

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
AUGUST 24, 2022

A regular Board meeting of the Commissioners of the Housing Authority of the City of Stamford was held at 40 Clinton Avenue, Stamford, Connecticut and a remote connection meeting platform, Zoom, on Wednesday, August 24, 2022.

Commissioner Rutz called the meeting to order at 6:22 p.m.

A. Attendees

Present: Susan Rutz Absent: Sheila Williams-Brown
Rich Ostuw
Lester McKoy
Bianca Shinn-Desras

Advisory Board Members: Laura Burwick
Ronice Latta

Present: Vin Tufo
Natalie Coard
Jon Gottlieb
Lisa Reynolds
Sam Feda
Jackie Figueroa
Brethela Love-Ortiz
Ken Montanez
Jamie Perna
Megan Shutes
Peter Stothart
Jan Tantimonico
Chris Warren
Christine Young

Public: Mr. Andrew Banoff
Ms. Cynthia Bowser
Ms. Frances Lane
Mr. Barry Michelson
Mr. Rick Redniss
Mr. Mark Youdin

B. Approval of Minutes

- Approval of minutes of the COC Board Meeting of July 27, 2022

➤ Commissioner Ostuw moved, Commissioner Shinn-Desras seconded

The minutes were approved.

Ayes: Susan Rutz Nays: None
Rich Ostuw
Lester McKoy
Bianca Shinn-Desras

Public Comments – Mr. Mark Youdin, resident at Clinton Manor, requested to understand how the extermination of roaches, mice and bed bugs is addressed at Clinton Manor. Ms. Coard apologized for the difficulties Mr. Youdin was

having. Ms. Coard stated this is addressed two ways: quarterly exterminations are performed, and residents need to place a work order with management when they learn of any infestations. Ms. Coard stated that the challenge is that all residents do not address the issue timely or do all the necessary prepping prior to exterminations.

Mr. Youdin requested to know the details on the asbestos abatement in the second floor Clinton Manor offices. Mr. Tufo reassured Mr. Youdin that a licensed contractor was on site, and there were no particles during the abatement that could go into the residential portion of the building.

Mr. Barry Michelson, representing the Stamford Neighborhood Coalition, stated that they often hear from individuals seeking homeownership to learn if there are any homeownership plans and opportunities for those with limited resources in Stamford.

Mr. Tufo responded that COC understands and agrees that those not able to purchase a home is a viable goal and should be included in the Stamford Affordability Housing plan. Purchasing power would be a way to work toward that to provide assistance with obtaining a mortgage to help individuals close the gap. COC agrees that leveraging is a useful tool for individual purchasing power of someone with moderate income such as in the 70% to 90% area median income.

Mr. Gottlieb stated that we should be careful to assume that homeownership is an answer for everybody. COC had a program associated with the HOPE VI program, which we receive calls and letters from every month with people having difficulties meeting their payments.

C. Board Committee Reports

Human Resources Committee – Commissioners Rutz, Ostuw, McKoy and Shinn-Desras and Advisory Board members Burwick and Latta, Mr. Tufo, Ms. Coard, Ms. Tantimonico, Mr. Gomez, Mr. Fedra, Ms. Reynolds, Ms. Figueroa, Ms. Perna, Ms. Love-Ortiz, Mr. Paulemon, Mr. Soares, Mr. Montanez, Mr. Stothart and Ms. Young attended the HR Committee meeting on 8/23/2022. Ms. Tantimonico gave an overview on recent promotions, new hires and open positions. Ms. Tantimonico discussed the change in COC's HR recruitment efforts since 01/2022, which has resulted in successful hires. Mr. Gomez provided an update of the ADP Employee Performance Review status and employee engagement events.

