

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
JUNE 25, 2025

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, June 25, 2025.

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

A. Attendees

Present:

Rich Ostuw
Lester McKoy
Divya Malhotra
John Coff
Alexandro Morris

Absent:

Advisory Board:

Jonny Lach
Ronice Latta

Absent: Bianca Shinn-Desras

Present:

Vin Tufo
Natalie Coard
Jon Gottlieb
Lisa Reynolds
Sam Feda
Jackie Figueroa
Beth Janney
Ken Montanez
Jan Tantimonico
Megan Shutes
Michele Tarulli
Karen Coquillon
Chris Warren
Darnel Paulemon
Christine Young
Kim Carter
Mariya Yurukova

B. Approval of Minutes

Approve minutes of the COC Board Meeting of May 28, 2025

➤ Commissioner Coff moved; Commissioner McKoy seconded.

The minutes were approved.

Ayes: Rich Ostuw
Lester McKoy
Divya Malhotra
John Coff
Alexandro Morris

Nays: None

C. Public Comments – There was no public comment.

D. Board Committee Reports

Human Resources Committee – Commissioners Ostuw, McKoy, Malhotra, and Coff and Advisory Board members Shinn-Desras and Lach, Mr. Tufo, Ms. Coard, Mr. Montanez, Mr. Fedra, Ms. Reynolds, Mr. Gomaz, Ms. Janney, Ms. Tantimonico, Mr. Warren, Ms. Coquillon, Ms. Parada-Bravo, Mr. Galasso, Mr. Paulemon, Ms. Carter and Ms. Young attended the Human Resources Committee meeting on 06/24/2025.

Mr. Gomez provided an update on recruitment, promotions including new hires and open positions. Ms. Tantimonico provided an update on the CEO Transition Phase II process, which included the continuity of Phase I and Phase II. Ms. Tantimonico introduced Ms. Ranata Reeder, Charity Search Group Director of Client Experience. Ms. Reeder provided an overview on the purpose of her two-day in-person meetings at Charter Oak Communities.

Mr. Gomez provided an update on recent and upcoming scheduled employee engagement activities and events.

Operations Committee – Commissioners Ostuw, McKoy, Malhotra, and Coff and Advisory Board members Shinn-Desras and Lach, Mr. Tufo, Ms. Coard, Mr. Montanez, Mr. Fedra, Ms. Reynolds, Mr. Gomaz, Ms. Janney, Ms. Tantimonico, Mr. Warren, Ms. Coquillon, Ms. Parada-Bravo, Mr. Galasso, Mr. Paulemon, Ms. Carter and Ms. Young attended the Operations Committee meeting on 06/24/25.

Ms. Parada-Bravo shared updates to the Housing Choice Voucher (HCV) Administrative Plan, including the Metropolitan to Small Area Fair Market Rents and Housing Opportunity Through Modernization Act (HOTMA)-related changes, both requiring a 45-day public comment period. Additionally, Ms. Parada-Bravo reported that over 6,000 “Save My Spot” letters were sent to applicants on HCV and Project-Based Voucher (PBV) waitlists, encouraging them to register on the new applicant portal. To date, approximately 300 applicants have completed registration. She emphasized that no applicant will be removed from the waitlist for failing to respond.

Ms. Janney provided a recap of the Property Manager/Resident Service Coordinator team-building session held on 6/5/2025. The meeting focused on strengthening communication, fostering team bonding and clarifying staff roles and responsibilities to better support residents.

Mr. Warren and Ms. Janney addressed leasing challenges at Quintard Manor by developing a staged mini model unit, which successfully helped attract and secure a new resident. In an ongoing effort to improve property marketability and resident experience, Mr. Warren and Ms. Janney have initiated monthly property visits to assess curb appeal and interior conditions. Post House enhancements to the lobby, entrance and laundry room have been completed. Improvement efforts at Quintard Manor remain in progress. These property visits will continue regularly to monitor progress and showcase enhancements aimed at increasing tenant satisfaction and lease-up success.

Finance Committee – Commissioners Ostuw, McKoy, Malhotra, and Coff and Advisory Board members Shinn-Desras and Lach, Mr. Tufo, Ms. Coard, Mr. Montanez, Mr. Fedra, Ms. Reynolds, Mr. Gomaz, Ms. Janney, Ms. Tantimonico, Mr. Warren, Ms. Coquillon, Ms. Parada-Bravo, Mr. Galasso, Mr. Paulemon, Mr. Greene, Mr. Soares, Mr. Molin, Ms. Silverio, Ms. Carter and Ms. Young attended the Finance Committee meeting on 06/24/2025.

