

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
APRIL 24, 2019

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, April 24, 2019.

Commissioner Nelthropp called the meeting to order at 6:02 p.m.

A. Attendees

Board Members: Courtney Nelthropp
Richard Ostuw
Sheila Williams-Brown
Susan Rutz

Absent

Kristella Garcia

Advisory Board Members: Adriana Ospina
Lester McCoy

Also Present: Vin Tufo
Natalie Coard
Janice Tantimonico
Jacqueline Figueroa
Jamie Perna
Sam Fedra
Peter Stothart
Marcia Bennett

B. Approval of Minutes

- Approval of minutes of the Regular Board Meeting of March 27, 2019.

➤ Commissioner Ostuw moved, Commissioner Williams-Brown seconded

The minutes were approved. Ayes: Courtney Nelthropp Nays: None
Richard Ostuw
Sheila Williams-Brown
Susan Rutz

C. Public Comment – There were no comments from the public.

D. Secretary's Report – Mr. Tufo discussed the letter that was sent on 4/5/19 from State Representative Patricia Billie Miller to COC Board Chairman Courtney Nelthropp; the letter noted the passing of Bill Callion and recognized the work and contributions of Mr. Callion to the Stamford community and Fairgate Farm. State Representative Patricia Billie Miller requested that COC rededicate Fairgate Farm in honor of Mr. Callion. Mr. Tufo stated that Fairgate Farm was acquired as a future affordable development site. Mr. Tufo expressed that a suitable and timely recognition should be given to Mr. Callion for a job well done, and COC is considering a dedication of a planned structure - the new Market Pavilion - in honor of Mr. Callion. The proposal will be discussed at the next Farm Advisory Committee meeting.

Board Committee Reports

1. **Human Resources Committee** – Commissioners Nelthropp, Ostuw, Rutz, Williams-Brown, Advisory Board Member McKoy, Mr. Tufo, Ms. Coard, Ms. Reynolds and Ms. Tantimonico were in attendance at the HR Committee meeting on 4/23/2019. Ms. Tantimonico reported on the following: promotion of an Eligibility Specialist to Assistant xProperty Manager; the hiring of a Maintenance Mechanic III; open positions for Intake Specialist, one Eligibility Specialist and one Assistant Property Manager. Ms. Tantimonico and the committee spoke on the positive feedback from the Maintenance Mechanics regarding the new maintenance work schedule. The final feedback on the Human Resources Policy Training from Survey Monkey was distributed and discussed. Ms. Tantimonico discussed upcoming Cyber Awareness Training program for all staff, which will be managed through the Information Technology Department.

2. **Operations Committee** – Commissioners Rutz, Advisory Board Member Ospina, Ms. Figueroa, Ms. Perna, Mr. Stothart and Ms. Bennett were in attendance at the Operations Committee meeting on 4/23/2019. Ms. Figueroa discussed the rent and congregate increase at Wormers Congregate; the \$40 increase will be to the base rent, and a \$20 increase will be to the congregate fees. Residents that receive a subsidy will not be affected by the increases; the increases will be effective on 7/1/19. Ms. Perna discussed the write-off for three resident accounts with balances

deemed uncollectable. Mr. Stothart provided a procurement update and discussed the proposals received for Landscaping; he noted the receipt of five proposals that were evaluated and the recommendation to award the contract to Brian Capone Land Services. Ms. Figueroa discussed the following resolutions: Approve 2019 Use and Occupancy and Congregate Fee Increases for Wormser Congregate Senior Housing; and Acceptance of Charter Oak Communities Write-Off of Public Housing Tenant Accounts Receivable Balances Over \$5,000. Mr. Stothart discussed the resolutions to Approve Contract for Landscaping Maintenance Services including Litter Patrol and to Authorize Change Order No. 3 for Added Funding for Architectural and Engineering Services No. 16-0001 with Hibbard and Rosa Architects.

3. **Finance Committee** – Commissioners Nelthropp, Ostuw, Williams-Brown and Rutz, Advisory Board Member McCoy and Ospina, Mr. Tufo, Ms. Coard, Ms. Reynolds, Mr. Fedra, Ms. Figueroa, Ms. Perna, Mr. Paulemon, Ms. Luzietti, Mr. Arturo, Mr. Persaud and Ms. Alexander were in attendance at the Finance Committee meeting on 4/23/2019. The Finance Accountants and Property Management team presented the FY 2020 state budgets for Wormser Congregate, Oak Park and Lawnhill Terrace. They presented the Board with FY 2020 budgets and discussed the needs and an overall operational and financial viability of the properties. They highlighted variances and operating ratios to show the properties sustainability. Mr. Fedra provided an overview of the 3/31/2019 Quarterly Financial Report and discussed the impact of the Fair Market Rent (FMR) reductions to the properties using the dashboard. Ms. Figueroa explained the FMR appeal process, results and next steps. Mr. Fedra provided an update on the Request for Proposal (RFP) for auditing services; Mr. Fedra advised that the contacts for both auditors have expired and the RFP has gone out and the selections will be presented to the Board in June. Mr. Fedra noted that Guyder & Hurley was purchased by Marcum which may change the cost and structure.

