

**HOUSING AUTHORITY OF THE TOWN OF GREENWICH**  
**Regular Meeting of the Board of Commissioners**  
**August 24, 2016**  
*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 24, 2016 at the Agnes Morley Heights Community Room. The Chairman, Sam Romeo, called the meeting to order in public session at 5:37 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, James Boutelle, Cathy Landy, Robert Simms Jr. and George Yankowich

Commissioners Absent: Angelo Pucci

Staff Present: Anthony Johnson, Terry Mardula, Derrick Bryant, Lisette Contreras, Penny Lore, Laura Murphy, Ruth Young and Teryl Elliott

Public: Carol Nuro, Ruth Gordon, Margaret Gasparino, Joan Yankowski, Marcelle Sands, Yvonne Pollard, Maria LoRusso, Marion Milazzo, Christine Holland, Margaret Clarke, Sarah Socito, Barbara Maguire, Toni Christiano, Ralph Mazzeo, Myrna Marsh, Inger Hellstrom, Tho Blitstein, John Munnely and Mary Jimenez

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 will invite any non-residents to speak.

Ms. Marcelle Sands of Agnes Morley Heights stated that she was not present at the last board meeting and read a letter regarding the parking situation at Agnes Morley. She asked how police enforcement is implemented and if non-permitted cars are being ticketed. Ms. Carol Nuvo stated that she thought residents had to call the police when they saw a non-permitted car parked in the parking lot. The Deputy Director responded that letters have been sent to tenants regarding their cooperation in telling visitors and aides that they are not allowed to park in the lot. The Deputy Director claimed that the police does not patrol this lot, like in other developments, because this is not a Town road. Ms. Sands suggested giving non-permitted cars getting a warning. The Deputy Director stated that warning shave been given out and that a specific procedure can be implemented. Mr. Ralph Mazzeo suggested prohibiting new residents to park or for residents to boot cars. The Deputy Director replied that the first suggestion is discrimination and the he doesn't want residents getting involved in the enforcement of the policy. The Executive Director explained that senior citizens are living longer and driving longer. He added that the housing authority's job is to provide housing, not parking spaces. Commissioner Boutelle asked how many permits residents are allowed to have. The Deputy Director replied that HATG gives out

one permit per person per car registered. He added that the problem with Agnes Morley is that there are more cars registered than there are spaces. The Chairman committed himself to giving the answering service his phone number so that residents can call after hours and give them the information of any non-permitted cars that are parked in the lot. The Chairman will then call the police so they can ticket the car.

Ms. Joan Yankowski asked if the procedure for calling the answering service regarding the cars is only for the Agnes Morley complex. The Chairman responded that it goes for all complexes. The Deputy Director stated that Quarry Knoll does not have a parking issue. Ms. Yankowski replied that there is no parking issue but there are cars parked there without a permit. The Deputy Director replied that that is a different issue. Ms. Yankowski informed the Board that the lock to the community room is broken. The Maintenance Mechanic has been informed but has not fixed it yet. The Executive Director instructed the Deputy Director to follow up with the Maintenance Mechanic. Ms. Yankowski stated that the lock on the chairs in the community room is broken as well. Commissioner Simms responded that the issue should be discussed at the next resident council meeting.

Commissioner Boutelle informed the public that the Transportation Association of Greenwich (TAG) is able to provide transportation to seniors anywhere in Greenwich, Monday through Saturday from 7am-7pm for only \$5, round trip. He explained that it is more affordable than owning a car. The Chairman mentioned that Call-A-Ride also offers discounted rides to seniors.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on July 27, 2016. On a motion duly made and seconded, the minutes, with revisions were approved. (Commissioner Landy abstained due to absence).

#### Finance Committee:

The Finance Committee met on August 24, 2016. In attendance were Commissioner Curdumi, Commissioner Boutelle, the Executive Director, Deputy Director and Finance Director.

Commissioner Curdumi stated that the Operations at Parsonage Cottage were down \$43,000 as of August. Commissioner Yankowich asked if there would be enough cash flow for capital improvements. The Executive Director explained that as long as occupancy stays at 39 there should be about \$70,000 in positive cash flow. Commissioner Yankowich asked how the porch renovation at Parsonage Cottage was being funded. The Executive Director replied that the funds are coming from a CDBG grant and the remaining funds from reserves.

Commissioner Curdumi informed the Board that the loan for 6 Water Street was paid off, \$75,800, by the Wilbur Peck Court family that purchased the house. The family was asked if they could be featured on HATG's website. The Chairman inquired where the funds go. The Executive Director replied that the funds return to the homeowners program.

Commissioner Curdumi reported that 2 bids came in for the banking RFQ, from Wells Fargo and Webster Bank..

Commissioner Curdumi stated that the lowest bidder for the Armstrong Court rehab is AMEC for \$5,250,000. The Executive Director explained that he would like more information and progress on the current project with AMEC, the Adams Garden Expansion, before accepting another job.

