

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
July 24, 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, July 24, 2013, in the Community Room at Agnes Morley Heights. The Chairman, George Yankowich, called the meeting to order in public session at 5:35 p.m.

The Chairman declared that no quorum was present therefore no voting action can take place. Since a notice of the meeting was posted it is still being held but only for informational purposes. The Chairman directed the Assistant Secretary, Lisette Contreras, to act as secretary for the meeting.

Commissioners Present: George Yankowich, James Boutelle, Bernadette Settlemeyer and Robert Simms Jr

Commissioners Absent: Abelardo Curdumi, Agripina Lopez and Sam Romeo

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

Legal: Lou Pittocco

Public: Joan Yankowski

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

Ms. Joan Yankowski stated that there have been complaints regarding the supplies that the contractors leave behind at the end of the work day. The Chairman requested for the contractors to finish one building and then move on to the rest instead of jumping from one building to another. The Executive Director replied that the contractor is almost finished with the project and has multiple crews working on different buildings.

5:40 p.m. Commissioner Boutelle arrives to the meeting making it a quorum. The Chairman instructed the Assistant Secretary to add the Section 8 presentation on the agenda for next month's meeting.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on June 26, 2013. On a motion duly made and seconded, the Minutes, with revisions were approved.

Finance Committee

The Meeting was held on July 19, 2013. In attendance were Commissioners Curdumi and Settlemeyer, the Executive Director, Deputy Director and Finance Director. Commissioner Settlemeyer reported that Quarry Knoll continues to operate at a deficit. She added that it should turn around in about three months.

Commissioner Settlemeyer stated that Section 8 continues to lose funds due to the sequestration cuts. The Finance Director added that right now HATG has reserves that are able to cover this year's losses.

Commissioner Settlemeyer asked if any grants have become available for the Section 8 Family Self Sufficiency program. The Deputy Director replied that the Senior Asset Manager has checked every day and there have not been any grants posted. He added that HUD might have cut that grant. The Finance Director stated that funding for the Section 8 FSS program will continue to come out of reserves as well if no grants become available.

The Chairman asked if Parsonage Cottage will have surplus funds at the end of 2013. The Finance Director replied that if the CDBG loan forgiveness is approved, Parsonage Cottage will have surplus funds. The Finance Director reported that HATG has approved the tax return for the buyout of Parsonage Cottage. The next step is for Edison Capital to approve it and HATG has 15 days to close after their approval.

Development Committee

No Committee meeting was held.

The Executive Director informed the Board that discussion on repairing the elevator shaft at McKinney Terrace II can commence again. The Chairman stated that he would like to first know the source of the funds, contingency on the contract and other issues. The Executive Director replied that funds from the West Putnam Avenue parcel sale were set aside for projects. The Finance Director added that additional funds will come out of reserves.

The Chairman stated that the Inland Wetland and Watercourses Agency has HATG on the agenda for August to discuss the expansion of Adams Garden. There are a few issues that have to be resolved.

The Executive Director informed the Board that a foreign inferior grade water line broke at Greenwich Close. It happened on the 3rd floor and went to the lobby. The Greenwich Fire Department arrived and cleaned up. In the last year and half, 4 lines have broken. The Asset Manager, Director of Development and Director of Maintenance will work on having the all lines changed.

The Executive Director stated that Industrial Window will install another mock window at Wilbur Peck Court. The Chairman requested to have an air conditioner policy in place regarding the size of the air conditioners that are allowed in the windows. This will prevent the brackets in the new windows from being damaged due to large air conditioners. The Deputy Director replied that he will implement a policy.

Commissioner Settlemeyer asked if the kitchen replacements at Adams Garden will be completed by the same vendor as Greenwich Close. The Executive Director replied that the same vendor will provide the cabinets. He added that he met with Cebulski regarding Adams Garden. Cebulski is finishing the drywall. He also stated that an electrical panel had to be moved. The Adams Garden project will be bid and awarded to the lowest qualified bidder.

Administrative Committee

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

Commissioner Settlemeyer stated that the meeting was a kick off of the personnel study. She mentioned that the people conducting the study still need more information. The Executive Director replied that they have been provided a lot of information. If they need anything else, it will be provided as well.

Commissioner Boutelle stated that he was made the point of contact with NESC since Commissioner Settlemeyer's term was still uncertain.

Other Residences Committee

The Parsonage Cottage meeting was held on July 23, 2013 along with the Fundraising Board. In attendance were the Chairman, Commissioner Settlemeyer, the Executive Director and the Parsonage Cottage Administrator.

The Chairman stated that the meeting resulted with an e-vote to forgive the loan from the Fundraising Board to Parsonage Cottage and a letter stating the result was issued.

Executive Director's Report

The Executive Director reported that he attended the CDAC Committee meeting to discuss the forgiveness of the CDBG loan to Parsonage Cottage. Some were opposed to approving the forgiveness. The Executive Director stated that there was a vote held to approve it, and then they voted to retract their approval stating that they did not have enough information about the issue to vote. A subcommittee was appointed which will be run by Paul Settlemeyer. He requested the buyout agreement and proposal from the bank. The documents will be resubmitted to the CDAC in order to receive a vote. The Chairman explained that the meeting will take place on August 1st, the CDAC will then pass their recommendation to the First Selectman, then it will go to the BET Finance Committee, then it will go to the BET and finally to the RTM. Commissioner Boutelle asked how the terms of the agreement are being modified. The Executive Director replied that HATG is purchasing the Limited Partner interest in the property.

The Executive Director informed the Board that he attended a Green Physical Needs Assessment Training.

The Chairman asked if HATG has received the award letter from the State regarding the \$250,000. The Executive Director replied that he has not received anything.

Staff Reports

The Chairman noticed that the paint is peeling off of the railing on the gazebo and weeds are overgrown. The Deputy Director replied that he will contact the landscaping company about the weeds and talk to the Director of Maintenance about the railing.

Commissioner Boutelle inquired about the 90% rent collections at Adams Garden. The Deputy Director explained that Adams Garden has a high rent roll; the rent is higher making the arrears owed to be a higher amount.

Commissioner Settlemeyer mentioned the parking policy at Wilbur Peck Court. The Deputy Director explained that the Davis Avenue residents are happy about the policy but are concerned that people that will not be allowed to park at Wilbur Peck Court will now park on Davis Avenue. Commissioner Settlemeyer stated that she saw about 11 cars with New York plates parked at the property. The Deputy Director also noted the many cars with New York plates. The Chairman asked if there will need to be more handicap spaces established. The Deputy Director replied that there are currently 6 handicap parking spaces and adding more spaces has not been discussed.

Other/New Business

The Chairman informed the Board that Commissioner Lopez's work schedule has changed and will prohibit her from attending the Board Meetings. The Chairman directed the Executive Director to acquire a resignation letter from Commissioner Lopez. The Housing Managers should place an

announcement in the State properties newsletters for the tenants to see if they are interested in holding an election. If no election is held, the Selectmen will have to appoint someone. No action can be taken until a formal resignation letter is received.

Motion to go into Executive Session at 6:49 p.m.

Motion to come out of Executive Session at 7:10 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:11 p.m.

Respectfully submitted by,

Lisette E. Contreras