

MINUTES OF THE REGULAR BOARD MEETING OF  
THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF STAMFORD  
JULY 24, 2024

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 on the Zoom remote connection meeting platform on Wednesday, July 24, 2024.

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

**A. Attendees**

Present:	Rich Ostuw John Coff Lester McKoy	Absent: Divya Malhotra Alexandro Morris
Advisory Board:	Ronice Latta Bianca Shinn-Desras	Absent: Ari Goldstein Jacyn Williams
Present:	Vin Tufo Jon Gottlieb Lisa Reynolds Sam Feda Jackie Figueroa Beth Janney Ken Montanez Jan Tantimonico Raul Gomez Christine Young	

**B. Approval of Minutes**

- Approval of minutes of the COC Board Meeting of June 26, 2024

➤ Commissioner Ostuw moved; Commissioner Coff seconded.

The minutes were approved.

Ayes:	Rich Ostuw Lester McKoy John Coff	Nays:	None
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**C. Public Comments** – There was no public comment.

**D. Board Committee Reports**

**Human Resources Committee** – Commissioners Ostuw, Coff, McKoy and Morris, Advisory Board member Latta, Mr. Tufo, Mr. Gottlieb, Ms. Figueroa, Ms. Janney, Mr. Montanez, Mr. Feda, Ms. Figueroa, Ms. Reynolds, Ms. Tantimonico, Mr. Raul, Mr. Warren, Mr. Galasso, Ms. Silverio, Mr. Paulemon, Mr. Soares, Ms. Caselli and Ms. Young attended the Human Resources Committee meeting on 7/23/2024. Ms. Tantimonico provided a recruitment update on open positions and announced Mr. Gomez’s promotion to Senior Human Resources Generalist. Ms. Tantimonico provided a high-level overview of the 2024 Employee Survey results. Mr. Gomez provided an update on recent and scheduled employee engagement activities and events.

**Operations Committee** – Commissioners Ostuw, Coff, McKoy and Morris, Advisory Board member Latta, Mr. Tufo, Mr. Gottlieb, Ms. Figueroa, Ms. Janney, Mr. Montanez, Mr. Feda, Ms. Figueroa, Ms. Reynolds, Ms. Tantimonico, Mr. Raul, Mr. Warren, Mr. Galasso, Ms. Silverio, Mr. Paulemon, Mr. Soares, Ms. Caselli and Ms. Young attended the Operations Committee meeting on 7/23/2024.

Ms. Janney discussed several key updates during the meeting. Ms. Janney informed the committee on the upcoming Spectrum Enterprises, monitoring agency for the State of Connecticut, audits for the Low-Income Housing Tax Credit (LIHTC) properties, which will begin with Post House on 07/29/2024 and continue at Lawnhill Terrace 1 and 2 on 07/30/2024; Quintard and Taylor Street audits are scheduled to follow. Spectrum Enterprises is tasked with reviewing 10% of our properties annually. This includes both physical inspections and file reviews to ensure compliance with program regulations while safeguarding units occupied by LIHTC eligible households.

Ms. Janney highlighted the success of the summer resident barbeques, which kicked off in collaboration with the Stamford Police Department (SPD) for Clinton Manor and Post House 07/22/2024. These events are part of a series of barbeques planned for each of our communities throughout the summer. The goal is to build trust between residents and the SPD, encourage open communication, and provide safety tips and community updates.

Ms. Janney reported on COCs' third year participating in the Connecticut Department of Agriculture's Senior Farmers Market Nutrition Program (SFMNP). The program aims to enhance access to fresh produce for low-income seniors and people with disabilities while supporting local agriculture. This year our Resident Service Coordinators (RSC) have successfully enrolled 400 residents in the program from the COC portfolio.

**Finance Committee** – Commissioners Ostuw, Coff, McKoy and Morris, Advisory Board member Latta, Mr. Tufo, Mr. Gottlieb, Ms. Figueroa, Ms. Janney, Mr. Montanez, Mr. Fedra, Ms. Figueroa, Ms. Reynolds, Ms. Tantimonico, Mr. Raul, Mr. Warren, Mr. Galasso, Ms. Silverio, Mr. Paulemon, Mr. Soares, Ms. Caselli and Ms. Young attended the Finance Committee meeting on 7/23/2024.

Ms. Figueroa and Ms. Caselli reviewed the Housing Choice Voucher (HCV) Funding Model with the current year projection based on HUD budget authority, leasing strategy and other model components impacting the results. A three-year outlook plan was prepared to execute the program so that the most families are served while maintaining adequate program funds. Ms. Reynolds noted the A/R Write-Offs requiring approval (over \$5K per tenant) that were discussed in detail during the Operations Committee meeting. Ms. Reynolds discussed the Fiduciary Checklist, which presents activity through 06/2024.

Commissioner Ostuw, Mr. Tufo, Ms. Reynolds and Mr. Fedra discussed considerations for the Board to include revisions to the committee structure and streamline some of the financial reporting content to support the Board in meeting its fiduciary responsibilities. The commissioners participated in a discussion and provided feedback and suggestions. In the coming months, changes to the reporting content and committee structure will be further discussed and implemented.

**E. Resolutions –**

**24-30: Acceptance of Charter Oak Communities Write-Off of Tenant Accounts Receivable Balances Over \$5,000**

- Commissioner Coff moved; Commissioner McKoy seconded.

**Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the uncollectable funds of \$39,914 be written off to reduce current Account Receivable balances.**

The resolution was passed.

Ayes: Rich Ostuw  
John Coff  
Lester McKoy  
Nays: None

**24-31: Authorize the Housing Authority of the City of Stamford d/b/a Charter Oak Communities (“HACS”) to enter into a certain ground lease with Oak Park Phase I Limited Partnership (the “Partnership”), and authorize the Seller Loan, the OP Reserves Loan, and the Fee In Lieu Loan (each as hereinafter defined) to the Partnership all in connection with the redevelopment of Phase 1 of Oak Park (the “Project”).**

- Commissioner Coff moved; Commissioner McKoy seconded.

1. HACS enter into the Ground Lease with the Partnership for the Property, and enter into any and all agreements, documents or papers necessary in connection with the Ground Lease.
2. HACS extends the Loans to the Partnership in accordance with the Loan Documents and take whatever additional action(s) may be required pertaining to said Loans.
3. HACS, and Vincent J. Tufo as CEO of HACS, and any other officer of HACS, be, and hereby are, authorized to do and perform all such further acts and things as may be necessary or convenient in order to consummate the transactions authorized in the foregoing resolutions or as otherwise required in connection with the completion of the Project, and any actions heretofore or hereafter taken in carrying out the purposes of these resolutions is confirmed, approved and ratified in all respects.
4. That certain Resolution No. 24-31 dated July 24, 2024, remains in full force and effect.
5. This Resolution shall take effect immediately.

The resolution was passed.

Ayes:	Rich Ostuw	Nays:	None
	John Coff		
	Lester McKoy		

**F. Executive Session** – At 6:17 p.m., after a motion duly made by Commissioner Ostuw and seconded by Commissioner McKoy, the Board meeting was suspended. At 6:53 p.m. the Board went into an Executive Session. Mr. Tufo and the Senior Staff briefed the Board on the planned succession of senior leadership and its impact on the organization. The Board discussion provided helpful feedback and opportunities for consideration.

**G. Adjournment** - At 7:57 p.m., after a motion duly made by Commissioner Coff and seconded by Commissioner McKoy the Board meeting was adjourned.

Natalie Coard  
Executive Director