

HOUSING AUTHORITY OF THE TOWN OF GREENWICH
Regular Meeting of the Board of Commissioners
August 23, 2017
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 23, 2017 at the Agnes Morley Heights Community Room. The Chairman, Sam Romeo, called the meeting to order in public session at 5:38 p.m.

The Chairman declared that a quorum was present and directed the Assistant Secretary, Lisette E. Contreras, to act as secretary for the meeting.

Commissioners Present: Sam Romeo, Abelardo Curdumi, Vincent De Fina and Robert Simms Jr.

Commissioners Absent: James Boutelle, Cathy Landy and Angelo Pucci

Staff Present: Anthony Johnson, Terry Mardula, Derrick Bryant, Lisette Contreras, Laura Murphy, Teryl Reynolds, Ruth Young, Sardis Solano and Winston Robinson

Legal: Louis Pittocco

Public: Joan Yankowski, Philomena Bermingham and Cristina Pica

The Chairman welcomed the public and asked for any comments from residents. He reminded the public that this is a public meeting, not a public hearing and that he reserves the right whether or not to recognize speakers who are not residents of the Greenwich Housing Authority.

The Quarry Knoll Resident Council President inquired if the landscaping company is the same as last year because they do not remove the weeds by the building. The Chairman replied that it is a different company and that they got a late start this year. The Deputy Director added that the company has had difficulty keeping their personnel. A resident from Agnes Morley Heights commented that sometimes the landscapers do the work on Saturdays and Sundays. The Deputy Director replied that it's acceptable for them to work on Saturdays but they should not be working on Sundays.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on June 28, 2017. On a motion duly made and seconded, the minutes, with revisions, were approved.

Finance Committee:

The Finance Committee met on August 23, 2017. In attendance were Commissioner Curdumi, the Executive Director, Deputy Director and Finance Director.

Commissioner Curdumi reported that all there are no major differences. He mentioned that there was a Section 8 payment timing issue which has been resolved.

Commissioner Curdumi stated that the auditors are currently working on the 2016 audit; they are reviewing Section 8, Adams Garden II and payroll files.

Commissioner Curdumi mentioned that the Executive Director will speak in regards to the new companies that he is requesting the Board to be formed for the Armstrong Court project.

The Executive Director reported that HATG has received \$87,000 for the sale of a unit on Water Street. These units (a total of 6) were built by HATG and sold at affordable prices. When the original owners sell them, HATG receives their portion of the loan.

The Finance Director stated that Webster Bank is currently working on the bank switch from Wells Fargo. He explained that there has been a delay due to the several accounts that HATG has. With Webster, each rent statement is going to have a barcode and it has taken more time to set up the coding for all the accounts. Commissioner De Fina inquired as to why HATG is changing banks. The Chairman replied that Wells Fargo moved farther away from Agnes Morley; Webster is right on Mason Street and they gave HATG a better deal in regards to service fees. The Finance Director added that since Webster is a smaller bank than Wells Fargo, they are able to get things done faster and better.

Development Committee:

The Development Committee did not meet this month.

The Chairman reported that HATG is finalizing the new units at Adams Garden II. The Executive Director stated a grand opening ceremony was conducted. He added that HATG needs the Certificate of Continued Occupancy; however, the Town wants an engineer to sign off on the sewer system. Since D'Andrea did not install it, they cannot sign off on it. The Executive Director has spoken to AMEC in regards to this.

The Executive Director stated that the bathroom renovations at Wilbur Peck Court are almost complete. He added that HATG might apply for CDBG funds to renovate the kitchens at Wilbur Peck Court in the near future. The Executive Director mentioned that a request for bids will be posted to upgrade the camera system at Wilbur Peck Court.

The Executive Director announced that the Board has to approve the contract for the kitchen renovation at Town Hall Annex.

The Executive Director reported that he is in the process of closing the finances on the new Armstrong Court development. He holds a conference call every two weeks with Enterprise Community Investment. There are several companies that need to be established because each phase will be its own company for tax credit purposes. The Executive Director is working on the meets and bounds of the project. He has met with the contractor and site planner to try to finalize costs and determine an accurate estimate for removing the vast amount of rock at the property.

The Chairman stated that he is negotiating the use of the parking lot on Mason Street at Town Hall Annex with the Town's Parking Director. If staff and tenant aides are able to park there, it would alleviate parking at Agnes Morley for the tenants.

Administrative Committee:

The Administrative Committee did not meet this month.

Other Residences Committee:

The Other Residences Committee did not meet this month.

The Executive Director informed the Board that he signed a contract with Eversource to look at different heating systems for Parsonage Cottage. Eversource will analyze the most economical plan and contribute towards the new heating system.

Executive Directors Report:

The Executive Director stated that New England Energy has conducted studies of all HATG properties nearly free. They have replaced showerheads, all the lighting in all our properties to more energy efficient lighting, aerators, etc. Commissioner De Fina inquired as to how this service can be nearly free. The Executive Director explained that the savings are what generate the fee for the contract.

The Quarry Knoll Resident Council President asked when the outdoor lighting that was damaged from the tree fall will be fixed. The Executive Director responded that Eversource will be fixing them but first pull boxes have to be replaced. Attorney Pittocco asked if HATG has liability. The Executive Director replied that it does but since it was not technically a fire we are trying. An Agnes Morley resident mentioned that HATG loses a lot of money through drafts from the windows. The Executive Director acknowledged that windows have to be replaced.

Staff Reports:

The Deputy Director stated that he would like to have tenants of Adams Garden II occupy their new units by September 1st and Section 8 tenants have to give their current landlords a 30-day notice to vacate the unit.