E. **Report from Executive Director** – Ms. Coard reported that the bathroom renovations at Connecticut Avenue are complete and renovations at Ursula Park Townhouses will be completed by the end of April. Ms. Coard noted that there have been no additional complaints from Connecticut Avenue residents on the renovations. Ms. Coard announced that the Housing Choice Voucher (HCV) program will issue vouchers to the last 65 applicants from the waiting list starting in May 2019. Ms. Coard highlighted that the HCV program and the Finance department worked diligently on the HCV model to make this possible. Ms. Coard noted that the HCV program will open the waiting list in the summer of 2019.

F. **Strategic Overview from Chief Executive** – Mr. Tufo provided an update on the current status of the disbursements of funding for Lawnhill Terrace Phase 3. Mr. Tufo discussed options that Rippowam Corporation has assessed to provide funding solutions for the redevelopment of Lawnhill Terrace Phase 4. Mr. Tufo and Mr. Fedra presented the Strategic Plan team, one of the four focus areas in Board Development; the other areas include Fiduciary, Governance and Community. The Strategic Plan team included Commissioner Ostuw and Rutz, Mr. Tufo and Mr. Fedra; they discussed the objectives of strategic alignment and the four core strategic goals; Performance Capacity, Financial Capacity, Business Opportunities and Regulatory Compliance. Mr. Tufo noted that each Operating Division developed an action plan which was consolidated into a master strategic plan that can be understood by the Board of Commissioner and COC staff. Mr. Fedra discussed the importance of cross-functionality across the organization.

G. **Resolutions**

19-10: Approve FYE June 30, 2020 Budgets for State Moderate Rent – Lawnhill Terrace, Oak Park and Wormser Congregate Program

➤ Commissioner Ostuw moved, Commissioner Rutz seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Budgets for the State Moderate Rent Program – Lawnhill Terrace, Oak Park and Wormser Congregate facility are adopted for the Fiscal Year starting July 1, 2019 through June 30, 2020 subject to final approval by the DOH and CHFA as applicable.

The resolution was passed.

Ayes:	Courtney Nelthropp	Nays:	None
	Richard Ostuw		
	Susan Rutz		
	Sheila Williams-Brown		

19-11: Approve Contract for Landscaping Maintenance Services including Litter Patrol

➤ Commissioner Ostuw 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 enter into a contract with Brian Capone Land Services of Stamford, CT for Landscaping Maintenance Services including Litter Patrol. The total cost of this procurement shall not exceed

\$1,866,210.00 over a five year period. The contract term shall be an initial 2 (two) year period with 3 (three) additional one year renewals for a total five year contract. Further board approval will be required if the contract price exceeds 110% of the original contract price stated above.

The resolution was passed.

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

Nays: None

19-12: Authorize Change Order No. 3 for Added Funding for Architectural and Engineering Services No. 16-0001 with Hibbard and Rosa Architects

➤ Commissioner Ostuw moved, Commissioner Rutz 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. 3 for additional funding for Architectural and Engineering Services with Hibbard and Rosa Architects for the amount of \$85,000.00 raising the total authorization to \$260,000.00. Further expenditure shall not be exceeded without Board authorization.

The resolution was passed.

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

Nays: None

19-13: Approve 2019 Congregate Fee and Rent Increases for Wormser Congregate

➤ Commissioner Ostuw moved, Commissioner William-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 monthly service increase of \$60 for Wormser Congregate, is adopted effective July 1, 2019 and continuing thereafter, subject to final approval by the Connecticut Department of Housing.

The resolution was passed.

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

Nays: None

19-14: Acceptance of Charter Oak Communities Write-Off of Public Housing Tenant Accounts Receivable Balances Over \$5,000

➤ Commissioner Ostuw moved, Commissioner Rutz seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the uncollectable funds of \$33,928.19 be written off to reduce current A/R balances.

The resolution was passed.

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

Nays: None

H. Adjournment

At 7:10 p.m., after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard
Executive Director