

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
June 24, 2015
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, June 24, 2015 at the McKinney Terrace II Community Room. The Chairman, Sam Romeo, 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 E. Contreras, to act as secretary for the meeting.

Commissioners Present: Sam Romeo, James Boutelle, Cathy Landy, Angelo Pucci, Robert Simms Jr and George Yankowich

Commissioners Absent: Abelardo Curdumi

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

Legal: Lou Pittocco

Public: Joan Yankowski, Timothy Bassford, Otto Carbino, Jr., Cindy Gordon, Joseph Inzitari, Jennifer Chambers, Lily Alvarez, Mary White, Karina Lindao, Oscar Lindao, Alberto Figueroa, Arielle Michel, Victoria de Mar Lowensen, Dolores Braxton, Sherry Inger, Mary Bryant, James Gordon, Cynthia Ferenz, Elda Schupp, Cheryl Gidarie, Dorothy Livingston, Julio Ramos, Maria Villao, Priscila Hurtado

The Chairman welcomed the public and asked for any comments from residents. Mr. Timothy Bassford asked when the elevator will be completed; it has been ongoing since 2012. Commissioner Yankowich replied that there were several structural issues with the project and the contractors were taking too long to correct them. At the moment there are a few electrical issues and the project is very close to completion. Mr. Bassford asked if there are any plans for a major remodeling of McKinney Terrace II. Commissioner Yankowich responded that there aren't any plans at the moment.

Ms. Joan Yankowski asked if there was any news on the lock being fixed to the community room doors at Quarry Knoll I. The Development and Planning Manager responded that it is in process; he is waiting on a work schedule from the contractor. Ms. Yankowski complained about the money machine in the laundry being broken for over a week. The Deputy Director stated that he was aware that MacGray was at the property today, however, he was not sure if the money machine was fixed. Ms. Yankowski stated that there was a party over the weekend and all the new furniture in the community room was taken outside; she would like to know if a memo can go out. The Deputy Director replied that he would add something to that effect on the community room rental form.

Mr. Otto Carbino, Jr. stated that he has seen a lot of abuse done to the building, such as cigarette buds on the floor, non-handicapped cars parked in handicapped spaces. The Chairman inquired as to whether McKinney Terrace had an active resident council. Mr. Carbino replied that there has not been a resident council for ten years. Commissioner Boutelle stated that there are fines for parking in handicapped spaces and the police will enforce that. He added that HATG is in the process of becoming non-smoking and once it is, it should help with the cigarette butts on the floor. The Deputy Director informed the residents that it will go into effect January 1st 2016 and smokers will have to smoke 20ft away from the building.

Ms. Jennifer Chambers stated that every first Thursday of the month a resident meeting is held and only about 5 people attend despite having signs posted. The Executive Director informed the residents that PHRN will have a meeting tomorrow with the residents and they can inform everyone on how to form a resident council. This meeting will take place because McKinney Terrace I and II are next on the State's list for funding. Ms. Chambers stated that the lines in the parking lot are completely faded and some people use two parking spaces. The Chairman asked if the lot can be sealed and painted. The Executive Director replied that it can be done. Mr. Bassford asked if speed bumps can be added because people drive too fast. Commissioner Yankowich responded that it will have to be checked with the Town first.

Mr. Alberto Figueroa stated that management is not as involved with the tenants since Winston Robinson left. He added that he didn't know about the board meetings. The Deputy Director stated that he had a meeting a few months ago with the residents. The Executive Director clarified that it's a resident's function to form a meeting. Mr. Figueroa went on to say that his refrigerator has mold and when he asked for a replacement the Asset Manager and the Maintenance Mechanic both said that it cannot be replaced. The Executive Director told Mr. Figueroa that he would go to his house to look at the refrigerator after the meeting.

Ms. Cynthia Gordon stated that the building hallway light next to her apartment has been out and apparently it cannot be changed due to the construction. The Planning and Development Manager replied that he would look into it.

Mr. Timothy Bassford thanked the Housing Authority for giving him a nice place to live. Ms. Mary White stated that there is always a problem with the boiler; the downstairs of her apartment doesn't heat up in the winter. The Executive Director responded that the boilers have to be changed. Commissioner Yankowich suggested looking at the insulation beneath the floor.

