MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
JUNE 24, 2026

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 24, 2026.

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

A. Attendees

Present:	Rich Ostuw John Coff Lester McKoy Divya Malhotra	Absent:	Alexandro Morris
Advisory Board:	Jonny Lach Ronice Latta Bianca Shinn-Desras Bruce Heller	Absent:	
Present:	Jon Gottlieb Michele Tarulli Jackie Figueroa Beth Janney Jan Tantimonico Chris Warren Ken Montanez Sam Feda Natalie Coard Karen Coquillon Darnel Paulemon Kim Carter		

B. Approval of Minutes

Approve minutes of the COC Board Meeting of May 27, 2026

- Commissioner Coff moved; Commissioner McKoy seconded.

The minutes were approved.

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

C. Public Comments – There was no public comment.

D. Board Committee Reports

Human Resources Committee – Commissioners Ostuw, Coff, and Malhotra and Advisory Board members Lach, Heller and Latta, Ms. Coard, Mr. Montanez, Mr. Feda, Mr. Gomez, Ms. Coquillon, Ms. Parada- Bravo, Ms. Janney, Ms. Figueroa, Ms. Tantimonico, Mr. Warren, Mr. Galasso, Ms. Carter, and Ms. Mason attended the Human Resources Committee meeting on 06/23/26.

Mr. Gomez provided a recruitment update, reporting the successful employment of the RN Manager, Maintenance Generalist, and Asset Manager positions. He highlighted the continued success of employee referrals and other recruitment strategies, including external recruiting partnerships. Mr. Gomez provided an update on ongoing staffing efforts within the Housing Choice Voucher Program, including the appointment of a permanent Eligibility Specialist. He also discussed plans to continue utilizing multiple recruitment strategies to address future staffing needs, including the open LPN position at Scofield Manor.

Mr. Feda updated the Board on the Employee Benefits Broker Request for Proposal (RFP) process and the anticipated presentation of a recommendation at the July 2026 Board meeting.

Mr. Gomez concluded with an employee engagement update, noting the postponement of the Summer Employee Picnic due to extreme heat and reaffirming the continued focus on employee well-being, engagement, retention, and organizational culture.

Operations Committee – Commissioners Ostuw, Coff, and Malhotra and Advisory Board members Lach, Heller and Latta, Ms. Coard, Mr. Montanez, Mr. Feda, Mr. Gomez, Ms. Coquillon, Ms. Parada- Bravo, Ms. Janney, Ms. Figueroa, Ms. Tantimonico, Mr. Paulemon, Mr. Soares, Ms. Caselli, Ms. Chiappetta, Mr. Warren, Mr. Galasso, Ms. Carter, and Ms. Mason attended the Operations Committee meeting on 06/23/26.

Ms. Figueroa announced that she and Ms. Parada-Bravo accepted Abilis's Community Partner of the Year Award on behalf of Charter Oak Communities in recognition of the organization's partnership with Abilis since 2019, supporting non-elderly individuals with disabilities through the Mainstream Voucher Program.

Ms. Figueroa presented its HCV leasing strategy following a 12% increase in budget authority, with a goal of achieving 98.5% voucher utilization through new voucher issuances, Coordinated Access Network referrals, support for unfunded Emergency Housing Vouchers, and portability voucher absorption. To address security deposit costs identified as a key barrier to successful leasing, management proposed a Security Deposit Assistance Program and requested Board approval to allocate $100,000 from unrestricted administrative fee reserves to fund the initiative. Ms. Figueroa also reported that the Stamford Affordable Housing Trust Fund unanimously approved a $150,000 funding request, pending final approval by the Board of Representatives. Combined with COC's contribution, the program is expected to have approximately $220,000 available, after administrative costs, to assist eligible families on the waiting list. Ms. Figueroa also noted that Person to Person is expected to partner in administering the program.

Ms. Janney reported that Property Management and Housing Choice Voucher staff participated in the annual legal training conducted by Landlord Law Firm, which covered key landlord-tenant and regulatory topics, including unauthorized occupants, conservatorships, and other operational issues. The training provided staff with legal updates and guidance to support compliance and effective property management.

Ms. Janney updated the Board on the annual investor compliance audits currently underway at Quintard Manor and Clinton Manor. Staff are coordinating the required documentation and tenant file submissions to ensure compliance with investor and regulatory requirements.

Ms. Janney highlighted the continuation of the annual community engagement barbecue series in partnership with the Stamford Police Department. The initiative, now in its third year, promotes positive relationships between residents and law enforcement. The first event at Quintard Manor was well attended, with additional events scheduled throughout the summer.