Mr. Galasso presented the budget for four RAD properties (72 units), which were converted from LIPH in 2024; the HAP subsidies began in 01/2025. The FY 2026 budget reflects a full year of increased revenue with positive cash flows of \$40K–\$146K per property.

Mr. Paulemon reviewed the proposed FY26 MAE and Rippowam budgets. MAE's net cost is projected at \$1.6M, down from \$2M in FY 2025, mainly due to higher RAD management fees and staffing changes, including additional the CEO recruitment and Finance Department costs. Rippowam expects \$959K in net operating income, driven by increased developer fees from Oak Park 1 and 2. Staffing assumptions for Rippowam Corporation were discussed along with the proposed Asset and Project Manager position.

Mr. Paulemon and Mr. Fedra presented a 10-year cash flow forecast for Charter Oak Communities and Rippowam Corporation showing growth from strong operations and development at Oak Park and Stamford Manor. Planning is underway for future variables such as a Stamford Manor sponsor loan, property redevelopment, and year 15 reacquisition costs.

Ms. Silverio discussed the resolution that will be presented to the Board for consideration: Acceptance of the Write-Off of Tenant Accounts Receivable Balances Over \$5,000.

- E. Report from Executive Director** – Ms. Coard reported that a Community Development Block Grant (CDBG) application has been submitted for the installation of a water booster pump at Rippowam Manor. This improvement aims to enhance water pressure and reliability for residents.
- Ms. Coard announced that COC will hold a public comment period for proposed amendments to the Admissions and Continued Occupancy Plan (ACOP). The public is invited to review the proposed changes and submit verbal and/or written comments. The public hearing is scheduled for 8/5/2025. The finalized amendments will be presented before the Board for approval in August 2025.
- Ms. Coard also announced a public comment period for proposed changes to the Housing Choice Voucher (HCV) Administrative Plan... A public hearing will be held on 07/08/2025 at the Clinton Manor Conference Room. The revised Administrative Plan will be presented to the Board for approval in July.
- F. Strategic Overview from Chief Executive Officer** - Mr. Tufo congratulated Sam Freda on his promotion to Chief Financial Officer and acknowledged his contributions to the organization. Mr. Tufo provided an update on the budget reconciliation process currently underway in Congress, along with other developments in Washington, D.C. He highlighted the potential impact of proposed changes to federal funding levels, regulatory frameworks, and the overall federal budget, particularly as they relate the Housing Choice Voucher program.
- G. Resolutions** –
- 25-19: Acceptance of the Write-Off of Tenant Accounts Receivable Balances Over \$5,000.**
- Commissioner Coff moved; Commissioner Malhotra 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 accounts receivable balance of \$18,999 be written off.
- The resolution was passed.
- | | | | |
|-------|---|-------|------|
| Ayes: | Rich Ostuw
Lester McKoy
Divya Malhotra
John Coff
Alexandro Morris | Nays: | None |
|-------|---|-------|------|
- 25-20: Approve the Management, Administrations & Enterprise (MAE) operating budget for the twelve-month period ending June 30, 2026**
- Commissioner Coff moved; Commissioner Malhotra 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 Management, Administrations & Enterprise is adopted for the fiscal year starting July 1, 2025, through June 30, 2026.
- The resolution was passed.
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|-------|---|-------|------|
| Ayes: | Rich Ostuw
Lester McKoy
Divya Malhotra
John Coff
Alexandro Morris | Nays: | None |
|-------|---|-------|------|
- 25-21: Approve the Rental Assistance Demonstration (RAD), operating budgets for the twelve-month period ending June 30, 2026.**

➤ Commissioner Malhotra 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 operating budgets for the Rental Assistance Demonstration program are adopted for the fiscal year starting July 1, 2025, through June 30, 2026.

The resolution was passed.

Ayes:	Rich Ostuw	Nays:	None
	Lester McKoy		
	Divya Malhotra		
	John Coff		
	Alexandro Morris		

G. Executive Session – At 6:41 p.m., after a motion duly made by Commissioner Ostuw and seconded by Commissioner McKoy, the Board meeting was suspended. At 7:21 p.m. the Board went into an Executive Session. Ms. Mariya Yurukova, Charity Search Group, briefed the Board members on the process for recruiting the next Chief Executive Officer.

H. Adjournment - At 7:54 p.m., after a motion duly made by Commissioner McKoy and seconded by Commissioner Coff the Board meeting was adjourned.

Natalie Coard
Executive Director