

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

A regular Board meeting of the Commissioners of the Housing Authority of the City of Stamford was held using a remote connection meeting platform- Zoom on Wednesday, July 22, 2020.

Commissioner Ostuw called the meeting to order at 6:03 p.m.

A. Attendees

Present: Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McKoy

Absent: Courtney Nelthropp

Advisory Board Member: Adriana Ospina

Staff Members Present: Vin Tufo
Jonathan Gottlieb
Christine Young
Natalie Coard
Jacqueline Figueroa
Jamie Perna
Peter Stothart
Janice Tantimonico
Dorothea Dorante
Lisa Reynolds
Sam Feda
Darnel Paulemon
Marcia Bennett

B. Approval of Minutes - Approval of minutes of the Regular Board Meeting of June 24, 2020

➤ Commissioner Rutz moved, Commissioner Williams-Brown seconded

The minutes were approved. Ayes: Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McKoy

Nays: None

C. Public Comment – Ms. Lane a resident of Post House inquired on the status of the United States Census 2020 and the type of responses from residents. Ms. Perna will provide Ms. Lane with an update after the meeting.

Board Committee Reports

- Human Resources Committee** – Commissioners Ostuw, Rutz, Williams-Brown, and McKoy, Ms. Tantimonico, Ms. Dorante, Ms. Coard, Ms. Reynolds and Mr. Tufo were in attendance at the HR Committee meeting on 7/21/2020. Ms. Tantimonico reviewed the Reopening Office Plan, including Employee COVID-19 Mandatory Training and Testing along with other office protocols. In addition, the committee discussed the Hero Incentive Appreciation Award Program that will recognize the employees at Scofield Manor, Wormser Congregate and the Maintenance team for their exceptional work throughout the pandemic
- Operations Committee** – Commissioners Ostuw, Rutz, McKoy and Williams-Brown, Advisory Board Member Ospina, Ms. Figueroa, Ms. Coard, Ms. Perna, Mr. Stothart, Mr. Tufo, Ms. Reynolds, Mr. Feda, Ms. Tantimonico, Ms. Dorante, Mr. Paulemon, Mr. Arturo and Ms. Bennett were in attendance at the Operations Committee meeting on 7/22/2020. Ms. Figueroa discussed the regulatory waivers issued by HUD, which recently extended the waiver allowing inspections to be completed within one year instead of by 10/2020. Ms. Figueroa reported that eleven COVID-19 testing events were completed for residents; however, only ten to fifteen percent of residents have taken advantage of the free testing. Ms. Perna stated that the application for the Resident Fund Basic Needs Pantry has been approved; the pantry will be sponsored by the Connecticut Housing Finance Authority (CHFA) and will provide non-perishable food items to residents of Oak Park, Lawnhill Terrace and Wormser Congregate. Ms. Perna reported that Lawnhill Terrace Phase 3, Quintard Manor, Park 215 and Taylor Street were audited for tax credit compliance and received no findings; a few minor items were listed and will be addressed in the coming weeks. Mr. Stothart provided a procurement update and discussed the highlights of the resolutions: Accept City of Stamford Capital Funding for Built-in Gutter, Cornice and Slate Roof Improvements at Scofield Manor; Authorize Change Order Nos. 3 & 4 to

Contract with Alden Bailey Restoration Corp for Additional Work and Funding for Built-in Gutters, Cornice, and Slate Roof Improvements at Scofield Manor; Authorize Change Order No. 4 to the Contract with Staples Advantage for Added Funding for Office Supplies, Furniture & Equipment; Authorize Change Order No. 5 to Contract with Alden Bailey Restoration Corp for Additional Work and Funding for Built-in Gutters, Cornice, and Slate Roof Improvements at Scofield Manor.

3. **Finance Committee** – Commissioners Ostuw, Rutz, Williams-Brown and McKoy, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Ms. Reynolds, Mr. Fedra, Ms. Figueroa, Ms. Perna, Mr. Paulemon, Ms. Luzietti, Mr. Arturo, and Mr. Montanez were in attendance at the Finance Committee meeting on 7/21/2020. Mr. Fedra presented the updated financial model estimating cash flow through 2029 for COC and Rippowam Corporation. The projections indicate strong financial liquidity for the organization and limited growth over this period. Mr. Fedra discussed the variable assumptions related to developer fees on future projects, cash flow from the unleased Park 215 commercial space, cash out proceeds from the multi-family renovation projects and sale proceeds from future projects. Mr. Fedra discussed the cash reserves and explained the importance and intent of the reserves. He discussed each entity and the effects on cash flow and the future impact due to COVID-19. Mr. Fedra provided an overview of the 6/30/2020 Quarterly Financial Report and discussed the financial implications of COVID-19 on the entire organization, and he provided details on the grants/funds that have been received. He provided an overview on the impact of COVID-19 on Scofield Manor, as experiencing the largest financial impact with a significant shortfall projected by 09/20 if FEMA funding does not come through. Mr. Fedra discussed the 6/20 year-end results for LIPH, Lawnhill Terrace, Oak Park, Wormser, Management, Administration and Enterprise (MAE) and Rippowam Corporation. As part of the year-end review, various financial ratios were used to identify improvement at (Wormser), stability (Lawnhill Terrace, Oak Park, MAE, Rippowam Corporation) and weakening (LIPH). Mr. Fedra discussed the status of the pandemic assistance funding applications submitted by the organization.

