

**HOUSING AUTHORITY OF THE TOWN OF GREENWICH**  
**Regular Meeting of the Board of Commissioners**  
**August 28, 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, August 28, 2013, in the Community Room at Agnes Morley Heights. The Chairman, George Yankowich, called the meeting to order in public session at 5:31 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, James Boutelle, Bernadette Settlemeyer and Robert Simms Jr

Commissioners Absent: Abelardo Curdumi, Agripina Lopez and Sam Romeo

Staff Present: Anthony Johnson, Bruno Lacaria, 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.

Commissioner Boutelle inquired about Commissioner Lopez's resignation letter. The Executive Director replied that he requested a resignation letter from her but has not received one. The Chairman directed the Executive Director to send Commissioner Lopez an email requesting a resignation letter or assuming that the email will serve as notice of resignation. The Chairman asked if the tenants have been notified of an upcoming vacancy on the Board. The Executive Director stated that he directed the Deputy Director to send out notices and they will be sent out his week along with rent statements.

The Chairman asked for approval of the Minutes of the Regular Meeting of the Board on July 24, 2013. On a motion duly made and seconded, the Minutes, with revisions were approved.

Patricia Muldoon, Senior Asset Manager of the Section 8 program, gave a presentation on how the program works.

Finance Committee

The Meeting was held on August 27, 2013. In attendance were Commissioners Settlemeyer and Boutelle and the Finance Director. Commissioner Settlemeyer reported that Quarry Knoll I continues to operate at a small deficit. She added that it should turn around by the end of the year.

Commissioner Settlemeyer stated that Section 8 continues to lose funds due to the sequestration cuts. McKinney Terrace I is operating at a deficit as well due to the boiler replacement. She added that there are no limited reserves for that property.

### Development Committee

The Committee meeting was held on August 16, 2013. In attendance were the Chairman, the Executive Director and Development Manager.

The Executive Director explained to the Board that the projects for the playground improvements at Armstrong Court and the kitchen renovations at Adams Garden need resolutions in order for the contracts to be signed with CDBG. Commissioner Boutelle moved to approve Resolutions #387 and #388 jointly and for the Chair to sign on behalf of the Board. Commissioner Settlemeyer seconded and all votes were in favor.

The Executive Director stated that the McKinney elevator project was delayed due to the project being more expensive than originally budgeted for. With the funds from the West Putnam Avenue parcel sale, the project can continue. Wernert Construction was the low bidder and the committee recommends the Board to approve their bid. A meeting was held with Wernert Construction to explain that the budget is tight and change orders should be kept at a minimum. Commissioner Settlemeyer motioned to approve Wernert Construction's bid for the McKinney Terrace II elevator project in the amount of \$417,013. Commissioner Simms seconded and all votes were in favor.

The Executive Director stated that the Committee recommends Landi Landscaping's bid to be approved for the paving project at Greenwich Close for \$139,000. Curbing is not included in this bid. Commissioner Settlemeyer motioned to approve Landi Landscaping's bid for the paving project at Greenwich Close. Commissioner Simms seconded and all votes were in favor.

The Chairman informed the Board that the Inland Wetland and Watercourses Agency does not want HATG to build the expansion of Adams Garden next to the wetlands. One of the buildings might have to be taken out of the plan. HATG will meet with the Town concerning drainage and then meet with IWWA again. The goal is to have the application in Zoning by the end of this year.

The Executive Director indicated that the elevator project at Greenwich Close has already started and is progressing well. Two tenants had to be moved to another location.

The Executive Director explained that the window work at Wilbur Peck Court is ready to start. One last change order needs to be approved because rot was found in some windows. Commissioner Settlemeyer inquired about the window survey response. She suggested placing child guards and air conditioner brackets in all appropriate windows. The Executive Director responded that enough material was ordered so child guards and brackets can be placed in appropriate windows. He added that air conditioner will be installed by HATG maintenance personnel. The Chairman revisited the idea of specifying the size of the air conditioners that are allowed in the windows. The Executive Director stated that HATG can recommend a specific air conditioner however; HATG can't make the residents purchase them. Commissioner Simms indicated that there are programs for low income families to purchase an air conditioner at a discounted price. The Executive Director stated that he would look into it.

### Administrative Committee

No meeting was held.

Commissioner Boutelle stated that the Executive Director met with the consultants from NESCC which designated the Deputy Director to compose the job descriptions that are needed. The Executive Director replied that the Deputy Director completed them and he still has to review them. The Executive Director added that he also completed the job description that was assigned to him.

Other Residences Committee

No meeting was held.

Executive Director's Report

The Executive Director reported that the building permit for the window replacement at Greenwich Close is delayed due to a disagreement with the Town fire inspector. The Town wants the corridor windows to be fire rated windows. HATG inquired with the State building inspector which ruled in HATG's favor since the corridor is not an enclosed space.

Staff Reports

Commissioner Settlemeyer asked if the housing manager for Agnes Morley was referring tenants to the Social Worker. The Executive Director stated that he does follow procedure but does not have anyone to refer at the time.

Commissioner Settlemeyer commended the Asset Manager for her well written report.

The Chairman asked if the proposed FMR's will be sent out to the Section 8 tenants. The Senior Asset Manager for Section 8 replied that she will send them out when the time is adequate.

Other/New Business

The Chairman informed the Board that the State will have a grant available in which health and safety issues are priorities. The Chairman considered Armstrong Court fire alarm and McKinney Terrace fire sprinklers as possibility projects. Commissioner Simms motioned to accept the \$250,000 grant from the State. Commissioner Settlemeyer seconded and all votes were in favor.

Commissioner Boutelle inquired about the mandatory notifications that need to be given to full time employees regarding the new affordable care act. The Executive Director stated that the Finance Director will contact our insurance brokers regarding the notifications. Commissioner Boutelle stated that he has samples that he can give to the Finance Director.

Motion to go into Executive Session at 7:14 p.m.

Motion to come out of Executive Session at 8:00 p.m.

There being no further business to come before the Board, upon a motion duly made and seconded, the meeting was adjourned at 8:01 p.m.

Respectfully submitted by,

Lisette E. Contreras