

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
June 27, 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, June 27, 2012, in the community room at McKinney Terrace II. The Chairman, George Yankowich, called the meeting to order in public session at 5:40 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, and Bernadette Settlemeyer

Commissioners Absent: Sam Romeo and Laura Murphy

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

Public: Magdalene Bock, Andree Bohy, Cindy Gordon, Jennifer Chambers, Mynita Jackson, Carmen Sandarciero, Susan Sabatino and Dolores Braxton

The Chairman addressed the public and asked if there were any comments or concerns. Ms. Dolores Braxton inquired about the work going on the third floor. The Chairman replied that a new elevator will be installed and a new stair was also installed to access the attic.

Ms. Mynita Jackson expressed concern over her kitchen window because it cannot be opened. It gets very hot in the kitchen and she would like a window that opens/closes. Ms. Cindy Gordon stated that her living room window is very hard to open and close. Every time she wants to open or close her window she has to call the office to ask maintenance to do it for her. The Executive Director explained that due to the nature and expense of the windows, all of them could not be made to open and close. Ms. Jackson stated that the window she previously had was able to open and close and she was told by the contractor that her window would not be replaced, but it was replaced with a fixed window. She went on to say that she had to buy a fan for the kitchen to move the air. The Executive Director informed the tenants that he would ask the contractor to return and check the balance of the windows that are difficult to open.

Ms. Magdalene Bock asked if there are any plans to build a ramp into the second floor. The Chairman responded that a ramp would not be possible to install there because it would be too steep and there is not enough space to accommodate the rise and run required by code.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on May 23, 2012. On a motion duly made and seconded, the Minutes, with revisions, were approved.

(Commissioner Settlemeyer abstained due to her absence.) Approval of the Minutes of the Special Board Meeting on June 13, 2012 will be held until the next Board Meeting.

The Executive Director informed the public that HATG will be performing additional work at McKinney Terrace II including, installing a new elevator, installing insulation in the units on the ceiling tile. The ceiling tiles will be replaced. This work will promote energy savings and sound proofing. The Chairman explained that insulation was installed over a sample apartment and the tenant stated that it was quieter and much warmer in the winter. The Executive Director stated that a security camera will be installed on the first floor hall to discover if anyone is disturbing residents by knocking on apartment doors at night.

Review of the Task List

1. PC Tax Credit–The Executive Director explained that the buyout might not be completed by June 30th. The buyout amount is estimated to be \$160,000.
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 6/27/2012

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

Finance Committee

Commissioner Curdumi reported that all developments are operating at a surplus except for Quarry Knoll I and Greenwich Close. The Finance Director believes that Quarry Knoll I will have a modest surplus by the end of the year. Commissioner Settlemeyer stated that Greenwich Close should operate at a surplus due to the refinancing. Commissioner Curdumi stated that he received the audits for Parsonage Cottage, Town Hall Annex and Quarry Knoll.

Commissioner Curdumi stated that CFO’s approval of contracts should be documented prior to the signing of the contract. The CFO will implement this procedure.

The Chairman requested to have an administrative budget. The Executive Director stated that he will direct the CFO to provide that information.

Executive Director Report

The Executive Director stated that the installation of emergency generators at Wilbur Peck Court has already begun. The change orders requested were not approved.

The soffit painting in Town Hall Annex is complete. The walkthrough is still pending. The sprinklers for the garden were approved and will be installed.

The emergency lights in Armstrong Court are complete and we are awaiting inspection. The contracts for the bathroom vents are ready to be signed.

The Executive Director stated that he signed the CDBG contract for the McKinney Terrace II insulation and ceiling tiles. HATG will buy all the materials and will hire the labor to install these products. The Chairman would like to see how this work is being funded. The Director of Planning and Development stated that he has started researching prices for the materials. The labor cost will be about \$40,000. The Executive Director mentioned that the elevator design is close to being completed and we are preparing to publically bid the project.

The Executive Director informed the Board that CHFA approved the siding project for Quarry Knoll II. The contract preparation is underway. ARC will be meeting on July 25th to review and approve the project. The Executive Director stated that the ARC has a tendency to insert their choices of color and materials as they review the proposal. The Executive Director will not debate with the committee and will accept their recommendations.

The Executive Director stated that the contractor is ready to dig up and scope the drain line for the Adams Garden expansion. The Director of Planning and Development is currently contacting modular companies to help plan and design our buildings.

The Executive Director informed the Board that the ADA bathroom and entryway in Greenwich Close is complete. The brick pointing will start next week on the rear of building 20.

Staff Reports

The Deputy Director informed the Board that the fire in Armstrong Court was caused by the tenant leaving the stove burner on. The whole apartment was damaged. The repair work is ready to begin. The tenant is currently staying with family. The cost to repair will be around \$30,000. The tenant will be charged the \$2,500 insurance deductible. The damage in Wilbur Peck Court was caused by the tenant hanging something from the sprinkler head. There was not much damage done to that apartment, but the two lower apartments were completely flooded. This is a \$15,000 job which should be completed within the next two weeks. The tenant will also be charged the \$2,500 insurance deductible.

The Deputy Director stated that a family from Greenwich Close on the FSS program has an escrow account of \$30,000 earned during a six year period. They are looking to move into a unit that is a rental with an option to buy in Danbury. Commissioner Curdumi has volunteered to present the check to the tenants. The Deputy Director will let the Commissioner know when the check will be presented to the family.

The Deputy Director informed the Board that he will meet with Jay Greco tomorrow about the enclosures for the dumpsters at Armstrong Court.

The Deputy Director reported that 35 out of the 144 apartments have not received their parking stickers. The parking signs will be installed July 10-15. This parking policy goes into effect in mid-July.

Ms. Penny Lore stated that there are currently 39 occupied rooms. A tenant from Parsonage Cottage will be moving into Agnes Morley Heights. Ms. Lore reported that the residents and their families are enjoying the putting green.

Other/New Business

Commissioner Settlemeyer mentioned the strategic plan that the Greenwich Library published. She would like to discuss implementing a strategic plan for HATG and the advisory committee during the next Board Meeting.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 6:56 p.m.

Respectfully submitted by,

Lisette E. Contreras