

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
June 26, 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, June 26, 2013, in the Community Room at McKinney Terrace II. The Chairman, George Yankowich, called the meeting to order in public session at 5:39 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, Sam Romeo, Bernadette Settlemeyer and Robert Simms Jr

Commissioner Absent: Agripina Lopez

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

Legal: Lou Pittocco

Public: Joan Yankowski, Elda Schupp, Patrick Gotch, James Gordon, Carmen Sandarciero, Cindy Gordon, Bill Dalto, Gail Frederick, Emanuel Lewis and Tim Bassford

The Chairman welcomed the public and asked if there are any comments or concerns.

Mr. Emanuel Lewis stated that there have been knocks at his door at night and no one is at the door when he opens. The Deputy Director commented that he investigated the case and was unable to determine that someone is knocking on tenants' doors. The Executive Director indicated that HATG will install cameras, and that the Director of Planning and Development is in the process of deciding where to install the cameras. The Executive Director stated that the cameras should be installed by the end of August.

Mr. Dalto asked what the parking policy is. The Deputy Director replied that one car per registered driver is allowed to park in the parking lot and signs will be installed soon.

Ms. Joan Yankowski stated that there are non-residents parking in Quarry Knoll overnight. The Deputy Director replied that if she is able to give him a license plate number, he will address the situation. The Executive Director added that tenants can call the overnight answering service if they wish to remain anonymous regarding parking complaints. Ms. Yankowski mentioned that new tenants have not received their parking stickers. The Deputy Director stated that he will speak with the Housing Manager; that should not happen.

Mr. Tim Bassford stated that the Section 8 Manager should go to McKinney Terrace II more often to help tenants that have mobility issues. Commissioner Boutelle mentioned that he is the Executive Director of the Transportation Association of Greenwich (TAG) and they service the elderly or disabled. The Deputy Director asked Mr. Bassford if he was referring to the Annual Recertification

process. The Executive Director explained that it is ideal for recertifications to be completed in the office because it is a complex process and the office makes it more private.

Ms. Elda Schupp stated that the front door sometimes shuts while people are walking through. The Executive Director replied that the installer will check the door.

Mr. Bassford requested to have “No litter” and “Slow down for children” signs placed at the property. He also requested to have the “No Dogs on property” signs removed stating that the dogs that are walked on the property are good for residents. The Deputy Director replied that the signs were added due to people not picking up after their dogs.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on May 22, 2013. On a motion duly made and seconded, the Minutes, with revisions were approved (Commissioner Curdumi abstained due to absence).

Finance Committee

The Meeting was held on June 25, 2013. In attendance were Commissioners Curdumi and Settlemeyer, the Executive Director, Deputy Director and Finance Director. Commissioner Curdumi reported that Section 8 is operating at a deficit of \$35,000. The Chairman asked if this is due to the sequestration. The Finance Director replied that part of it is. He added that this year HATG can get by but he is not sure about next year.

Commissioner Curdumi stated that Greenwich Close is currently not going over the escrow account; however, the lead abatement might go over the escrow account. The Chairman instructed the Finance Director to include the Management Fee fund analysis in the monthly board packet. Commissioner Boutelle asked the Finance Director why only two developments are operating at a deficit due to the extra payroll in May. The Finance Director responded that the rest of the properties were also affected by the extra payroll week but were operating at a surplus.

Commissioner Curdumi reported that the property insurance includes wind damage. He stated that the Finance Director is trying to receive bids from other companies. The Executive Director mentioned that HATG has a better policy than other housing authorities. Commissioner Boutelle would like for the Administrative Committee to be included in discussions pertaining insurance. Commissioner Boutelle asked if the meetings with tenants regarding renters insurance were held already. The Deputy Director replied that a mailing will be going out to Quarry Knoll soon. Commissioner Romeo added that some residents have gone out and purchased renters insurance on their own.

Development Committee

A meeting was held on June 12, 2013. In attendance were Commissioner Romeo, the Executive Director, Director of Planning and Development and Director of Maintenance.

Commissioner Romeo stated that the Executive Director met with Interstate Windows, which was the low bidder for the window replacement at Wilbur Peck Court. He added that the bid is well within HATG’s budget and they come with a lifetime warranty.

The Executive Director reported to the Board that he would like to get the elevator bid approved for Greenwich Close. The contractor will replace everything except for the main motor. They will have a new tracking system, a new controller and the interior of the car will be redone. This will be accomplished for \$256,000.

