

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
July 23, 2014
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, July 23, 2014 at the Agnes Morley Heights 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 Contreras, to act as secretary for the meeting.

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

Commissioners Absent: James Boutelle

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

Legal: Lou Pittocco

Public: Joan Yankowski

The Chairman welcomed the public stating that this was his first meeting as Chairman. The Chairman thanked Commissioner Yankowich for bringing a new level of development to HATG. The Chairman thanked HATG staff as well for their commitment. The Chairman asked the public for any comments. Ms. Joan Yankowski thanked the Executive Director for the new furniture and new folding chairs in the community room. Ms. Yankowski asked the Deputy Director if there is an update on the fumigation for ticks and mosquitos. The Deputy Director replied that it is in his report and will discuss it when the meeting gets to that part.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on June 25, 2014. On a motion duly made and seconded, the Minutes were approved.

Finance Committee

The Finance Committee did not meet this month.

Development Committee

The Meeting was held on July 18, 2014. In attendance were Chairman Romeo, Commissioner Yankowich, the Executive Director, Maintenance Director and the Planning and Development Manager.

Commissioner Romeo informed the Board that the interior of the Strickland Road property is complete. The Executive Director added that the landscaping work started today. The Deputy

Director reported that the upstairs unit at 85 Strickland is rented effective August 1st. He added that one of the duplex units will be vacated effective July 31st and it is already rented effective August 7th. The Chairman stated that the scaffolding is up on #85. The Executive Director added that painting will start soon. Commissioner Yankowich requested to have a proforma done for that project.

The Planning and Development Manager stated that he met with the cabinet installer for the Adams Garden kitchens, Gibraltar, and signed the proposal. He is now waiting for a timeline. Gibraltar's proposal came in under the estimated budget. The Chairman stated that a second test kitchen will be completed so as to diminish the amount of possible change orders during the project. Commissioner Yankowich asked if Davis Bacon Wages will be used. The Planning and Development manager confirmed that Davis Bacon Wages will be applied.

The Planning and Development Manager informed the Board that he is waiting on a proposal for the playgrounds at Adams Garden and will work on getting two more. The Planning and Development Manager stated that a retaining wall might be needed for the first playground. Commissioner Pucci inquired about the age appropriateness of the playgrounds. The Planning and Development Manager replied that the playgrounds will be for children between five and twelve years.

The Planning and Development Manager reported that the elevator at McKinney Terrace II was on hold by the contractor therefore HATG is holding their payments.

The Planning and Development Manager stated that he met with Mike Skolberg from Mechanical Marketing Inc. regarding the boilers in Armstrong Court. He is looking at completing the project in phases because he doesn't think it can be done all in one phase. The Executive Director added that the proposal from Marchetti was too high. The Chairman stated that temporary boilers will have to be installed while the work is being done. Commissioner Yankowich directed the Executive Director to speak with Princess Erfe from Community Development to clarify the work that will be done for the boilers.

The Executive Director stated that he met with an engineer, project manager and architect on how to design Armstrong Court. The architect will have drawings to present to the Development Committee. The Executive Director explained the situation regarding the time frame to everyone involved and they understood. Commissioner Landy asked if the rehab will only be done to the outside of the buildings or if the inside of the apartments will be worked on as well. Commissioner Yankowich stated that the architect will design the modifications to the floor plan but it ultimately depends on how much funds HATG receives from the State. He added that the funds from the State are meant to rehabilitate the project which includes the inside of the apartments.

Administrative Committee

The Administrative Committee did not meet this month.

Other Residences Committee

The Meetings were held on July 18, 2014. In attendance were Commissioner Yankowich, Commissioner Simms, the Executive Director, Planning and Development Manager and the Greenwich Close Asset Manager.

Commissioner Yankowich stated that during the meeting the Greenwich Close Asset Manager discussed how he is reorganizing the way he does business. The Asset Manager prepared a comparison of revenue from previous years and showed that occupancy as well as other revenue is up.

The Executive Director reported that Maher and Greenwald is working on the landscaping on the front of Greenwich Close. They will start planting flowers this week and the fence will be ordered. Hedges were donated and are being installed.

The Executive Director stated that the roof at Greenwich Close needs more work done in order to warranty it.

The Planning and Development Manager stated that HATG has two proposals for the lead abatement at Greenwich Close and is seeking additional. Some work is currently being done in house.