Commissioner Yankowich mentioned that the maintenance numbers for Wilbur Peck seems very high. The Executive Director responded that there might be some expenses from the clinic in that line item. The Finance Director stated that he would look into that.

Development Committee:

The Development Committee met on August 19, 2016. In attendance were the Chairman, Commissioner Yankowich, the Executive Director and the Planning and Development Manager.

The Chairman stated that the problem with the lack of production at Adams Garden is because AMEC did not get all the documents signed in to order to receive the permit. Commissioner Yankowich mentioned that it would be preferable to have some progress by the next board meeting since it will be at Adams Garden. The Executive Director explained that as soon as AMEC gets the permit they will start production.

The Executive Director reported that there is another court date for the fire alarm non-compliance issue at Armstrong Court. He explained that HATG is looking into not spending the money right now for this since the system might be ripped out during the rehab work. It also doesn't make the building any safer.

The Executive Director informed the board that asbestos was found around the piping of the Wilbur Peck bathrooms. He explained that abatement will be necessary only if there is a leak in the pipes. If not, the asbestos does not have to be touched.

The Executive Director stated that the Maintenance Director installed the generic heating unit at Town Hall Annex. He clarified to the Maintenance Director that the brand name heating unit is the one that needs to be installed and the generic one will be removed. The Executive Director stated that the kitchen renovations are out for bid. This project will cost over \$100,000. The elevator will be refurbished, the flooring will be renovated, new roofing will be installed, security cameras will be installed and the main and handicap doors will be replaced. The Executive Director clarified that reserve funds will be used for all these improvements, which are being held by CHFA, however HATG will request them.

The Chairman informed the Board that the sheetrock and trim will be installed on Monday at the Strickland Road cottage. The kitchen and flooring will also be completed soon after that. This should be completed in five weeks. The Executive Director added that HATG would like to lease it by October. Commissioner Yankowich asked if the parking is laid out. The Executive Director explained that there are 4 spaces in the front of the house and about 6 in the rear.

Administrative Committee:

The Administrative Committee did not meet this month.

Other Residences Committee:

The Other Residences Committee met on August 19, 2016. In attendance were Commissioner Simms, the Executive Director, Planning and Development Manager, the Greenwich Close Asset Manager and the Parsonage Cottage Administrator.

The Parsonage Cottage Administrator updated the Board that Parsonage's census is at 39 occupied units.

The Deputy Director stated that there is only one vacancy at Greenwich Close.

Executive Directors Report:

The Executive Director stated that the Armstrong Court townhouses contract with the low bidder can be signed. He has not heard anything from DOH regarding the grant for the rehabilitation part of the project. The Executive Director informed the Board that he received a call from a Greenwich Time reporter looking for the soil samples from Armstrong Court. The Chairman asked for the reporters contact information and suggested that the reporter get the whole file from Planning and Zoning at Town Hall.

Staff Reports:

The Deputy Director reported that there have been no turnovers, only transfers. He added that the apartment by the new elevator at McKinney Terrace II has been rented. The Deputy Director stated that there have been many calls inquiring about the waiting list openings.

The Deputy Director informed the Board that Housing Manager George Schiavello is retiring in 2 weeks. He manages Agnes Morley Heights and Quarry Knoll I.

The Deputy Director stated that HATG is looking to continually have a base rent increase of the State properties in order to have more revenue. Resolution #426 is looking to increase the base rents only for any upcoming vacant units; it will not affect any current residents.

Other/New Business:

**RESOLUTION #426:**

The Deputy Director reported that the Housing Authority has notified tenants at McKinney Terrace II of an increase in the base rents for vacant units effective October 1, 2016.

RESOLVED, that the Board of Commissioners approves the base rent increase for vacant units at McKinney Terrace II as reflected in the memorandum to residents dated July 13, 2016 and to file with appropriate agencies.

Commissioner Boutelle asked if "vacant unit" means an in-house transfer. The Deputy Director responded that it does not. He added that residents at McKinney Terrace II pay their own utilities therefore they need to have a higher income.

Commissioner Simms motioned to approve resolution #426, Commissioner Curdumi seconded the motion and all were in favor.

The Executive Director explained that Neighbor To Neighbor will build a new building by Christ Church and they are reaching out to us for support. Mr. Chris von Keyserling clarified that the organization is in need of a new facility; however Putnam Park has created a setback by resisting the new building. The Junior League has written a letter of support. Mr. von Keyserling gave some historic background about Neighbor To Neighbor. The Chairman asked if it will have a negative impact to the Town. Mr. von Keyserling responded that there is no negative impact, it will not even be seen from the street. Commissioner Boutelle suggested publicly voicing HATG's support in the newspaper. The Chairman stated that he has been very involved with Neighbor To Neighbor for the past 3 years and would like to draft a letter of support to the organization. The rest of the Board was in agreement of drafting a letter.

Motion to go into Executive Session at 7:02pm.

Legal Matters were discussed.

Motion to come out of Executive Session at 7:20pm.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 7:22pm.

Respectfully submitted by,

Lisette E. Contreras