The Deputy Director informed the Board that the MOR for Quarry Knoll II will be conducted on August 30th.

The Deputy Director reported that a clean sweep was executed at Adams Garden to remove tenant's outdoor belongings. A letter was sent to residents giving them plenty of notice to remove anything they want to keep.

Other/New Business:

The Chairman stated that a resolution to extend the Adams Garden II construction loan until October 17th will need to be added to the agenda and approved. Commissioner Curdumi motioned to add Resolution #454 to extend the Adams Garden II construction loan to the agenda, Commissioner De Fina seconded and all votes were in favor.

RESOLUTION #448:

The Deputy Director requests the Board of Commissioners approve a new project specific Tenant Selection and Assignment Policy for Quarry Knoll II Corporation. After review, upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the Board approves a new project specific Tenant Selection and Assignment Policy for Quarry Knoll II Corporation.

The Executive Director explained that HATG uses one general ACOP. Since certain terms refer to public housing only, HUD required HATG to adjust it for Quarry Knoll II. The Deputy Director added that there are no new rules.

RESOLUTION #449:

The Executive Director requests the Board of Commissioners approve the formation of Armstrong Court Phase I General Partner LLC. Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the Board approves the formation of Armstrong Court Phase I General Partner LLC.

The Executive Director explained that HATG will be the general partner for the tax credit deal. Some loans are coming from the state and some from the investor. Commissioner De Fina asked if the amount of the return is known. The Executive Director replied that the investor knows, but HATG doesn't. The investor is interested in losses. Commissioner De Fina asked if HATG is prohibited from mortgaging the project. The Executive Director stated that HATG can't mortgage it.

RESOLUTION #450:

The Executive Director requests the Board of Commissioners authorize the Housing Authority of the Town of Greenwich to enter into a Limited Partnership. Upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the Board authorizes HATG to enter into a Limited Partnership with Newcastle Housing Ventures LLC wherein HATG is the General Partner and Newcastle Housing Ventures LLC is the Limited Partner.

The Executive Director clarified that a silent partner is needed because since the Board is the same as HATG's with the new entity, it is seen as a self-dealing transaction. This partner is a 21% member who relinquishes all their rights.

RESOLUTION #451:

The Executive Director requests the Board of Commissioners approve the formation of Oak Tree Inc. Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the Board approves the formation of Oak Tree Inc and that the persons named below are hereby appointed to serve as officers of Oak Tree Inc until the next Annual Meeting of the Corporation or until their successors are appointed:

Officers of Oak Tree Inc:

Anthony L. Johnson (President), Terry Mardula (Secretary), Derrick Bryant (Treasurer)

RESOLUTION #452:

The Finance Director requests the Board of Commissioners approve the opening of a new bank account with Webster Bank for Oak Tree Inc. After review, upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the officers of Oak Tree Inc, Anthony L. Johnson (president), Terry Mardula (Secretary), Derrick Bryant (Treasurer), be authorized and directed to open a bank account for Oak Tree Inc with Webster Bank, in the Town of Greenwich, which hereby is authorized to honor the deposits of Oak Tree Inc, and checks drawn against such deposits signed by the Officers, as long as there are funds in the account.

The Executive Director explained that HATG was issued tax credits by the state which were purchased by Eversource for \$500,000. These funds were placed into the Quarry Knoll II account, which is a 501 c3 corporation. Therefore, the CHFA has asked us to remove those funds from that account.

RESOLUTION #453:

RESOLVED, that the form of contract between the Authority and C&G Contracting in the amount of \$207,922.00 for the Town Hall Annex Kitchen Upgrades project (which was submitted to the Board) be, and it hereby is, approved, with such revisions and additions as shall be approved by the Development Committee and that after such approval, the Executive Director, Anthony L. Johnson, is authorized to execute such contract.

The Executive Director mentioned that HATG has done work with C&G Contracting in the past; they completed the façade work at Quarry Knoll II.

RESOLUTION #454:

At a Meeting of the Housing Authority of the Town of Greenwich held at 249 Milbank Avenue, Greenwich, Connecticut, 06830 on August 23, 2017.

All of the directors and officers were present.

A discussion ensued with regard to amending that certain loan from the First Bank of Greenwich in the original amount of FOUR MILLION ONE HUNDRED FIFTEEN THOUSAND 00/100 DOLLARS (\$4,115,000.00), which loan was originally approved to facilitate the construction of 11 units of housing at Adams Gardens.

Upon Motion duly made and seconded, the following Resolution was adopted:

RESOLVED, that Anthony L. Johnson, Executive Director, is authorized to sign any and all documents necessary to consummate amendment of the loan with the First Bank of Greenwich for the purpose of modifying the construction period to end on October 1, 2017, rather than February 1, 2017 (or any other date previously provided by any amendment including May 1, 2017 and/or July 1, 2017).

The undersigned Secretary of the Housing Authority of the Town of Greenwich (the "Authority") hereby certifies that:

Attached hereto is the text of Resolution#: 454 duly adopted at a meeting of the Board of Commissioners of the Authority held on August 23, 2017, at which a quorum was present, and such Resolution was duly adopted at such meeting and remains in full force and effect.

IN WITNESS WHEREOF I have executed this Certificate on August 23, 2017.

Commissioner Curdumi motioned to approve all 7 resolutions, Commissioner Simms seconded and all votes were in favor.

Motion to go into Executive Session at 6:56 p.m.

Motion to come out of Executive Session at 7:32 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:34 p.m.

Respectfully submitted by,

Lisette E. Contreras