The Chairman mentioned that there is a leaking problem in the garage of Greenwich Close. The Executive Director replied that due to no membrane over the roof of the garage and with water seeping through the lawn, it would be very expensive to fix the problem. HATG has done work around the doors to help the problem but it still leaks.

Commissioner Yankowich stated that the Parsonage Cottage Administrator is working on the 27 year plan however she is waiting on the Finance Director to complete the operating part of it.

The Parsonage Cottage Administrator met with the Chairman of the BET, Mike Mason, who stated that HATG has not addressed all of the requests of the BET in order to make a decision on the loan forgiveness. The Executive Director stated that HATG has replied to all of the BET's requests and will address their requests again. Commissioner Yankowich directed the Executive Director to respond to all of the BET's concerns through HATG's attorney.

Executive Director Report

The Executive Director met with the President of Family Centers, Bob Arnold, who is interested in partnering with HATG to start a medical and/or dental clinic with federal funding. HATG will provide the space for the clinics and they will primarily serve HATG residents. The main reason for the clinics is because emergency rooms in hospitals are overcrowded. The Executive Director thought it is a great idea that should be further explored. The Deputy Director expressed his concerns about parking. The Chairman is concerned about liability.

The Executive Director mentioned that tomorrow is the presentation for the Municipal Improvement Certification approval from the Board of Selectmen for the Adams Garden expansion.

The Executive Director stated that the CHFA application for the Armstrong Court energy efficiency was sent to a select group of housing authority developers.

Staff Reports

The Deputy Director spoke with the Director of Environmental Health, Michael Long, regarding the mosquito and tick problem at Quarry Knoll. Quarry Knoll will be placed on a monthly schedule for mosquito treatments. Mr. Long didn't think that Quarry Knoll would have a tick problem based on its design. The Deputy Director is not aware of anyone having encountered a problem with ticks. Ms. Yankowski stated that she got lyme disease last year and has seen many deer and mice on the property. Commissioner Yankowich directed the Deputy Director to speak to an exterminator because spraying for ticks wouldn't work. Ms. Yankowski stated that there is a problem with tenants leaving food out for animals. The Deputy Director will send out a memo notifying residents not to feed the animals.

The Deputy Director informed the Board that Liz Chasse, Asset Manager at CHFA gave Armstrong Court, Adams Garden and McKinney Terrace I a good review. The next review will be in 2017.

The Deputy Director stated that there is a vacancy at Greenwich Close which is rented for September.

Commissioner Yankowich noted that the dumpsters at Armstrong Court are scattered. He stated that the carting company drivers create the problem; when they drop the dumpster, the lids open up and are left that way. The Chairman would like for this to be addressed. The question of the cost of installing a concrete slab was discussed.

Commissioner Simms expressed concern over the tenants at Quarry Knoll II that grill on their porches. The Deputy Director will send out a memo stating that grilling needs to take place a certain distance away from the building.

Ms. Yankowski inquired about who the housing manager will be for Quarry Knoll. The Deputy Director replied that Housing Manager George Schiavello will manage Quarry Knoll I and Senior Asset Manager Teryl Elliott will manage Quarry Knoll II. The Deputy Director will send out a memo in regards to these changes.

Other/New Business

The Deputy Director discussed the change in the Section 8 Administrative Plan concerning portability; when a Greenwich resident receives a voucher they can immediately port out of Greenwich. If a non-Greenwich resident, who works in Greenwich, receives a voucher, they have to live in Greenwich for a year before they can port out of town. The Deputy Director is asking the Board to approve a change which would allow non-Greenwich residents to exercise portability once they receive the voucher. The Deputy Director is concerned that tenants might not be able to find a unit in Greenwich due to the low FMR rates.

The Board of Commissioners and HATG staff presented previous Chairman, George Yankowich, with a gift for his years of service.

Motion to go into Executive Session at 6:50 p.m.

Motion to come out of Executive Session at 7:35 p.m. and reconvene the Board Meeting.

Commissioner Curdumi disclosed in Executive Session that his company has hired the spouse of a provider to HATG. The commissioners discussed this disclosure while Commissioner Curdumi excused himself from the discussion.

Commissioner Yankowich moved that the hiring of the provider's spouse did not constitute a conflict of interest for Commissioner Curdumi. Commissioner Pucci seconded the motion and the Board approved it unanimously, with Commissioner Curdumi abstaining.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:40 p.m.

Respectfully submitted by,

Lisette E. Contreras