

MINUTES OF THE REGULAR BOARD MEETING OF  
THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF STAMFORD  
JANUARY 22, 2020

A regular Board meeting of the Commissioners of the Housing Authority of the City of Stamford was held at 40 Clinton Avenue, Stamford, Connecticut on Wednesday, January 22, 2020.

Commissioner Nelthropp called the meeting to order at 6:36 p.m.

**A. Attendees**

Present: Courtney Nelthropp  
Rich Ostuw  
Susan Rutz  
Sheila Williams-Brown

Absent:  
Lester McCoy

Advisory Board Member: Adriana Ospina

Staff Members Present: Vin Tufo  
Natalie Coard  
Lisa Reynolds  
Janice Tantimonico  
Jackie Figueroa  
Jamie Perna  
Suela Pergjoni  
Peter Stothart  
Marcia Bennett

**B. Approval of Minutes** - No minutes were approved.

**C. Public Comment** - No public comments.

**Board Committee Reports**

1. **Human Resources Committee** – Commissioners Ostuw, Rutz, Williams-Brown and McCoy, Ms. Tantimonico, Ms. Coard and Ms. Reynolds were in attendance at the HR Committee meeting on 1/21/2020. Ms. Tantimonico reported that the Eligibility Specialist and Assistant Property Manager positions remain open. The Committee discussed the resolution to approve the Teamsters Local 145 Maintenance Agreement. An updated was provided on the status of the union negotiations for Locals 1303 and 818.
2. **Operations Committee** – Commissioner Rutz, Ms. Ospina, Ms. Figueroa and Ms. Bennett were in attendance at the Operations Committee meeting on 1/21/2020. Ms. Figueroa discussed the resolutions to amend the Admission and Continued Occupancy Policy (ACOP) and to the Housing Choice Voucher Administrative Plan; both policies govern the day to day activities for the housing programs. Ms. Figueroa provided a brief overview of the resolutions to approve change orders to the Contract with Absolute Staffing, LLC for recruitment services; Family Centers, Inc. for residential supportive services, and Integrated Building Management, Inc. for apartment restoration.
3. **Finance Committee** – Commissioners Nelthropp, Rutz and Williams-Brown, Mr. Tufo, Ms. Coard, Ms. Reynolds, Mr. Fedra, Ms. Figueroa, Ms. Perna, Mr. Paulemon, Ms. Luzietti and Mr. Arturo were in attendance at the Finance Committee meeting on 1/21/2020. Mr. Fedra reviewed the financial model for 12/31/2019 and noted that several Stone Harbour managed properties experienced less than budgeted results that will reduce the surplus of cash flow distributions. In the coming weeks Rippowam Corporation and Finance will work with Stone Harbour to understand and resolve the downward trend by benchmarking and analyzing the significant expense areas. Mr. Paulemon reported that the COC audits are near completion, and they are being reviewed by the quality control segment of the audit firm. Mr. Paulemon noted the Scofield Manor audit is near completion and the tax credit audits are underway; Whittlesey & Hadley, P.C. will review the audits at the March Board meeting.

**D. Report from Executive Director** – Ms. Coard provided an update on Scofield Manor and discussed the emergency maintenance repairs to the boiler piping system, which cost \$41K. Ms. Coard noted that the repairs were completed and the City of Stamford stated COC will be reimbursed for the full amount. Ms. Coard stated that Scofield Manor is in need of roof repairs and a boiler replacement. Mr. Stothart submitted a request to the City of Stamford for \$70K to cover the cost of the roof, which is being reviewed. Mr. Stothart is working with JK Energy and Eversource to get a Letter of Understanding (LOA) in order to receive a bid waiver from the City of Stamford for the boiler replacement. Ms. Coard noted that she is evaluating marketing efforts conducted for Scofield Manor to increase occupancy levels.

