

MINUTES OF THE REGULAR BOARD MEETING OF  
THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF STAMFORD  
JUNE 26, 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, June 26, 2019.

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

**A. Attendees**

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

**Absent**

Kristella Garcia

Advisory Board Members: Lester McCoy  
Adriana Ospina

Also Present: Vin Tufo  
Natalie Coard  
Lisa Reynolds  
Janice Tantimonico  
Jacqueline Figueroa  
Jamie Perna  
Peter Stothart  
Suela Pergjoni

**B. Approval of Minutes**

- Approval of minutes of the Regular Board Meeting of May 22, 2019

➤ Commissioner Ostuw moved, Commissioner Rutz seconded

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

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

**Board Committee Reports**

1. **Human Resources Committee** –Commissioners Ostuw, Rutz, Williams-Brown, Advisory Board Member McKoy, Ms. Tantimonico and Ms. Reynolds were in attendance at the HR Committee meeting on 6/25/2019. Ms. Tantimonico reported on the following: hiring of Fairgate Farmers Market Coordinator, an Assistant Property Manager and Information Technology College Intern; open positions include Intake Specialist, Property Manager and Eligibility Specialist. Ms. Tantimonico also reviewed the classification changes to the benefits for non-union and senior level staff, which promote flexibility and work life balance.
2. **Operations Committee** –Commissioner Rutz, Advisory Board Member Ospina, Ms. Figueroa, Ms. Perna, Mr. Stothart were in attendance at the Operations Committee meeting on 6/25/2019. Ms. Perna discussed the Person to Person mobile food truck pantry, which provides groceries at no cost to residents of Stamford Manor and the neighboring communities. The truck will be parked at Stamford Manor every Monday. Ms. Perna provided a brief overview of the information presented to the Connecticut Energy Efficiency Board highlighting the properties that have benefited from the incentives provided by Eversource. Ms. Figueroa highlighted the one million dollars in incentives received from Eversource for these properties. Mr. Stothart discussed the resolution to Approve Contract with Eversource and JK Energy for the installation of five new boilers at Stamford Manor.

3. **Finance Committee** – Commissioners Nelthropp, Ostuw, Williams-Brown and Rutz, Advisory Board Members McCoy and Ospina, Mr. Tufo, Ms. Coard, Ms. Reynolds, Ms. Figueroa, Ms. Perna, Mr. Paulemon, Ms. Luzietti, Mr. Arturo, Ms. Pergjoni, Ms. Paul and Mr. Persaud were in attendance at the Finance Committee meeting on 6/25/2019. Mr. Arturo and Ms. Paul presented the FY 2020 budget for the Low-Income Public Housing program and highlighted any significant variances in revenue and expense. Mr. Arturo noted the reserves continue to be depleted, and we are at risk of falling below the MENAR ratio by 2022. Management will be evaluating expenses and contracts to ensure long-term sustainability of program and present options to the Board before the end of this year. Ms. Luzietti and Ms. Pergjoni presented the proposed budget for the Housing Choice Voucher Program (HCVP) highlighting that the Administrative Program budget is projected to have a deficit of \$79K that will be funded from unrestricted reserves. The operating deficit is due to additional staffing needs and a rent study for the Fair Market Rent (FMR) appeal. Mr. Paulemon reviewed the Management, Administration and Enterprise (MAE) year-end 2019 estimates and the proposed budget for 2020. Mr. Paulemon explained any substantial variances from FY 2019.

C. **Report from Executive Director** –Ms. Coard acknowledged the Eastside property management team along with Ms. Perna for having minimal errors on the Lawnhill Terrace Phase 2 file audit conducted by the investors, RBC Capital Markets. Ms. Coard highlighted that the tax credit program follows strict compliance requirements, and the property management team successfully completed the files. Ms. Coard discussed meeting with the Board of Representatives-Housing Committee along with Ms. Figueroa and Mr. Warren. The team provided information on development activities and an overview of COC properties

D. **Strategic Overview from Chief Executive** – Mr. Tufo discussed the next steps for the Strategic Planning Committee to perform mid-year review on the goals and accomplishments from each of the divisions. The first team to present will be the Operation Service Group (OSG), which includes Property Management, Procurement, Section 8, Maintenance, and Community. Mr. Tufo provided an update of funding from the state, and announced that Lawnhill Terrace Phase 3 was approved for bond financing. Mr. Tufo explained that the plan is to complete a contract similar to Lawnhill Terrace Phase 2 and acknowledged that all parties appear to be in agreement and ready to proceed. Mr. Tufo noted that Lawnhill Terrace Phase 4 will need approximately \$3.5 million dollars for completion. Currently there is uncertainty regarding the state’s intentions for funding of this phase. Mr. Tufo noted his work schedule will be adjusted to three to four days per week beginning in September. Mr. Tufo discussed the challenges in revitalizing Oak Park. Mr. Tufo noted the last area for Board Development, Governance, will be presented in July.

