

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
March 29, 2017
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 29, 2017 at the Armstrong Court Community Room. The Chairman, Sam Romeo, called the meeting to order in public session at 5:32 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, James Boutelle, Cathy Landy, Angelo Pucci and Robert Simms Jr.

Commissioners Absent: Abelardo Curdumi

Staff Present: Anthony Johnson, Terry Mardula, Derrick Bryant, Penny Lore, Lisette Contreras, John Yankowich and Sardis Solano

Legal: Louis Pittocco

Public: Joan Yankowski, Sheila Fagan, Stephen Ramkisson, Jacklin Ross, Chris von Keyserling and Priscilla Hurtado

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 will invite any non-residents to speak.

A resident of Quarry Knoll I inquired about the dumpsters with side doors. The Deputy Director replied that the carting company did not have any side door dumpsters in stock and they will get back to us with a date of when they will. The resident commended the Maintenance Director, Maintenance Foreman and two Maintenance Mechanics for the great work they did when she did not have heat in her unit.

A resident of McKinney Terrace I stated that the maintenance mechanic did not do a good job during the last snow removal. Maintenance prioritized removing the snow from the parking lot instead of from the sidewalks. The Deputy Director clarified that sidewalks are a priority over the parking lot because the cleaning of the parking lot parking lot is contingent on tenants moving their vehicles. The resident went on to relate a complaint from tenants regarding the use of handicap spaces for the snow. The Executive Director responded that when the snow is plowed, it has to be placed somewhere so maintenance are probably using those spaces for that but he will look into it. The resident went on to ask how police are supposed to enter the senior building at McKinney Terrace because sometimes they force the door open. The Executive Director replied that there is a lock box for them to access and he will communicate that to the police so everyone knows. The resident inquired about the painting project at McKinney Terrace I. The Executive Director stated that an application was put in through the Community Development Block Grant program for that project but it was denied. They only granted us funds for the senior building which will allow us to fix the façade of the building. He pointed out that McKinney Terrace has very little reserve money and HATG relies heavily on the CDBG program for all of the state properties. The Executive Director added that we will re-apply for this project at a future date. The resident went on to inquire about the plan for enforcing the smoking rules. The Deputy Director responded that some tenants have already been fined for smoking in the building. If fining doesn't work, continued violations could lead to termination of the lease. He explained that in order to enforce the rules, evidence needs to

be collected to support the accusations. Commissioner Simms inquired about smoking cessation programs. The Deputy Director stated that information about smoking cessation was made available to the tenants but it is up to the tenant to decide to quit smoking. The resident explained that it has been a problem; affected residents have had to leave their apartment when a neighbor is smoking. Commissioner Simms inquired about the dates of the McKinney Terrace Resident Council Meetings. The resident replied that they take place every second Thursday of the month.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on February 22, 2017. On a motion duly made and seconded, the minutes, were approved. Commissioner Boutelle mentioned that the HATG website is out of date in some information. The Chairman directed the Assistant Secretary to work on updating the information.

Finance Committee:

The Finance Committee met on March 29, 2017. In attendance were Commissioner Boutelle, the Executive Director, Deputy Director and Finance Director.

Commissioner Boutelle stated that the February financials were reviewed and looked good. He mentioned that the FASS submission was completed by the deadline on March 15, 2017.

Development Committee:

The Development Committee did not meet this month.

The Chairman stated that Adams Garden II is almost complete and will be ready to advertise for a May 1st rental.

The Chairman informed the Board that the Wilbur Peck Court bathroom renovation is going well. Three buildings have been completed and the fourth is halfway complete. The renovation of the bathrooms did not interfere with the operations of the clinic.

The Chairman reported that he and the Executive Director met with AMEC, the developer for Armstrong Court. We are waiting for completed drawings from Westchester Modular. The contracts will be signed soon.

The Executive Director stated the cameras at Wilbur Peck Court were updated. Some cameras were broken and had to be replaced.

The Executive Director informed the board that there are some projects in the works for Town Hall Annex such as installing a camera system, renovating the kitchens and installing a new heating system.

The Executive Director stated that the renovation for the community room at Quarry Knoll II will commence soon.

The Chairman mentioned the blog in Sunday's Greenwich Time regarding the contaminated soil at Greenwich High School. In contrary to what the article reports, Armstrong Court is not contaminated. The soil has been tested many times by different companies and examined by Planning and Zoning, CT DEEP, and various other departments. Everyone has agreed that there is no contamination at Armstrong Court. The Chairman informed the public that the Executive Director has written a letter to the editor clarifying the situation and would like for the fake news to cease.

Administrative Committee:

The Administrative Committee met on March 28, 2017. In attendance were Commissioner Pucci, Commissioner Simms, Commissioner Boutelle, the Executive Director and Deputy Director.

Commissioner Pucci stated that he would like to discuss the contents of the meeting during Executive Session.

Other Residences Committee:

The Other Residences Committee did not meet this month.

Executive Directors Report:

The Executive Director went over his report by mentioning the new projects for Town Hall Annex; new front doors, a revamp of the elevator, new kitchens which will go out to bid next month and a test unit will be completed and a new heating system.

The Executive Director mentioned the new projects at Parsonage Cottage which include a new heating system and replacing the porch and ramp.

The Executive Director commended the work for the Wilbur Peck Court bathrooms. He stated that there have not been any complaints regarding tenants having to relocate during the renovation.

The Chairman informed the Board that the Executive Director will be displaying a presentation during the Board of Selectmen meeting on April 27th that highlights the most recent capital projects and HATG's 5 year plan.

The Chairman inquired about a price request for motion cameras for Armstrong Court. The Executive Director replied that they are very expensive; \$6,000 for two cameras.

