

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
May 22, 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 22, 2013, in the Community Room at Quarry Knoll. The Chairman, George Yankowich, called the meeting to order in public session at 5:34 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, James Boutelle, Sam Romeo, Bernadette Settlemeyer and Robert Simms Jr

Commissioners Absent: Abelardo Curdumi and Agripina Lopez

Staff Present: Anthony Johnson, Terry Mardula, Penny Lore, Lisette Contreras, John Yankowich, Ruth Young, Patricia Muldoon and Winston Robinson

Legal: Lou Pittocco

Public: Joan Yankowski, Mary Szatkowski, Joan Marzullo, Gay Merritt, and Francis Trudden

The Chairman welcomed the public and asked if there are any comments or concerns. Ms. Joan Yankowski stated that the Quarry Knoll II buildings look nice and bigger.

Commissioner Boutelle invited a local resident who had written to him with concerns about the purchase of the Strickland properties by the Housing Authority to attend the meeting. The Chairman stated that several public hearings were held concerning this topic. There are five units on Strickland and there are no restrictions on the amount of people to occupy them. Two apartments are completed and already rented out. The remaining three are in the process of renovations. Commissioner Romeo added that the renovations has added value to the area. The next door neighbors have praises for HATG.

Ms. Yankowski stated that no one from housing goes to the Senior Network Provider meetings. The Executive Director replied that he will be attending their next meeting.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on May 1, 2013. On a motion duly made and seconded, the Minutes 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 May 16, 2013. In attendance were Commissioner Settlemeyer, the Executive Director and Finance Director. Commissioner Settlemeyer reported that there is \$500,000 in surplus due to expenses being stable. Parsonage Cottage monthly financials were positive due to receiving funds from the Fund Raising Board. In the future Parsonage will have a deficit operation if the vacancies are not filled. Currently there are seven vacancies. McKinney Terrace is operating at a deficit as a result of paying our quarterly mortgage. The following month at McKinney will be positive.

The Chairman inquired about the rent rebate flyers that were posted at our properties. The Deputy Director replied that the program is run by the Town through State funding. HATG's only involvement is by printing out tenants' yearly transaction reports. The State assists senior tenants who qualify with a rent rebate.

Development Committee

A meeting was held on May 17, 2013. In attendance were Commissioner Yankowich, the Executive Director, Director of Planning and Development and Director of Maintenance.

The Executive Director stated that the work at Quarry Knoll is progressing. He stated that he met with the Building and Fire Departments and resolved their issues with the current plan and they have approved the plan with slight modifications.

The Executive Director reported to the Board that he received the reports on the lead for Greenwich Close. He stated that it is not as pervasive as initially thought. He is working on completing an abatement plan with Eagle Environmental. They are providing a proposal to create an abatement plan.

The Executive Director mentioned that he is waiting on Tony D'Andrea to give him a price on a complete site plan for the new units at Adams Garden. The Executive Director stated that Hope Kitchens will install a test kitchen at Adams Garden starting next week and we will be performing additional modifications.

The Executive Director stated that he and the Parsonage Cottage Administrator met with CDBG regarding the Parsonage Cottage loan forgiveness and will meet with them again tomorrow to make the presentation to the CDBG Committee.

The Executive Director informed the Board that the 2nd Strickland unit has been rented. Much more work than anticipated needs to be done to the two-family house; there are many building and fire code issues. However, there is still sufficient money from the financing to perform this work. The Executive Director stated that he has two proposals for the landscaping and will seek one more.

Administrative Committee

A meeting was held on May 16, 2013. In attendance were Commissioners Settlemeyer, Boutelle and the Executive Director.

Commissioner Settlemeyer stated that the committee continues to work on personnel items. They are seeking bids for the personnel study. Commissioner Boutelle added that their goal is to have a proposal to bring to the Board by next month.

Commissioner Settlemeyer stated that the Executive Director goals were discussed as well at the meeting. Commissioner Boutelle requested to discuss the Executive Director goals during Executive Session.

A discussion was held regarding adding the Deputy Director to the Committee as an official member. The Chairman concluded that for the purposes of having a quorum there will only be four members in the Committee and the Deputy Director can act in the stead of the Executive Director.

Other Residences Committee

The Greenwich Close meeting was held on May 22, 2013. In attendance were Commissioners Yankowich, Settlemeyer and Simms and the Greenwich Close Asset Manager. The Chairman stated that several issues were discussed including the marketing plan and creating a database.

The Parsonage Cottage meeting was held on May 22, 2013. In attendance were Commissioners Yankowich, Settlemeyer and Simms and the Parsonage Cottage Administrator. The Administrator informed the Board that marketing efforts are going well and that all vacancies should be filled by June 1st. She indicated that the referral process from the housing managers is not happening. The Chairman directed the Deputy Director to discuss the referral process with the managers.

The Administrator stated that she attended a 32-hour regulation course and took an exam. Eventually all Parsonage Cottage staff will have to attend it as well and take the exam.

Staff Reports

None other than those in the Board Packet.

Other/New Business

The Executive Director stated that he will have the contractor recommendation for the Wilbur Peck Court window replacement at the next Board Meeting. The Chairman commented that he saw the ad for the bid on the website.

Motion to go into Executive Session at 6:18 p.m.

Motion to come out of Executive Session at 7:30 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:31 p.m.

Respectfully submitted by,

Lisette E. Contreras