

**HOUSING AUTHORITY OF THE TOWN OF GREENWICH**  
**Regular Meeting of the Board of Commissioners**  
**May 1, 2013**  
*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, May 1, 2013, in the Community Room at Wilbur Peck Court. The Chairman, George Yankowich, called the meeting to order in public session at 5:35 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, Agripina Lopez, Sam Romeo, Bernadette Settlemeyer and Robert Simms Jr

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

Legal: Lou Pittocco

Public: Joan Yankowski and Chris von Keyserling

The Chairman welcomed the public and asked if there are any comments or concerns. Ms. Joan Yankowski stated a few concerns at Quarry Knoll: some trees experienced construction damage; Ms. Yankowski requested a review of security policy in the community room at Quarry Knoll I. The Chairman suggested having the issue discussed at the next resident council meeting. The Deputy Director reported that he sent out a memo regarding recycling along with the rent statements.

Commissioner Boutelle inquired about the revisions that are done to the minutes. The Executive Director replied that the approved minutes are posted to the website.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on March 27, 2013. On a motion duly made and seconded, the Minutes, with revisions were approved.

Review of the Task List - no new report on:

1. PC Tax Credit– the Limited Partners signed the Agreement December 3rd. The payout amount will be approximately \$170,000, final amount to be determined after completion of the audit.
2. THAC–Waiting for HUD to approve assignment of the HAP.

Finance Committee

The Meeting was held on April 30, 2013. In attendance were Commissioners Curdumi and Settlemeyer, the Executive Director and Finance Director. Commissioner Curdumi reported that Parsonage Cottage and Section 8 are operating at a deficit. Commissioner Curdumi stated that the Section 8 deficit is due to not receiving the funding for the Family Self Sufficiency program as well as HUD's reduction in Administrative Fee Income. If funding is not forthcoming, the deficit may be at \$80,000 by the end of the year. Commissioner Curdumi stated that the cost of non-critical repairs at Greenwich Close have decreased significantly due to projected reductions of the cost of the

elevator project. The Chairman stated that the possible relocation of some of the tenants should be included in the budget. The Executive Director responded that he will first ask the tenants if they have any family members they can stay with. The elevator upgrade should take about three weeks for each elevator.

The Finance Director went on to explain the effects of the sequestration and explained that the HAP subsidy was not affected in the first six months. He is not certain about the following six months.

#### Development Committee

A meeting was held on April 26, 2013. In attendance were Commissioners Romeo and Yankowich, the Executive Director, Finance Director, Director of Planning and Development, Director of Maintenance and project engineer Tony D'Andrea. Commissioner Settlemeyer complimented the Chairman on his strategy for Quarry Knoll II .

The Executive Director mentioned that he is waiting on Tony D'Andrea to give him a price on a complete site plan through approval from the Town for the new units at Adams Garden. The Executive Director stated that has met with DECD and CHFA to create the financing parcel. The Executive Director reported that we are ready to install the test kitchen at Adams Garden. The Chairman stated that the block grant funds will only cover half of the project and HATG has already applied for CDBG funding for the other half of the project. The Director of Development stated that on the CDBG application it was specified as phase 1 and phase 2. Commissioner Boutelle inquired about the process in selecting the units that will need the kitchens upgrades this year. The Executive Director stated that he can ask the Director of Maintenance to provide a list of units where the upgrade is most needed. However, the updates will be performed by building and he will not be skipping around the development.

The Executive Director stated that the Deputy Director already rented one of the units at Strickland Road for May 13<sup>th</sup> occupancy. Commissioner Romeo informed the Board that the Town replaced the fence and trimmed some of the overgrown trees. He will ask to have more trees trimmed. Commissioner Romeo stated that the First Selectman went to see the property and was amazed at the renovations. He plans on speaking with the Town about further development in the future. Commissioner Romeo spoke with the neighbors and they are very pleased with the upgrades being made to the property. Commissioner Boutelle suggested having more media on this project so the public knows what HATG does.

#### Administrative Committee

A meeting was held on April 25, 2013. In attendance were Commissioners Settlemeyer, Boutelle and Curdumi and the Executive Director. Commissioner Settlemeyer stated that the committee discussed two topics. The first topic is the personnel study; the committee received a proposal from NAHRO and is working on contacting more organizations. The second item discussed were the goals for the Executive Director. Commissioner Boutelle commented that the committee will be performing the Executive Director's annual evaluation. The Committee plans to meet with the Executive Director about two or three times during the year, as was the practice last year when done by the Chair. He stated that the Executive Director's job description is out of date and the committee was trying to match all job descriptions to the organizational chart. Commissioner Curdumi stated that community outreach should be one of the goals for the Executive Director. HATG should bring in services that improve the well-being of the tenants. The Executive Director agreed to document the services that HATG provides to the residents through outside organizations. The Deputy Director mentioned that HATG pays Family Centers to run the day care at Armstrong Court and HATG pays CCI to run computer training classes at Armstrong Court and Wilbur Peck Court. These are just some of the

programs that HATG provides for the residents. Commissioner Curdumi would like to have these items publicized. The Chairman suggested having staff attend the Board Meetings to explain their job responsibilities. This would be very helpful for the new commissioners.

#### Other Residences Committee

The Greenwich Close meeting was held on April 23, 2013. In attendance at the Greenwich Close meeting were Commissioners Yankowich and Settlemeyer, the Executive Director, the Finance Director, the Director of Development and the Greenwich Close Asset Manager. The Executive Director and the Director of Development have contacted different companies for prices concerning the elevator project. The Chairman stated that it is key to have the scope of the project clearly defined.

The Parsonage Cottage meeting was held on April 25, 2013. In attendance were Commissioners Yankowich and Settlemeyer, the Executive Director, The Finance Director, the Director of Development and the Parsonage Cottage Administrator. The Chairman inquired about the grease trap project. The Administrator responded that it is a work in progress. Commissioner Romeo asked if Parsonage received a \$5,000 donation.

#### Staff Reports

None other than those in the Board Packet.

#### Other/New Business

The Executive Director explained to the Board that there are 71 units at Greenwich Close that require new kitchens. The Executive Director would like the Board to approve awarding the job to Hope Kitchen Cabinets. The Executive Director provided the Board with three prices with Hope Kitchen Cabinets being the least expensive option. Because Hope Kitchen Cabinets operates outside of the HATG Procurement Policy, an exception was requested for this award only.

Commissioner Romeo motioned to make an exception to the procurement policy and award the project to Hope Kitchen Cabinets, the lowest bidder, without a sealed bid process and negotiating modified terms of payment: 50% of the project up front and 50% upon completion for the installation of each kitchen at Greenwich Close. Commissioner Settlemeyer seconded and all votes were in favor.

The Board signed Resolution #386 which voted by e-mail April 24, 2013 in approval of the base rent increase at McKinney Terrace I effective June 1, 2013.

Commissioner Romeo announced an upcoming meeting at Town Hall to discuss long term land leases to non profit groups.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:05 p.m.

Respectfully submitted by,

Lisette E. Contreras