**E. Strategic Overview from Chief Executive Officer** – Mr. Tufo requested feedback from the Board members and staff on the end of year review that highlighted the goals and accomplishments for the Operation Service Group and Rippowam

Corporation. The Board and staff provided feedback on the end of year review. Mr. Tufo stated the Strategic Planning subcommittee will have a meeting to discuss next steps on the draft Strategic Vision and Future Direction plan.

**F. Resolution**

**20-01: Approve Change Order No. 7 for added funding to the Contract with Absolute Staffing, LLC for Recruitment Services**

- Commissioner Rutz moved, Commissioner Williams-Brown seconded.

**Be it resolved by the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to approve Change Order No. 7 for additional funding with Absolute Staffing, LLC for the amount of \$100,000.00, raising the total not to exceed contract amount to \$675,000.00 and to extend the contract term to December 31, 2020. Further expenditure shall not be exceeded without Board authorization.**

The resolution was passed.

Ayes: Courtney Nelthropp  
Rich Ostuw  
Susan Rutz  
Sheila Williams-Brown

Nays: None

**20-02: Approve Contract Change Order No. 5 with Family Centers, Inc. to extend the contract term and add funding to the Agreement for Residential Supportive Services.**

- Commissioner Rutz moved, Commissioner Williams-Brown seconded.

**Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to execute Change Order No. 5 to extend the current contract with Family Centers, Inc. for an additional year and adding funding in the amount of \$825,000.00 bringing the total contract amount to \$4,768,200.00. Further expenditure shall not be exceeded without Board authorization**

The resolution was passed.

Ayes: Courtney Nelthropp  
Rich Ostuw  
Susan Rutz  
Sheila Williams-Brown

Nays: None

**20-03: Authorize Change Order No. 5 to the Contract with Integrated Building Management, Inc. for General Contracting for Apartment Restoration.**

- Commissioner Rutz moved, Commissioner Williams-Brown seconded.

**Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to execute Change Order No. 5, for additional funding with Integrated Building Management for the amount of \$650,000.00, raising the total not to exceed contract amount to \$2,195,816.00 and to extend the contract term to March 1, 2022. Further expenditure shall not exceed without Board authorization.**

The resolution was passed.

Ayes: Courtney Nelthropp  
Rich Ostuw  
Susan Rutz  
Sheila Williams-Brown

Nays: None

**20-04: Approve policy updates to the Admissions and Continued Occupancy Policy (ACOP).**

- Commissioner Rutz moved, Commissioner Williams-Brown seconded.

**Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the updated Admissions and Continued Occupancy Plan is hereby adopted, effective February 1, 2020.**

The resolution was passed.

Ayes: Courtney Nelthropp  
Rich Ostuw  
Susan Rutz  
Sheila Williams-Brown

Nays: None

**20-05: Approve the Housing Choice Voucher (HCV) Program Administrative Plan.**

- Commissioner Rutz moved, Commissioner Williams-Brown seconded.

**Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the updated Housing Choice Voucher Program Administrative Plan is hereby adopted, effective February 1, 2020.**

The resolution was passed.

Ayes: Courtney Nelthropp  
Rich Ostuw  
Susan Rutz  
Sheila Williams-Brown

Nays: None

**20-06: Authorize Collective Bargaining Agreement with the Teamsters Local 145 Maintenance.**

- Commissioner Rutz moved, Commissioner Williams-Brown seconded.

**Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is hereby authorized to enter into a Collective Bargaining Agreement with the Teamsters Employees Local 145 Maintenance for the period of January 1, 2020 through December 31, 2022. The Contract shall be substantially in the form of the prior contract between the parties except as noted above.**

The resolution was passed.

Ayes: Courtney Nelthropp  
Rich Ostuw  
Susan Rutz  
Sheila Williams-Brown

Nays: None

**G. Executive Session**

No Executive Session was held.

**H. Adjournment**

At 7:33 p.m., after a motion duly made by Commissioner Ostuw and seconded by Commissioner Williams-Brown, the Board meeting was adjourned.

Natalie Coard  
Executive Director