

**HOUSING AUTHORITY OF THE TOWN OF GREENWICH**  
**Regular Meeting of the Board of Commissioners**  
**April 25, 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, April 25, 2012, in the community room at Wilbur Peck Court. The Chairman, George Yankowich, called the meeting to order in public session at 5:38 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 and Sam Romeo

Commissioner Absent: Laura Murphy

Staff Present: Anthony Johnson, Terry Mardula, Bruno Lacaria, Penny Lore, Lisette Contreras, Ruth Young, Teryl Elliott, John Yankowich and Winston Robinson

Legal Counsel: Louis Pittocco

Public: Cathy Landy and Vicki Camacho

The Chairman addressed the public and asked if there were any comments or concerns. Ms. Cathy Landy expressed concerns about the poor upkeep of the laundry machines. The lint in the dryers could be a fire hazard. The Deputy Director stated that he has an update on all the concerns at Armstrong Court and will speak on that during his staff report.

The Chairman informed the public that HATG has sent in the names of prospective tenant commissioners and the Selectmen will start the interviewing process soon. The Selectmen will be appointing three commissioners, one from state housing, one from federal housing, and one from the Town.

The Chairman asked about the sale of a unit at Hollowood Lane, which was developed by HATG. The Executive Director informed the Chairman that according to the Deed restriction the seller cannot profit more than 20% of the purchase price. The Chairman added, if the MAI increases 10%, then the purchase price increases 10%. The Chairman directed the Executive Director to look at the criteria and responsibility surrounding these units and determine HATG's role in the sale of the property.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on March 28, 2012. On a motion duly made and seconded, the Minutes, with revisions, were approved.

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 purchased through the use of the Management Fee account instead of having Parsonage seek a bank loan.
2. THAC- HUD in Washington, D.C. approved the transfer of the HAP agreement from THALP to THAC. We now need the final signoff from HUD legal in Hartford.

**TASK LIST 4/25/2012**

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

Finance Committee

Commissioner Curdumi reported that Quarry Knoll I and Greenwich Close are still operating at a deficit. 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 CDBG Advisory Committee will vote on it during a meeting scheduled for May 24<sup>th</sup>.

Commissioner Curdumi stated that a closing date for the Greenwich Close refinancing should be scheduled in about two weeks. The Chairman asked if there is still work to be done and if thirty days is enough time to complete it. The Executive Director responded that only the leasing office bathroom has to be renovated according to ADA standards. A plan is already in place for the work. Thirty days should be enough; HUD only requires legal certification that the work will get done. Lou Pittocco is HATG's closing attorney and John Brennan is Greystone's attorney. Commissioner Curdumi stated that the building department had 88 open permits for Greenwich Close from 1997. The Executive Director reported that the building department already inspected six units and a meeting is scheduled for Thursday, April 26<sup>th</sup> to inform us if the permits will be closed. The Building Department is trying to verify that there are no code violations.

Executive Director Report

The Executive Director informed that the heating system in Wilbur Peck Court is closed out and working well. Commissioner Settlemeyer asked if HATG will be saving money with this new system. The Executive Director responded yes and the final energy audit should be received within a week.

The Executive Director stated that the lowest bidder for the Wilbur Peck Court and Quarry Knoll emergency generator project is Sal Sabia Electric at \$79,845. The contract is being prepared to be signed.

The Executive Director reported that the painting and garden work at Town Hall Annex is going well. The contractor will charge HATG \$15,300 extra to repair the roof panel. The Chairman asked if it will come out from reserve money from the State. The Executive Director responded that HATG has money leftover and when it is paid it will be under operations. The Chairman asked if

\$90,000 were set aside for the soffit painting. The Executive Director responded yes; every month HATG is operating at a positive so it is cumulative.

The Executive Director informed that work is underway for the stairway at McKinney Terrace II. The beams are currently being installed and the ceiling tiles are in place. The Director of Planning and Development stated that the partition wall is in and that he has spoken to the contractor about fire protection, such as adding a fire door. The Chairman would like a fire expert to be contacted to have a fire prevention plan and for it to be added to the specs.

The Executive Director stated that all the CDBG projects are on hold because the contracts cannot be signed until the contract with HUD is signed. The Chairman explained that since HATG is committed to the projects they should still be put out to bid. If there is not a schedule for the Parsonage Cottage pavement work in place it will not be completed until October.

The Executive Director stated that Tony D'Andrea has not completed the Adams Garden survey. The Chairman stated that he would like to see the Adams Garden Kitchen Renovations project on the task list at a later date. The Executive Director explained that all the bearing testing was done at once and the target time is September 2012. The question at hand is whether to classify the expansion in Adams Garden as a separate project. Mr. Pittocco stated that if it has its own parking it can be classified as an LLC and kept separate from Adams Garden.

The Executive Director informed that we are in the process of putting together the building specs to bid out the bathroom exhaust vents at Armstrong Court. The soil specs were returned from the Town which concluded that no hazardous materials were found in the playground at Armstrong Court. The Chairman requested that the specs be forwarded to the Town Engineer.