Staff Reports:

Commissioner Boutelle asked why the work order reports are always a month behind. The Deputy Director replied that since the current month is not over, there are still work orders that are being worked on.

The Deputy Director asked for approval of \$16,000 worth of scholarships for 2017. HATG provides eight \$1,000 scholarships to high school seniors that live in HATG or receive Section 8 and eight \$1,000 scholarships to current college students living in HATG or receiving Section 8. After a motion duly made and seconded, all votes were in favor.

Commissioner Boutelle asked how the Family Self Sufficiency program is exhausted. The Deputy Director explained that there are 25 slots for this program which are all filled. A waiting list is generated to ensure there are available applicants.

The Chairman asked if HATG loses a Section 8 voucher when a participant moves to another town. The Deputy Director explained that some housing authorities absorb vouchers but most will send a bill for the rent and an administrative fee to the originating housing authority. Either way no vouchers are lost.

The Chairman inquired about the parking policy and police enforcement. The Deputy Director responded that the police department has been very helpful. They will be setting up a schedule for enforcement that will continue for a period of time.

Other/New Business:

RESOLUTION #437:

The Deputy Director requests the Board of Commissioners to approve a change in the Tenant Selection and Assignment Policy for Senior/Disabled Housing. The following addition to the policy is hereby requested as follows: "Or work in the Town of Greenwich or whose head or spouse has been hired to work in the municipality". After review, upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the Board approves the above mentioned addition in the Tenant Selection and Assignment Policy for Senior/Disabled Housing.

RESOLUTION #438:

The Finance Director requests the Board of Commissioners to approve a change in financial institution. The Housing Authority of the Town of Greenwich would like to move all bank accounts from Wells Fargo to Webster Bank. After review, upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the officers of the Housing Authority of the Town of Greenwich, Anthony L. Johnson (president), Terry Mardula (Secretary), Derrick Bryant (Treasurer), be authorized and directed to open a bank account for the Housing Authority of the Town of Greenwich with Webster Bank, in the Town of Greenwich, which hereby is authorized to honor the deposits of the Housing Authority of the Town of Greenwich, and checks drawn against such deposits signed by the Officers, as long as there are funds in the account.

RESOLUTION #439:

The Finance Director requests the Board of Commissioners to approve a change in financial institution. The Housing Authority of the Town of Greenwich would like to move all bank accounts from Wells Fargo to Webster Bank. After review, upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the officers of Quarry Knoll II, Anthony L. Johnson (president), Terry Mardula (Secretary), Derrick Bryant (Treasurer), be authorized and directed to open a bank account for Quarry Knoll II with Webster Bank, in the Town of Greenwich, which hereby is authorized to honor the deposits of Quarry Knoll II, and checks drawn against such deposits signed by the Officers, as long as there are funds in the account.

RESOLUTION #440:

The Finance Director requests the Board of Commissioners to approve a change in financial institution. The Housing Authority of the Town of Greenwich would like to move all bank accounts from Wells Fargo to Webster Bank. After review, upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the officers of Parsonage Cottage, Anthony L. Johnson (president), Terry Mardula (Secretary), Derrick Bryant (Treasurer), be authorized and directed to open a bank account for Parsonage Cottage with Webster Bank, in the Town of Greenwich, which hereby is authorized to honor the deposits of Parsonage Cottage, and checks drawn against such deposits signed by the Officers, as long as there are funds in the account.

RESOLUTION #441:

The Finance Director requests the Board of Commissioners to approve a change in financial institution. The Housing Authority of the Town of Greenwich would like to move all bank accounts from Wells

Fargo to Webster Bank. After review, upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the officers of Greenwich Close, Anthony L. Johnson (president), Terry Mardula (Secretary), Derrick Bryant (Treasurer), be authorized and directed to open a bank account for Greenwich Close with Webster Bank, in the Town of Greenwich, which hereby is authorized to honor the deposits of Greenwich Close, and checks drawn against such deposits signed by the Officers, as long as there are funds in the account.

RESOLUTION #442:

The Finance Director requests the Board of Commissioners to approve a change in financial institution. The Housing Authority of the Town of Greenwich would like to move all bank accounts from Wells Fargo to Webster Bank. After review, upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the officers of Town Hall Annex Corporation, Anthony L. Johnson (president), Terry Mardula (Secretary), Derrick Bryant (Treasurer), be authorized and directed to open a bank account for Town Hall Annex Corporation with Webster Bank, in the Town of Greenwich, which hereby is authorized to honor the deposits of Town Hall Annex Corporation, and checks drawn against such deposits signed by the Officers, as long as there are funds in the account.

Commissioner Boutelle stated that HATG negotiated favorable terms for residents of HATG with Webster Bank. The Executive Director directed the Deputy Director to have the managers mention the change of banks in their monthly newsletter. The Deputy Director asked when the change will go into effect. The Finance Director responded that he would first like to only test one property for a month and then transition the rest.

Mr. Chris von Keyserling commended the Executive Director for an extraordinary achievement with relocating residents at Wilbur Peck Court during the bathroom renovations. He added that this feat should make the Armstrong Court residents more comfortable with the rehabilitation work that is scheduled. Mr. von Keyserling mentioned the letter to the editor from an Old Greenwich resident that was in the Greenwich Time praising the Chairman on the great work that HATG does in bringing more housing to town. He claimed that HATG designs fit into the community instead of trying to change the community with housing that doesn't fit in. The Chairman mentioned that he is really proud of the work at Strickland Road because HATG received a \$2.5 million loan and only increased the debt service by \$500 per month by doing other negotiations. The Executive Director stated that planning and zoning would like for HATG to build more housing.

Motion to go into Executive Session at 6:24 p.m.

Motion to come out of Executive Session at 7:15 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:16 p.m.

Respectfully submitted by,

Lisette E. Contreras