E. **Community Team Presentation** –Ms. Coard, Ms. Figueroa, and Advisory Board Member Ospina presented on behalf of the Community Team, which also includes Commissioner Williams Brown. Ms. Coard discussed the team’s purpose which is to provide a link to the Stamford community and increase Board members’ participation in this effort. Ms. Figueroa and Advisory Board member Ospina presented the three major goals to strengthen Board members’ capacity in this regard: to increase knowledge to support decisions that impact community outreach; engage with community stakeholders while driving mission towards a sustainable future; and to serve as COC ambassadors to implement and support initiatives that empower and provide opportunities for residents. Ms. Coard discussed the team’s outcomes and next steps highlighting the development of a Board tool kit, overview of resident demographics, identify resident participation opportunities and connect Board members to networking and outreach opportunities.

F. **Resolutions**

**19-18: Approve Contract w/ Eversource and JK Energy for the Installation of five new Boilers at Stamford Manor in conjunction with funding incentive provided by Eversource**

➤ 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 enter into an agreement with Eversource and JK Energy for Architectural and Engineering Services and Contracting Services for the installation of new Lochinvar Boilers at Stamford Manor for a not to exceed amount of \$432,307.00. Further expenditure shall not be exceeded 110% of the contract total without Board authorization.**

The resolution was passed.

Ayes: Courtney Nelthropp Nays: None

Richard Ostuw  
Susan Rutz  
Sheila Williams-Brown

**19-19: Authorization of Application Seeking Approval to Dispose of Six Scattered Site Federal Public Housing Units**

➤ Commissioner Ostuw 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 submission of an application for authority to dispose of six scattered site Federal public housing units located at three sites is authorized. The submission of an application for Tenant Protection Vouchers for all eligible residents of the properties to be sold is also authorized, as are expenditures necessary to fund all reasonable costs associated with the relocation of residents of the dwellings to be sold.**

**Be it also resolved that the Executive Director and/or designated staff are authorized to execute documents and provide certifications as required to seek HUD approval for the proposed disposition, as well as HUD approval of Tenant Protection Vouchers for all eligible residents.**

The resolution was passed.

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

**19-20: Appointment of New Board of Directors Member for Rippowam Corporation**

➤ 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 Adriana Ospina is hereby designated as a member of the Board of Directors of Rippowam Corporation, effective immediately, to serve until December 31, 2020, and thereafter, subject to reappointment.**

The resolution was passed.

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

**19-21: Approve the Central Office Cost Center (COCC) operating budget for the twelve-month period ending June 30, 2020**

➤ 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 Budget for the Central Office Cost Center are adopted for the fiscal year starting July 1, 2019 through June 30, 2020.**

The resolution was passed.

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

**19-22: Approve the Federal Low Income Public Housing Program (LIPH), operating budget for the twelve-month period ending June 30, 2020**

➤ Commissioner Rutz moved, Commissioner Ostuw seconded.

**Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the operating budget for the Federal Low Income Public Housing Program is adopted for the fiscal year starting July 1, 2019 through June 30, 2020.**

The resolution was passed.

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

**19-23: Approve the Housing Choice Voucher Program (HCVP) operating budget for the twelve-month period ending June 30, 2020**

➤ 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 operating budget for the Housing Choice Voucher Program are adopted for the fiscal year starting July 1, 2019 through June 30, 2020.**

The resolution was passed.

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

**19-24: Authorization of Issuance and Sale of Multifamily Housing Revenue Notes Not Exceeding \$14,000,000 for Lawnhill Terrace 3, Series 2019**

➤ 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 resolution prepared by bond counsel authorizing issuance and sale of multifamily revenue housing notes not exceeding \$14,000,000 for Lawnhill Terrace 3 be approved and that the Executive Director or CEO of the Housing Authority of the City of Stamford be Authorized to Execute and Implement the Agreement.**

The resolution was passed.

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

**19-25: Approve Contract with Whittlesey, P.C. to provide annual audits for Mixed Finance Tax Credit Audits and Multifamily Audits & Tax Preparation for the fiscal years ending December 31, 2019 through December 31, 2023.**

➤ 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 CEO is authorized to enter into a contract with Whittlesey, P.C. for Multifamily and Mixed Finance Tax Credit Auditing/Tax Preparation Services. The contract cost shall not exceed**

**\$1,025,591.00 over the five-year contract period. 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      Nays: None  
Richard Ostuw  
Susan Rutz  
Sheila Williams-Brown

**19-26: Approve Contract with Marcum, P.C. to provide annual audits for the Housing Authority of the City of Stamford for the fiscal years ending June 30, 2019 through June 30, 2023.**

➤ Commissioner Ostuw moved, Commissioner Rutz seconded.

**Be it resolved by the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the CEO is authorized to enter into a contract with Marcum, P.C. for the Auditing Services. The contract cost shall not exceed \$220,000.00 over a five-year period. 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      Nays: None  
Richard Ostuw  
Susan Rutz  
Sheila Williams-Brown

**G. Adjournment**

At 7:08 p.m., after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard  
Executive Director