The Executive Director reported that the bathroom in the Greenwich Close office and the lead wash will be completed in the next couple of weeks.

Commissioner Romeo inquired about the 2013 CDBG applications. The Executive Director responded that he has been working on finishing the applications. They are due on Tuesday, May 1. Two applications will be submitted; the renovations for the Armstrong Court playground and the renovations of the kitchens at Adams Garden. The Chairman would like for the applications to be submitted by Friday, April 27.

The Executive Director stated that the lighting in Armstrong Court is near completion. There is an issue with the outside light; they do not have a light sensor. The Director of Planning and Development stated that it is a side pin and they are not made in LED. The Executive Director added that the contractor is trying to fix the issue without changing the fixture. The Chairman recommended asking CL&P if they have any fixtures that can be used.

Commissioner Settlemeyer asked if there is any work that can be done on the Field Point Road side of Greenwich Close because it looks very unpleasant. The Executive Director responded that there will be some painting and landscaping work scheduled. The Chairman recommends contacting a color consultant to determine what color palate will work for the whole building other than white. The Executive Director also stated that the windows will be changed, the garage wall of building 20 will be tucked and the roofs will be repaired. The Chairman would like to have a master schedule of all the projects.

The Chairman inquired about capital projects at Parsonage Cottage. The Executive Director responded that Parsonage will bid out the driveway project, complete the putting green and install grease tracks. Ms. Lore stated that compliance for the installation of grease tracks was July 2011 but it is very expensive to install. Mr. Pittocco informed that he has someone he can recommend. The Chairman questioned about any improvements for the front doors. Ms. Lore responded that she might have the second door become a sliding door. The Chairman asked if the problem is pressing the button to open the door or pushing the door open. Ms. Lore stated that pushing the button is the problem. The Chairman recommends installing a sensor for the door to open automatically. Ms. Lore informed the Board that she will not submit an application to CDBG for the heating system this year. She will wait until next year to submit it. The grab bar installation in the bathroom costs less than \$5,000.

#### Staff Reports

The Deputy Director thanked Ms. Landy for the email she sent of the license plate of a non-resident dumping trash at Armstrong Court. A letter was sent to the residents asking for feedback regarding centralizing the dumpsters. The parking policy will soon be implemented in Armstrong Court similar to the one in Quarry Knoll. The Deputy Director stated that MacGray will be visiting all the developments for maintenance on the laundry machines starting on Monday, April 30. The Deputy Director stated that the police will start patrolling Armstrong Court soon. He met with the family, whose daughter's boyfriend allegedly was living in the unit. That was denied by the tenant. The Chairman asked if there are any plans to have police patrol Wilbur Peck Court. The Deputy Director replied no, with the camera system there is less problems there and there are no complaints. The Chairman requested to have signs in place for drivers to have caution when driving in due to children playing.

The Deputy Director suggested having signs on the properties not allowing dog walking instead of just cleaning after them. Dog walking is a big problem in McKinney Terrace. The Chairman replied that HATG is not allowed because the Town put an easement on the property that people can pass by there. Ms. Vicki Camacho stated that the dogs are from the neighbors and they pass through McKinney Terrace. However, there are no dog feces in the area. She stated that the seniors really like the dogs. The Deputy Director replied that he will look into that because some seniors did complain about the dogs.

The Deputy Director informed the Board that the parking sticker policy was implemented in Quarry Knoll and the majority of the tenants support it. About half of the tenants do not have cars.

The Deputy Director reported that there were no vacancies through April. There will be two vacancies coming up in Quarry Knoll I in May.

#### Other/New Business

The Chairman motioned to have "Changing Board Meeting Schedule" added to the agenda. Commissioner Curdumi seconded. The Board Meeting for May is scheduled for the 23<sup>rd</sup> and Commissioner Settlemeyer is not able to attend. The Chairman is not able to attend on May 22<sup>nd</sup> or May 24<sup>th</sup>. Commissioner Romeo is not available for the week of Memorial Day. Commissioner Romeo suggested having the meeting canceled if there is nothing pressing to tend to. The Chairman

decided to leave the meeting scheduled as is. Commissioner Curdumi instructed the Finance Director to schedule the insurance meeting for any Wednesday in June.

Commissioner Settlemeyer discussed the Board Goals for the year. She stated that if there are no objectives the Board Meetings are only informational. She would like to have a strategic plan by the end of the year on organization, financial objectives and staff education. The completion of the Advisory Board should be addressed as well as POCD issues. The Chairman stated that two steps need to be completed; first, the Board has to identify what is important, second, how it is going to be accomplished. This has to be discussed outside of this meeting. Commissioner Romeo believes that the Board should have goals and criteria that are attainable. He stated that the Advisory Board is a good idea and can be used as a resource but it will take time to set up without any Town involvement. The Chairman instructed Commissioner Romeo and Commissioner Settlemeyer to decipher how the Advisory Board is going to work.

Motion to go into Executive Session at 7:32 p.m.

Motion to come out of Executive Session at 8:51 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 8:52 p.m.

Respectfully submitted by,

Lisette E. Contreras