D. **Report from Executive Director**- Ms. Coard discussed the July COVID-19 report and highlighted updates for each department. Ms. Coard reported that COC has signed another contract with Building and Land Technology (BLT) to provide leasing services to a new building, Allure. This is COCs’ third contract with BLT to provide services, which include waitlist management, lease ups and ongoing recertification. Ms. Coard discussed COC’s participation in Stamford Stands Against Racism (SSAR), a communitywide call-to-action committing to specific actions to eradicate systemic racism. The mission of SSAR is to work with organizations to train and educate leaders and employees within the Stamford area on racism.

E. **Strategic Overview from Chief Executive Officer**- Mr. Tufo reported on some actions the City of Stamford is taking to deal with its shortage of affordable housing. The City’s original plan was to hire a consultant to create a master plan for affordable housing, but due to budget cuts across all programs funding was denied. The City has decided to keep the work “in house”; the plan is to create a strategy to expand the supply of affordable housing and develop the housing policies to make housing available and more equitable to all the populations. The City’s Land Use Bureau (planning and zoning department) will oversee this effort. Mr. Tufo stated that the project has been divided into three primary areas: 1. Address short-term housing needs including eviction prevention; 2. Develop zoning protocols and language; 3. Build consensus in the community. A work group has been created for each. Mr. Tufo will participate in the short term (eviction prevention) work group; Mr. Gottlieb will be participating in the Zoning work group; and Ms. Coard will be a part of the Community Engagement and Visioning work group.

F. **Resolution**

20-28: Accept City of Stamford Capital Funding for Built in Gutter, Cornice and Slate Roof Improvements at Scofield Manor.

➤ Commissioner Rutz moved, Commissioner Williams-Brown seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the Executive Director is authorized to accept \$97,916.82 from the City of Stamford Capital Improvement Funds for the Built In Gutter, Cornice and Slate Roof Improvements at Scofield Manor. She is authorized to execute an agreement and related documents, including requests for payment from this grant.

The resolution was passed.

Ayes: Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McKoy
Nays: None

20-29: Authorize Change Order Nos. 3 & 4 to Contract w/ Alden Bailey Restoration Corp for Additional Work and Funding for Built-in Gutters, Cornice, and Slate Roof Improvements at Scofield Manor.

➤ Commissioner Rutz moved, Commissioner McKoy 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 approve Change Orders Nos. 3 and 4 to the contract with Alden Bailey Restoration Corp. for the combined amount of \$71,250.00, raising the total not to exceed contract amount to \$208,425.00. Further expenditure shall not be exceeded without Board authorization.

The resolution was passed.

Ayes: Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McKoy

Nays: None

20-30: Authorize Change Order No. 4 to the Contract with Staples Advantage for Added Funding for Office Supplies, Furniture & Equipment

➤ Commissioner McKoy 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 approve Change Order No. 4 to the contract with Staples Advantage Office Supplies, Furniture & Equipment for a revised amount of \$80,000.00, bringing the total not to exceed contract amount to \$170, 000.00; and that further additional funding shall not be exceeded without Board further Board authorization.

The resolution was passed.

Ayes: Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McKoy

Nays: None

20-31: Authorize Change Order No. 5 to Contract w/ Alden Bailey Restoration Corp for Additional Work and Funding for Built-in Gutters, Cornice, and Slate Roof Improvements at Scofield Manor.

➤ Commissioner Rutz moved, Commissioner McKoy 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 approve Change Orders No. 5 to the contract with Alden Bailey Restoration Corp. for the total amount of \$39,810.00, bringing the total not to exceed contract amount to \$248,235.00. Further expenditure shall not be exceeded without Board authorization.

The resolution was passed.

Ayes: Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McKoy

Nays: None

20-32: Resolutions of The Housing Authority Of The City Of Stamford Regarding Lawnhill Terrace 3 CL&P D/B/A Eversource Energy Utility Easement.

➤ Commissioner Rutz moved, Commissioner Williams-Brown seconded.

NOW, THEREFORE, BE IT RESOLVED, that:

- 1. The Board of Commissioners of the Housing Authority of the City of Stamford (HACS) approves the granting of a utility maintenance easement to Connecticut Light & Power Company d/b/a Eversource Energy for the installation and ongoing maintenance of electric and gas distribution lines. The easement agreements are attached to this resolution and are incorporated by reference.**
- 2. The Board of Commissioners of the Housing Authority of the City of Stamford (HACS) approves the subordination of the existing liens held by HACS to the new utility distribution and maintenance agreements.**

3. **Vincent J. Tufo, the CEO of COC be authorized to execute and deliver in the name of COC the easement as presented to this meeting and to do any and all other acts necessary to effectuate the foregoing.**

4. **This resolution shall be effective immediately.**

The resolution was passed.

Ayes: Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Nays: None

20-33: Authorize Rent Relief Program for Residents Facing Potential Eviction Due to Loss of Income or Employment Resulting from COVID-19.

➤ Commissioner Rutz moved, Commissioner Williams-Brown seconded.

NOW, THEREFORE be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the COC Rent Relief Program is authorized as described above, subject to minor modifications as determined through ongoing assessments

The resolution was passed.

Ayes: Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McKoy
Nays: None

G. Executive Session

No Executive Session was held.

H. Adjournment

At 7:15 p.m., after a motion duly made by Commissioner Rutz and seconded by Commissioner Williams-Brown, the Board meeting was adjourned.

Natalie Coard
Executive Director