Commissioner Romeo informed the Board that HATG received the building permit for the main house on Strickland. One of the garages fell down with the storm and we are waiting for the permit to be issued to demolish the remaining garage.

The Chairman stated that HATG had three applications for CDBG funding and has withdrawn one of the applications. The CDBG Board recommended \$50,000 for the emergency communication system at Parsonage Cottage and the full amount for the Adams Garden kitchen replacement. The CDBG Board also recommended that half of the asking amount for the Adams Garden kitchens that would be awarded in 2014 to be awarded in 2013. HATG will now be able to replace 62 kitchens instead of 40 this year.

The Executive Director informed the Board that the McKinney Terrace II elevator project cost much more than anticipated. He assured that once the other projects were completed, the elevator project will be continued.

Administrative Committee

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

Commissioner Boutelle stated that the committee has a final proposal from NESC, which seemed to be the most qualified to conduct the personnel study. The cost of this study is \$8,000. In order to complete the study, NESC will ask all pertinent employees about their jobs as well as their supervisors. NESC will also go to the market to find comparable job descriptions and salary ranges. Commissioner Romeo asked how long the study will take. Commissioner Settlemeyer replied that it should take about three months. Commissioner Romeo asked if HATG has the option to adopt the results of the study. Commissioner Settlemeyer stated that it will be informative and will make adjustments if needed.

Commissioner Boutelle motioned to approve the NESC personnel study as amended, excluding Union employees. Commissioner Curdumi seconded. 5 voted in favor, 1 abstained, 1 absent.

Commissioner Boutelle stated that he would like to attend a Conn-NAHRO ethics training in Tampa, FL as well as Commissioner Simms. The Chairman replied that the Board approves of the training.

Other Residences Committee

The Greenwich Close meeting was held on June 26, 2013. In attendance were Commissioners Yankowich, Settlemeyer and Simms, the Executive Director, Finance Director, Director of Planning and Development and the Greenwich Close Asset Manager. The Chairman stated that Greenwich Close is 100% occupied. The Deputy Director added that a HUD unit will soon become available at Greenwich Close.

The Parsonage Cottage meeting was held on June 26, 2013. In attendance were Commissioners Yankowich, Settlemeyer and Simms, The Executive Director, Finance Director and the Parsonage Cottage Administrator. The Chairman stated that Parsonage Cottage will be 100% occupied as of next Tuesday. Commissioner Settlemeyer added that the grease trap project is progressing. The Chairman informed the Board that the Parsonage Cottage Administrator was interested in placing an ad in the Greenwich Patch which would cost \$580 per month. The Executive Director replied that he asked the Administrator for the demographics on who reads the Patch. The Chairman suggested only advertising for three months as a trial.

Executive Director's Report

The Executive Director stated that HATG closed on the Putnam Avenue parcel.

The Executive Director reported that he attended a meeting with the Finance Director and Mike Santoro from DECD. Mr. Santoro explained that HATG barely missed the points needed to qualify for the Congregate Housing funding. The Executive Director added that Mr. Santoro has been not been able to send the letter regarding the \$250,000 in funding, but will as soon as he is able.

The Executive Director informed the Board that he was able to negotiate with the Fire Department on the modifications needed for Quarry Knoll.

Staff Reports

Commissioner Boutelle inquired about the rent collections in Armstrong Court. The Deputy Director replied that he will be stipulating about three or four cases. He added that the Town will pay one tenants rent because she is in the hospital.

The Chairman requested for the housing manager to attend the board meeting when it is held at the manager's site.

The Deputy Director reported that the new laundry contract was awarded to Mac-Gray and HATG will have increased revenue as well as new machines. The Chairman asked if the revenue stays with the property. The Finance Director replied that it does.

The Chairman commented on the flyer for the upcoming block parties and encouraged the rest of the Board to attend.

Other/New Business

The Executive Director is requesting the Board approve the contract with Interstate Windows for the replacement of the windows at Wilbur Peck Court for the amount of \$586,960.

The Executive Director is requesting the Board approve the contract with Northeast Elevator for the installation and overhaul of the elevators at Greenwich Close for the amount of \$256,000.

Upon motion and second, the Board voted unanimously to approve the award of the window and elevator contracts as recommended by the Executive Director.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:43 p.m.

Respectfully submitted by,

Lisette E. Contreras