

**HOUSING AUTHORITY OF THE TOWN OF GREENWICH**  
**Regular Meeting of the Board of Commissioners**  
**July 25, 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, July 25, 2012, in the community room at Parsonage Cottage. The Chairman, George Yankowich, 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: George Yankowich, Abelardo Curdumi, Bernadette Settlemeyer, Sam Romeo, and Laura Murphy

Staff Present: Anthony Johnson, Terry Mardula, Lisette Contreras, Penny Lore, John Yankowich

Public: Cathy Landy

The Chairman welcomed the public.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on June 27, 2012. On a motion duly made and seconded, the Minutes were approved. (Commissioner Romeo and Commissioner Murphy abstained due to their absence.) The Chairman asked for approval of the Minutes of the Special Meeting of the Board on June 13, 2012. On a motion duly made and seconded, the Minutes, with revisions were approved.

Review of the Task List

1. PC Tax Credit–The Executive Director explained that the buyout should be completed around September. The buyout amount is estimated to be \$130,000, lower than previously estimated.
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. Bruno will follow-up to determine the delay.

**TASK LIST 7/25/2012**

<b>Date of Request</b>	<b>Request</b>	<b>Person Responsible</b>	<b>Anticipated Date</b>	<b>Comments</b>
6/24/09	PC Tax Credit	Tony Johnson, Bruno Lacaria	September 2012	Update Monthly
6/24/09	THAC	Bruno Lacaria	August 2012	Update Monthly

### Finance Committee

The Chairman requested that the Executive Director hold a Finance Committee Meeting next week to get an update on the Parsonage Cottage tax credit buyout and the refinancing of Greenwich Close. The Chairman alerted the Finance Committee to work with the Executive Director and the Development Committee to get an accurate budget for Greenwich Close and identify sources of funding. The Executive Director informed the Board that Edison Capital sent the Agreement regarding the buyout of Parsonage Cottage. He directed the CFO to forward it to the Board for approval after staff has reviewed it. The buyout date will be set when HATG signs the Agreement. The buy-out price has decreased and it may be lower than the current estimated \$130K.

### Executive Director Report

The Executive Director reported that the contractor, D'Andrea, has inserted a camera into the drain line that is underground near where the proposed buildings are to be constructed at Adams Garden. The direction and connections to the line were also discovered and added to the site map. D'Andrea can now site the building and perform soil compression testing for the building foundation. The Director of Planning and Development is currently contacting modular companies to help plan and design our buildings. Previously scheduled meetings were cancelled by the contractor and rescheduled for next week.

The Executive Director informed the Board that the contract for the Quarry Knoll II project has been signed. The Architectural Review Committee (ARC) will be meeting tonight to review and approve the project. After the ARC approves the project, HATG will be able to apply for a building permit.

The Executive Director stated that the elevator portion of the project at McKinney Terrace II will be placed out to bid next week. He also mentioned that the lead abatement was completed and we are in the process of the asbestos abatement. The abatement should be completed next week.

The Executive Director reported that the contract for the bathroom ventilation project at Armstrong Court was signed and the work will start next week. Ms. Cathy Landy asked if the vent will have its own switch or if it will be one switch for the vent and the light. The Executive Director answered that it will only be one switch. Ms. Landy feels that it will be wasting electricity if the vent turns on every time the light is turned on. The Chairman responded that the Town Code had recently been changed and it requires that the vent operate every time the bathroom is utilized providing better air quality. The Executive Director added that CHFA awarded HATG a grant for \$25,000 for the replacement of the playground at Armstrong Court. Commissioner Romeo informed the Board that there is a grant from the Department of Parks and Recreation that HATG should apply for.

The Executive Director stated there are two major projects going on at Greenwich Close, the roof replacement and the window replacement. These projects will be placed out to bid next month. Commissioner Murphy asked why the roof needs to be designed. The Executive Director responded that the whole roof is going to be removed and replaced because it has many leaks. Insulation will be installed and the elevator penthouse will need to be redesigned as well. The Chairman added that a building permit is required to replace a roof and a design is required to obtain the permit. The Chairman also stated that earlier problems with the elevator were due to water damage from the leaky roof.

The Chairman informed the Board that the First Selectman will hold a meeting on July 26, 2012 regarding the Block Grants and the hearing will be held on July 31, 2012. If any residents would be able to attend the hearing and speak in favor of HATG's projects, it would be welcomed.

### Staff Reports

The Deputy Director informed the Board that the REAC inspection was completed at Quarry Knoll II and scored a 95; an outstanding score. The displaced tenants due to water damage in their apartment at Wilbur Peck Court will be able to move back into the units tomorrow. New range hoods were installed in the apartments. The Chairman asked if the radiator valves have been installed in the apartments at Wilbur Peck. The Executive Director answered that they have not been installed yet and this is an on-going project. The Director of Maintenance is seeking a way to protect the valve from damage after it is installed.

The Deputy Director reported that a broken braided water supply line at Town Hall Annex caused water damage to four apartments. Apartments B4, C4, and D4 are livable; everything has now dried. The tenant on the ground floor was placed in a hotel because she has a handicapped child in a wheelchair. He explained that all the furniture had to be removed and the carpet replaced. The Deputy Director informed the Board that insurance does not reimburse HATG for hotel stays. The Chairman asked if the rent is waived while the tenants are out in these cases. The Deputy Director responded yes, adding that insurance covers the rent.

Commissioner Romeo spoke about how important it is for tenants to have renters insurance which would cover the cost of being sued or the high cost of repairs in the event of an accident. The Chairman asked if insurance is calculated into the tenants' rent. The Deputy Director responded no, only the utilities are calculated into the rent. Commissioner Romeo would like to hold a forum informing tenants about renters insurance and to answer any questions that might arise. He also stated that he spoke to a representative from State Farm who agreed to give HATG's tenants a group discount. Ms. Landy stated that she was unaware that renters insurance could cover costs associated with a lawsuit from a neighboring tenant. The Executive Director will send a letter to the tenants and endorse the idea.

The Deputy Director commented on the success of the block party at Armstrong Court. More tenants attended the event this year than the previous year. He also informed that the block party at Wilbur Peck Court will be held this coming Saturday. The Deputy Director stated that we have not yet received the parking signs from the Town and has not been able to communicate with Mr. Corry due to his absence from the office. The Deputy Director will meet with Mr. Corry Friday morning. The Chairman remarked on how nice Armstrong Court looks without the dumpsters on the town road. The Deputy Director added that only one tenant complained about where the dumpsters were situated.

Ms. Penny Lore stated that a balance and stretch activity has been incorporated into the schedule for the seniors out on the putting green every Wednesday. Last week, the residents were taken to Island Beach.

Other/New Business

The Chairman noted that there is an upcoming Conn-NAHRO conference.

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. The Chairman suggested Commissioner Settlemeyer submit a draft of a strategic plan. Commissioner Settlemeyer suggested asking NESC if they would be able to help put a strategic plan together and having HATG residents fill out a survey. The Chairman directed Commissioner Settlemeyer to find out how much this project will cost and then decide on it.

Commissioner Romeo will meet with the First Selectman regarding putting together an Advisory Board and to try to work with his schedule.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 6:36 p.m.

Respectfully submitted by,

Lisette E. Contreras