Ms. Lily Alvarez from Armstrong Court thanked the Housing Authority for her apartment.

Mr. Joseph Inzitari stated that his porch is falling apart; the stairs are rotted and the rails are coming down. The Planning and Development Manager replied that the repairs are in process; he has spoken to the contractor and the Maintenance Director. The Executive Director explained that in order for a building to fund any projects reserves are accumulated through rents, however, McKinney Terrace I doesn't have reserves because of a mortgage that HATG is paying to the State. He informed the residents that HATG applied for CDBG funds for the rotting wood for McKinney Terrace I and II, however, they only approved the funds for McKinney II. HATG will have to find another source of funding the McKinney Terrace I. The Executive Director added that McKinney Terrace II is more of a priority because the work cannot be done in house. A task force will be assembled to work on the rotting wood at McKinney Terrace I.

Ms. Mary White expressed her concerns regarding her relationship with her Asset Manager. She states that she has spoken to her supervisor because she feels that the Asset Manager has a nasty attitude. She has to communicate with her manager through emails. Ms. White feels that nothing is done about her attitude. The Executive Director replied that customer service is always important to HATG and will address his concern. Commissioner Romeo moved to place the issue under executive session to be discussed for the next board meeting. Mr. Alberto Figueroa stated that he has a problem with his Asset Manager's attitude as well.

Another tenant commented on her frustration with the answering service stating that she has had to wait on hold for up to fifteen minutes for them to answer a call. The Chairman agreed with the tenant and stated that something needs to be done about that answering service.

Ms. Arielle Michel stated that when it rains heavy the water does not go down the drain. Ms. Mary Bryant agreed that something is wrong with the gutters. The Chairman responded that he noticed that as well and will take care of it.

Ms. Priscila Hurtado from Armstrong Court mentioned that she just moved to the complex and is very appreciative of her new apartment. She is very happy there.

Mr. Oscar Lindao stated he has lived at McKinney Terrace for seven years and thinks the HATG does a great job. However, his bathroom backs up constantly during the winter. There is probably a problem with the main drain. The Executive Director responded that he can look at what is causing it.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on May 27, 2015. On a motion duly made and seconded, the Minutes, with revisions, were approved.

Finance Committee

The Finance Committee met Wednesday, June 24, 2015. In attendance were Commissioner Boutelle, the Executive Director, Deputy Director and Finance Director.

Commissioner Boutelle reported that the financial statements for May were reviewed as well as the year to date statements. Commissioner Boutelle mentioned that the auditors from CohnReznick were at the office conducting the 2014 audit. Commissioner Yankowich stated that reserves should be shown as an expense, not depreciation. Commissioner Boutelle noticed that the statements do not reflect management fees or PILOT payments. Commissioner Boutelle reported that HATG continues to experience a shortage in the administrative fee. The Executive Director stated that all programs are operating at a surplus except for Agnes Morley Heights and Quarry Knoll I.

Development Committee

The Development Committee met on Wednesday June 24, 2015. In attendance were Commissioner Romeo, Commissioner Yankowich, the Executive Director, the Director of Maintenance and the Planning and Development Manager.

The Executive Director informed the Board that HATG received a \$300,000 loan offer from the State for Armstrong Court. HE hopes that it's a good indication that the State is leaning towards offering HATG the grant that was applied for. The Executive Director will have Attorney Lou Pittocco review the contract before signing it. The Planning and Development Manager reported that the soil testing for Armstrong Court returned as not contaminated. Commissioner Boutelle

requested to have the report sent to the Board. Commissioner Yankowich requested to have the conclusion of the report in the minutes. The Executive Director explained that clean is different than polluted which is different than contaminated. The report states that the soil is not contaminated above the Residential Direct Exposure Criteria standards.

The Planning and Development Manager stated that CDBG is recommending \$179,700 for McKinney Terrace II. The Planning and Development Manager reported that he trying to get Wernert back on track with the elevator project at McKinney Terrace II.

