoke right outside of the doorways, not the 25 feet that is in the policy. The Executive Director stated that he will address the issues with the proper parties. The Executive Director gave the Armstrong Court residents an update on the new construction/rehabilitation project. He stated that he is currently finalizing the construction financing for phase I, the new 18 units, and we plan to break ground in June. The new units will be used to relocate existing tenants from Armstrong Court in order to complete the rehabilitation of the existing buildings. Phase II of the project consists of rehabilitation of the 3 smaller buildings, 1, 3, and 6. He explained that HATG does not have the financing yet for the phase II but he is working on the application which is due on April 27. The rehab will be a complete gut job; catwalks will be removed, the 3 bedroom units will have 2 bathrooms, all units will have washer and dryer inside the units. At the moment we are spending about \$400,000 on drawings alone for this application. The Chairman informed tenants that a fire alarm system will be installed this summer throughout all the buildings that will be costing about \$350,000. He explained that no one is currently at risk but there was a code change and it must be done even though it will be ripped out for the rehabilitation. The Executive Director stated that the heating and water lines that are connected to the power plant will be replaced this summer. The Chairman added that within the next week there will be archeologists testing for any Native American sites where the new units will be built; this is a requirement of the State.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on January 24, 2018. On a motion duly made and seconded, the minutes, with revisions, were approved (Commissioner Curdumi abstained due to absence).

Finance Committee:

The Finance Committee met on March 28, 2018. In attendance were Commissioner Curdumi, Commissioner Boutelle, the Executive Director, Deputy Director and Finance Director.

Commissioner Curdumi reported that there are no issues with the financial reports. He added that staff is currently working on the Greenwich Close and Town Hall Annex 2017 audits. The Chairman asked if the audits have been sent to the Town. The Finance Director replied that the HATG audit will not be complete until September but he is sending them the quarterly reports.

Commissioner Curdumi stated that the bank transfer to Webster Bank is complete. The Finance Director mentioned that tenants are still learning the new process.

Commissioner Curdumi mentioned that the new budget bill that was signed significantly increased funding for the Section 8 program.

Development Committee:

The Development Committee did not meet this month.

The Chairman reported that the bid for the replacement of the heating system piping at Armstrong Court is currently out for bid.

The Executive Director stated that the Town Hall Annex kitchens are complete and pictures were circulated. Coming projects at Town Hall Annex are replacing the main doors, elevator cab upgrade, replacing all the wood flooring and replacing the existing heating system with new Navien heating systems.

The Executive Director reported that he is working on closing the loan for Armstrong Court Phase I. He expects to break ground in June. Boring tests were conducted and sent to the State. They will have to determine if Native Americans were able to leave remains in the area where the units will be constructed.

The Executive Director explained to the Board that he is working on the application for Armstrong Court Phase II which is due April 27th. He explained that in the previous funding rounds HATG was submitting drawings that were 40% complete, which is the requirement. When he recently attending a debriefing meeting he was told that most applicants were submitting 90%+ drawings, therefore, those were the applications that were considered.

The Executive Director indicated that the painting upgrade and stairway repairs at McKinney Terrace will begin in the spring.

The Planning and Development Manager stated that AMEC sent him the close out paperwork for Adams Garden II today. Katie DeLuca, Director of Planning and Zoning, is working on closing it out and

sending us the certificate of occupancy. The Chairman asked if the rain guard still needed to be completed. The Planning and Development Manager replied that only the landscaping needs to be completed. The Chairman stated that he saw a hole in the fencing and directed for it to be closed.

Administrative Committee:

The Administrative Committee met on March 27, 2018 and March 28, 2017. In Attendance were Commissioner Pucci, Commissioner Boutelle, Commissioner Simms, The Executive Director, Deputy Director and Finance Director.

Commissioner Pucci informed the Board that salary increases were discussed and they will be reviewed during Executive Session.

Other Residences Committee:

The Other Residences Committee did not meet this month.

The Executive Director reported that Greenwich Close has a couple of vacancies. He added that there is an issue with the elevator in building 20 not stopping at level with the floor that will need to be fixed.

The Executive Director informed the Board that he will sign the laundry contract for Greenwich Close in the coming weeks. Cameras and televisions were installed in the laundry rooms.

The Executive Director stated that the Parsonage Cottage heating system replacement project will start in the spring. Parsonage Cottage has received assistance from CNG.

Executive Directors Report:

The Executive Director reported that he and the Deputy Director met with the parking director, Captain Mark Kordick, on re-establishing a parking policy.

The Executive Director informed the Board that he met with Tony D'Andrea and an individual that is interested in selling her property bordering Wilbur Peck Court.

The Executive Director stated that he met with Melissa Barb from Housing Development Fund. She is interested in continuing to conduct business with HATG since the construction of Adams Garden II was such a success.

The Executive Director informed the Board that he and the Chairman met with the First Selectman in regards to upcoming projects.

Staff Reports:

Commissioner Simms stated that the playground at Armstrong Court needs to be serviced.

The Chairman mentioned that he saw about 6 parked vehicles that did not have parking permits and informed the public that the Deputy Director is working with the parking department on the parking policy. The Deputy Director informed the Board that the Town will undertake the process of verifying residents and enforcement for all HATG complexes. With this plan, HATG will be out of the parking resolution completely.

The Deputy Director explained that there are two grants that HATG receives in regards to the Family Self Sufficiency (FSS) program. The \$69,000 grant is used to pay the FSS administrator. The second grant is used to train the residents in whatever area they need, such as, finding a job, finding child care, making a resume, etc. The Deputy Director doesn't understand why there isn't a really long waiting list for this program. The Chairman believes it is due to a lack of education.

The Deputy Director stated that the Asset Manager has done a great job completing certifications for all residents in the State Moderate program. He added that there have not been many court actions in recent months.

The Chairman inquired about the bicycle racks and air pumps for Adams Garden. The Executive Director replied that they are being delivered.

Commissioner Simms inquired about over leasing section 8 vouchers. The Executive Director replied that the over leasing is done on purpose. The Deputy Director explained that there are a few section 8 tenants that get a low HAP, so paying it back is a great deal. The Executive Director stated that HATG can choose which tenants to pay HUD back for, so we choose tenants with low HAPs. The Deputy Director claims that HATG is able to help more people by doing this.

Other/New Business:

The Deputy Director asked for approval of \$16,000 worth of scholarships for 2018. HATG gives out eight \$1,000 scholarships to high school seniors that live in HATG and eight \$1,000 scholarships to current college students living in HATG. The Deputy Director informed the Board that the high school scholarships are distributed through the Greenwich Scholarship Association. The scholarships for current college students are distributed by HATG to the college they will be attending. Upon a motion duly made and seconded, \$16,000 worth of scholarships was approved.

Motion to go into Executive Session at 6:36 p.m.

Motion to come out of Executive Session at 6:50 p.m.

After a motion duly made and seconded, the Board voted to increase staff salary by 3% retroactive to January 1, 2018.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 6:46 p.m.

Respectfully submitted by,

Lisette E. Contreras