

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
August 22, 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, August 22, 2012, in the community room at Agnes Morley Heights. The Chairman, George Yankowich, called the meeting to order in public session at 5:30 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, Agripina Lopez, Sam Romeo, Bernadette Settlemeyer, and Robert Simms Jr.

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

Legal Counsel: Louis Pittocco

Public: Sarah Vasquez, Leticia Elejalde, Maria Santillana, Adela Bojorguez and Joan Yankowski

The Chairman welcomed the public and asked if there were any questions or concerns. Ms. Maria Santillana stated that on July 20th there was a rupture in the plumbing which flooded four different apartments. The living room and kitchen were flooded and Ms. Santillana believes there might be mold in her apartment because it smells. This concerns her due to the fact that she has a special needs child and the smell started to affect his breathing. The Deputy Director stated that de-humidifiers were installed for a couple of days to dry out the area and Hygenix performed a mold test. According to their report, no mold was found but they do recommend replacing the drywall. Ms. Santillana had a complaint about the de-humidifiers; they generated a lot of heat and she was unable to turn on the air conditioner because she was afraid that it would trip the circuit breaker. Ms. Santillana explained that one day the machines were making a lot of noise and she asked the Housing Manager, Teryl Elliott, if she was going to be moved to another apartment temporarily because she was unable to sleep with the noise. Commissioner Boutelle asked if HATG relocates tenants in these situations. The Chairman responded that HATG has very little flexibility because there is currently full occupancy with very little turnover. The Executive Director stated that he will have Hygenix retest the apartment behind the wall. The Chairman recommends having Hygenix complete a wipe test. The Executive Director stated that if mold is found in the walls, it will be corrected. Ms. Santillana requests that maintenance help her take her couch out.

Ms. Sara Vasquez's parents, Mr. and Mrs. Elejalde, are residents of Town Hall Annex and their apartment was affected as well by the incident. She stated that her biggest concern is the communication factor. Ms. Vasquez had many complaints concerning the housing manager.

Commissioner Romeo stated that the Housing Manager mishandled the situation. Ms. Vasquez stated that her parents did not feel better until they met with the Deputy Director and Commissioner Romeo. Ms. Vasquez would like to have Hygenix test her parents' apartment as well. She had concerns over payment for the electric bill while they were out of the apartment. The Deputy Director explained that they will receive a credit for the service.

Ms. Adela Bojorguez's apartment was also affected by the incident at Town Hall Annex. Ms. Bojorguez states that there is paint missing from the ceiling and she is concerned about bugs entering the apartment through the baseboard.

The Deputy Director updated the public that one apartment needs to be painted, the baseboard will be secured and new closets need to be installed in the basement unit.

Ms. Joan Yankowski thanked HATG for the outside table and umbrella at Quarry Knoll. Ms. Yankowski asked when the generator will be completed. The Executive Director responded that the contractor just finished installing the generators at Wilbur Peck Court and Quarry Knoll will be done in the next few weeks. Ms. Yankowski was concerned about the fire that happened in Quarry Knoll. She asked if the tenants should be concerned because they thought the cause of the fire was due to electrical problems. The Deputy Director informed the public that he has not received that fire report yet but he doesn't think it was due to an electrical issue. Ms. Yankowski asked the fire marshal to attend the next resident council meeting to inform the tenants on what to do in case of a fire. The Chairman inquired about the progress on the emergency planning. The Executive Director replied that work is still in progress. He added that there has always been a plan in place to look after the seniors but it will be expanded to families as well. We are planing to run fire drills. Tenants are aware that they can come to the community rooms and Town residents, who are non-HATG residents, can also use the community rooms during an emergency. Commissioner Boutelle stated that he would like to be involved in the emergency planning process. The Executive Director stated that the Town emergency department does not want the staff to get too involved with the tenants. The Deputy Director explained that HATG is in constant contact with the Dan Warzoha of the Town's Emergency Preparedness Department during emergencies, such as the most recent power outage in Wilbur Peck Court.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on July 25, 2012. On a motion duly made and seconded, the Minutes were approved.

The Chairman announced the retirement of Commissioner Murphy. She lived in Armstrong Court and recently purchased a condo in Stamford. Commissioner Murphy was on the Board for seven years and was a very active member in the community. She was replaced by Ms. Agripina Lopez from Adams Garden. The Board has been expanded to seven members. Robert Simms from Quarry Knoll and Jim Boutelle, Executive Director of TAG, also join the Board. The Chairman welcomed all new Commissioners to the Board. After discussion, upon motion duly made and seconded, Resolution #378 was unanimously adopted.

Review of the Task List

1. PC Tax Credit– Commissioner Curdumi informed that the Board needs to vote on the Buyout and assign a signer.

2. THAC–HUD legal in Hartford approved the transfer of the HAP agreement from THALP to THAC. The Finance Director and Attorney need to prepare assignment of the HAP Agreement.

TASK LIST 8/23/2012

Date of Request	Request	Person Responsible	Anticipated Date	Comments
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

Commissioner Curdumi informed the Board that Wilbur Peck Court and Quarry Knoll I are operating at a small deficit. The Wilbur Peck Court deficit is due to a payout to a tenant on the FSS program. This will disappear next month. The Quarry Knoll I deficit is due to maintenance work done to vacant units. This deficit will disappear at the end of the summer.

Executive Director Report

The Executive Director reported that he received the new updated site plan from the contractor. The Chairman stated that he will meet with Tony D’Andrea this Friday as well as Commissioner Romeo and The Director of Planning and Development. The Executive Director met with three different modular home builders. One company could not provide a bond. Another company will only sell the modular homes without installing them. The Executive Director will prepare a checklist of what needs to be done. We must carve out the land needed to be used for the new units from the existing site. The Chairman will meet with Lou Pittocco on that issue. The Executive Director stated that the budget needs to be prepared and to seek financing.