Finance Committee – Commissioners Rutz, Ostuw, McKoy and Shinn-Desras and Advisory Board members Burwick and Latta, Mr. Tufo, Ms. Coard, Ms. Tantimonico, Mr. Gomez, Mr. Fedra, Ms. Reynolds, Ms. Figueroa, Ms. Perna, Ms. Love-Ortiz, Ms. Luziatti, Mr. Paulemon, Mr. Montanez, Mr. Galasso, Mr. Soares, Mr. Stothart, Mr. Warren and Ms. Young attended the Finance Committee meeting on 8/23/2022. Mr. Fedra provided a high-level overview of the Quarterly Financial Report of 6/30/22, and the financial results as of 6/30/22. Mr. Fedra focused on the properties and programs with a 6/30 year-end, including the federal and state properties, the MAE and Rippowam Corporation. Mr. Fedra highlighted the un-audited variances against budgets and provided explanations; he discussed the results for the other properties not at year-end (Scofield, Rippowam and Glenbrook Manors and the Tax Credit developments) providing vacancy and expense variance analyses and highlights. Ms. Luziatti gave a brief overview of the COC audit process for the fiscal year ending 6/30/22. Ms. Luziatti described the milestones of the process and timeline for completion of the audit report and Annual Comprehensive Financial Report.

Operations Committee – Commissioners Rutz, Ostuw, McKoy and Williams-Brown and Advisory Board members Burwick and Latta, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Tantimonico, Mr. Gomez, Mr. Fedra, Ms. Reynolds, Ms. Figueroa, Ms. Perna, Ms. Love-Ortiz, Mr. Montanez, Ms. Luziatti, Mr. Paulemon, Mr. Galasso, Mr. Soares, Mr. Warren, Mr. Stothart and Ms. Young attended the Operations Committee meeting on 8/23/2022. Mr. Fedra provided reports on the A/R for 07/2022 and ongoing efforts to secure rent relief payments. Ms. Perna reported that COC continued to work with UniteCT and Community Action Agency of Western Connecticut to process 35 pending applications. Ms. Perna reported on anticipated evictions scheduled for 09/2022. Ms. Perna, Ms. Love and Mr. Stothart provided a high-level review of the Quarterly Operations Board Report of 6/30/2022 across all developments.

Mr. Stothart provided an update on the Lawn Avenue Townhouses Site Renovations capital project. Mr. Stothart discussed tonight's resolutions: Award Contract to Arrow Security Services for Security Guard Services, Award Contract to Connecticut Pest Elimination LLC for Extermination Services and Authorize Change Order No. 3 to Contract w/ BRD Builders for Additional Work and Funding for Site Improvements at Lawn Avenue Townhouses.

D. Report from Executive Director - Ms. Coard provided an update on the West Side Portfolio that includes eight properties: Summer Place, Post House, Clinton Manor, Glenbrook Manor, Rippowam Manor, Quintard Manor, Wormser Congregate and Taylor Street. Ms. Coard reviewed the different types of programs with compliance and regulatory requirements for the properties. Ms. Coard noted there are staffing challenges and the need to work closely with the team to evaluate: job descriptions, needs of the residents, professional development, training plan, and onboarding and continued development. A progress update will be provided as improvements are executed and the portfolio is adequately staffed.

E. Strategic Overview from Chief Executive Officer – Mr. Tufo discussed the upcoming Mid-Year Progress Update presentations to the Board. The senior staff is developing strategic goals for the next two years, 2023 and 2024 in accordance with COC's Core Objectives. We recommend two sessions that include a mid-year progress review and goal setting session to plan for the next two years. Additionally, Mr. Tufo stated that we should consider taking alternative steps to funding secure support as there doesn't appear to be a comprehensive approach by the city to address priorities recommended in the affordable housing plan. For example, Oak Park is an important project that we're not sure will obtain adequate funding.

F. Resolutions:

22-21 Authorization of Issuance and Sale of Multifamily Housing Revenue Notes Not Exceeding Aggregate Amount of \$36,000,000 for the Dogwoods Project, Series 2022

➤ Commissioner Ostuw moved, Commissioner Shinn-Desras seconded.

Be it resolved by the commissioners of the Housing Authority of the City of Stamford that the resolution prepared by bond counsel authorizing issuance and sale of multifamily revenue housing notes not exceeding \$36,000,000 for Dogwoods Project 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: Susan Rutz
Rich Ostuw
Lester McKoy
Bianca Shinn-Desras
Nays: None

22-22 Award Contract to Arrow Security Services for Security Guard Services

➤ Commissioner Ostuw moved, Commissioner Shinn-Desras 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 an annual contract with Arrow Security Services for Security Guard Services. The cost of this procurement shall not exceed a total annual amount of \$606,000.00 for a one-year contract. Further Board approval will be required if the contract amount exceeds 110% of the authorized amount.

The resolution was passed.

Ayes: Susan Rutz
Rich Ostuw
Lester McKoy
Nays: None