The Planning and Development Manager informed the Board that there is a problem with the kitchens at Adams Garden where the manufacturer of the cabinets either didn't order enough cabinets or they weren't delivered to the site; the project is currently on hold. The Planning and Development Manager stated that there are 36 kitchens that have been renovated and they are working on finishing the cabinets. Commissioner Pucci asked if there is a problem with the contractor waiting around for the cabinets. The Planning and Development Manager replied that he worked out that issue with the contractor. The Executive Director stated that tenants with completed kitchens are very happy with them. Tenants that are caught in this predicament with temporary kitchens are not happy. The problem was that Gibraltar was not as organized as Redstone. Costs associated with the problem will be incurred by Gibraltar.

Commissioner Yankowich stated that CDBG is recommending \$113,000 for the boiler at Parsonage Cottage. The Chairman mentioned that HATG is on the Board of Selectmen meeting agenda for a Municipal Improvement for the handicapped ramp at Parsonage Cottage.

The Executive Director informed the Board that HATG has been awarded the NAHRO National Award of Merit and has been nominated for the Award of Excellence for the work at Quarry Knoll II. Commissioner Boutelle suggested the story should be in the newspaper.

Administrative Committee

The Administrative Committee did not meet this month.

Other Residences Committee

The Other Residences Committee did not meet this month.

Executive Director Report

The Executive Director informed the Board that HUD conducted the MOR review for Quarry Knoll II. HATG is awaiting their report which can take up to thirty days. The Deputy Director stated the reviewers did not appear to come with an agenda. They looked at ten files and had questions on one file. The Deputy Director hopes that HATG receives a good score. Commissioner Pucci asked who from the staff was interviewed. The Executive Director replied that they interviewed Senior Asset Manager Teryl Elliott. Commissioner Yankowich asked if the reviewers spoke to any tenants. The Deputy Director replied that they did not; they drove to the property and looked around for about five minutes.

The Executive Director reported that he attended a HUD meeting in Boston regarding funding for the Section 8 program. HUD is looking at ways to fund the program more because it is currently underfunded. HUD is not sure how to present the proposal to Congress.

The Executive Director reiterated that the PHRN meeting tomorrow is very important

Commissioner Boutelle inquired about the development proposal mentioned in the report. The Executive Director replied that it's something that Pecora is looking into; nothing real at the moment. Commissioner Yankowich stated that Katie DeLuca spoke to the Chairman about another parcel for sale.

Staff Reports

The Deputy Director stated that there was a section 8 briefing last week. At the moment there are thirty applicants looking for units. The Deputy Director is hoping that at least a third will lease up.

Commissioner Yankowich asked if HATG has gone through the housing waiting list. The Deputy Director replied that only for the two bedroom moderate income list. There are enough applicants on the list for three bedrooms and low income. The Deputy Director stated that he is planning on opening the waiting list. Commissioner Yankowich suggested looking at applicants at the tax credit level.

Other/New Business

Commissioner Yankowich inquired about the scholarships. The Deputy Director replied that they are in the process of reviewing the essays that were received.

The Chairman requested to add personnel matters on the agenda under executive session for next month's meeting. Commissioner Yankowich suggested that staff should address the issue with the Asset Manager between now and the next meeting. Commissioner Boutelle added that the discussion during executive session should be at the discretion of the individual being discussed. Attorney Pittocco suggested the item be referred to the Administrative Committee.

Motion to go into Executive Session at 7:07 p.m.

Motion to come out of Executive Session at 8:29 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 8:31 p.m.

Respectfully submitted by,

Lisette E. Contreras

Conclusion to the Armstrong Court Soil Investigation

Fuss and O'Neill conducted a subsurface investigation at the site on May 19, 2015. The investigation included the completion of eight soil boring locations which were predetermined by the Greenwich Housing Authority and the Greenwich Planning and Zoning. The analytical data generated from this boring and soil sampling program, generally confirm the previous sampling results conducted by Melick-Tully Associates. Soil at the site is polluted, which is likely a result of fill material that includes asphalt, brick, coal, and glass fragments. Soil does not appear to be contaminated above the Residential Direct Exposure Criteria in the locations sampled, please note that some PAHs had elevated reporting limits due to matrix interferences at the laboratory.