The Executive Director stated that the pointing job at Greenwich Close is progressing well. The roof replacement bids went out this week and the window replacement bids will be next. The asphalt in the parking lot will be replaced soon. A plan has been prepared to relocate the dumpsters when the road resurfacing is done. Their current location takes up parking spaces and is a real eyesore. The elevator project will begin after the roof replacement.

The Executive Director stated that he will have to speak to the residents regarding the work that will take place at Quarry Knoll II. The work will cause an inconvenience for many of the residents. The Chairman informed the public that the 1960’s look of Quarry Knoll II will be replaced with a more traditional look. The roofline, siding, windows and entries are going to be changed.

The Executive Director informed the Board that he has a budget price for the windows at Wilbur Peck Court. The specifications need to be prepared and bid because it will cost over \$100,000. This project will be completed with Capital Fund money. The window project has been approved by the Development Committee. The installations of the generators are complete.

The Executive Director stated that he met with the architect for the insulation and tile replacement project at McKinney Terrace II and all the materials were ordered. The asbestos and lead testing of the lower level was negative. The remediation went well and the room is very clean. However, there

are water issues in the basement; the drains are backing up and we must seek a way to eliminate the standing water. The Chairman informed the new commissioners of the project. The Executive Director indicated that there is a fire plan in place to be followed during the construction of the elevator. Commissioner Boutelle asked if HATG conducts energy audits and checks for savings. The Executive Director responded that an energy audit was recently completed and we have experienced energy savings over the past six years due to investment in the properties. The Finance Director informed that HATG experienced 30% in savings after the installation of insulation at Adams Garden.

The Executive Director informed the Board that the kitchen renovations for Adams Garden will begin next year. The Chairman explained that 40 kitchens will be renovated in 2013, once HATG receives the CDBG money, and the next 40 kitchens will be renovated the following year.

Commissioner Settlemeyer inquired about the renovations planned in the offices. The Executive Director responded that he would like to install a secure file room in the main office area. The offices also need to be updated; cosmetically and to improve the air circulation.

Staff Reports

The Deputy Director reported that there was a setback due to an electrical issue in the apartment that had the fire in Armstrong Court, delaying the date for completion.

The Deputy Director informed the Board that there is approval from the insurance company to start repairing the apartment that had the fire at Quarry Knoll. There was an empty apartment available for the displaced tenant to move into.

The Deputy Director stated that all the repair work in the flooded apartments in Wilbur Peck Court is complete and the displaced tenants are back in their units.

The Deputy Director reported that occupancy at Greenwich Close is very good. One apartment is available for September 1st.

Commissioner Romeo commended the Deputy Director for his responsiveness regarding the incident in Town Hall Annex.

Other/New Business

Commissioner Curdumi made a motion to approve the Parsonage Cottage Tax Credit Buyout and nominated the Executive Director to sign the documents. Commissioner Romeo seconded and all were in favor. Commissioners Simms, Lopez and Boutelle abstained.

Commissioner Settlemeyer stated that she called the company that prepared the strategic plan for the Greenwich Library. They are from Seattle and completed everything remotely. They gave a price of \$30,000-\$40,000 to prepare a strategic plan. Commissioner Settlemeyer also contacted NESG, which is a non-profit group that works with non-profit organizations. They can help put a strategic plan together for \$10,000-\$15,000. A decision will be made depending on the new committee's recommendation.

The Chairman stated that he will circulate committee structures. The Chairman informed the new commissioners that there are two committees comprised of two commissioners, the Development and Finance Committees. He would like for there to be a committee that focuses on Greenwich Close and Parsonage Cottage because those properties are run differently than the rest.

The Chairman informed the Board that Commissioner Curdumi will not attend the meeting of September 26, 2012.

Commissioner Settlemeyer urged the new commissioners to attend the NAHRO conferences for commissioners. They teach the business of the housing authority.

The Executive Director informed the Board that he started asset management training for the housing managers. They will meet once a week for the next five or six weeks.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:25 p.m.

Respectfully submitted by,

Lisette E. Contreras

RESOLUITON # 378

WHEREAS, *Commissioner Laura Murphy* has served on the Board of Commissioners of the Housing Authority of the Town of Greenwich for over seven years;

And WHEREAS, *Commissioner Murphy* has volunteered many hundreds of hours of dedicated service to the Board and to HATG subcommittees;

And WHEREAS, *Commissioner Murphy* was a driving force in the revitalization and development of the Housing Authority of the Town of Greenwich internet website;

And WHEREAS *Commissioner Murphy*, also serving as Tenant Commissioner, articulated the perspectives and perceptions of the tenants of the housing authority in helping the Board to develop policies and to re-develop and maintain the properties ;

And WHEREAS, *Commissioner Murphy* set a new standard of participation for future Tenant Commissioners to aspire toward;

And WHEREAS, *Commissioner Murphy*, as demonstrated by her career, her activism , and in purchasing her new home, is a role model for her neighbors and all housing authority tenants;

NOW THEREFORE, BE IT RESOLVED,

That the **Board of Commissioners** of the Housing Authority of the Town of Greenwich, on behalf of HATG employees, the thousands of HATG tenants, and the citizens of the Town of Greenwich:

1. Express its thanks and appreciation to ***Commissioner Laura Murphy*** for her enthusiastic service over the past 7 years;
2. Wish ***Commissioner Laura Murphy*** success in her career and best of luck in her new home.