Finance Committee – Commissioners Ostuw, Coff, and Malhotra and Advisory Board members Lach, Heller and Latta, Ms. Coard, Mr. Montanez, Mr. Feda, Mr. Gomez, Ms. Coquillon, Ms. Parada- Bravo, Ms. Janney, Ms. Figueroa, Ms. Tantimonico, Mr. Paulemon, Mr. Soares, Ms. Caselli, Ms. Chiappetta, Mr. Warren, Mr. Galasso, Ms. Carter, and Ms. Mason attended the Finance Committee meeting on 06/23/26.

Ms. Chiappetta presented two tenant accounts receivable balances totaling $25,727 for Board approval to write off, related to former residents at Park 215 and Westwood.

Mr. Paulemon presented the FY 2027 operating budgets for the Housing Choice Voucher (HCV) Administrative Program, Management, Administration and Enterprise (MAE), and Rippowam Corporation. The HCV Program projects an operating loss of approximately $187,000, primarily due to increased employee benefit costs and Security Deposit Assistance Program funding, with breakeven projected in FY 2029 as voucher utilization improves. The MAE budget projects net operating costs of $1.5 million, an 8% decrease from the prior year due to planned staffing changes. Rippowam Corporation projects a net operating gain of $1.3 million, a 27% increase driven primarily by the anticipated Oak Park 2 developer fee.

Mr. Paulemon also reported that MAE and Rippowam Corporation are projected to maintain approximately $10 million in cash and investments over the next two fiscal years.

Report from Executive Director – Ms. Coard provided an update on the team's ongoing efforts to address Scofield Manor's structural operating deficit through initiatives focused on operations, staffing, program structure, occupancy, and capital improvements. She reviewed current occupancy levels, strategies to reduce vacancies, and the next steps for advancing planned capital projects. Mr. Feda discussed the potential submission of a hardship rate request, which will be evaluated in consultation with the cost report auditors. Ms. Tantimonico provided an update on ongoing recruitment efforts to support staffing needs at the facility.

E. Resolutions

26-17 Approve the Housing Choice Voucher Program (HCVP) operating budget for the twelve-month period ending June 30, 2027

- Commissioner Coff 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 budget for the Housing Choice Voucher Program are adopted for the fiscal year starting July 1, 2026, through June 30, 2027.

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

The resolution was passed.

26-18 Approve the Management, Administrations & Enterprise (MAE) operating budget for the twelve-month period ending June 30, 2027

- Commissioner Coff 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 Budget for the Management, Administrations & Enterprise are adopted for the fiscal year starting July 1, 2026, through June 30, 2027.

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

The resolution was passed.

26-19 Authorize the use of $100,000 in Housing Choice Voucher (HCV) Program Administrative Fees for the Implementation of a Security Deposit Assistance Program

- Commissioner Coff moved; Commissioner McCoy 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 the use of $100,000 in Housing Choice Voucher Program Administrative Fees for the Implementation of a Security Deposit Assistance Program.

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

The resolution was passed.

26-20 Authorization to Write Off Uncollectible Vacated Resident Accounts Receivable

- 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 account receivable balances totaling $25,727 be written off.

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

The resolution was passed.

26-21 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 II Development Limited Partnership (the "Partnership"), and authorize the Sponsor Loan, the OP Reserves Loan, the City Capital Funds loan, HUD EDI Loan, Seller Loan, Affordable Housing Trust Fund Loan to the Partnership all in connection with the redevelopment of Phase 2 of the Oak Park redevelopment (the "Project"). Authorize HACS to serve as an additional guarantor, with Rippowam Corp., to guaranty the obligations of the General Partner. Authorize the guaranty of the loan from M&T Bank to the Partnership in the amount of up to $17,000,000 (the "M&T" Loan"), and assume the Department of Housing Community Investment Fund Grant from Rippowam Corporation (the "CIF Grant") and loan the CIF Grant to the Partnership (the "CIF Loan")

- Commissioner McKoy moved; Commissioner Malhotra seconded

NOW, THEREFORE, BE IT RESOLVED, that:

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 extend 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 serve as guarantor, with Rippowam Corporation, of the obligations of the General Partner to the Limited Partner.

4. 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.

5. That certain Resolution No .26-21 dated June 24, 2026, remains in full force and effect.

6. This Resolution shall take effect immediately.

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

The resolution was passed.

26-22 **i) 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 II Development Limited Partnership (the "Partnership"), and authorize the Sponsor Loan, the Reserves Loan, the HUD EDI Loan, the City Capital Funds loan, the Affordable Housing Trust Fund loan, the Seller Loan (each as hereinafter defined) to the Partnership all in connection with the redevelopment of Phase 2 of Oak Park (the "Project"), (ii) guaranty that certain loan from M&T Bank to the Partnership in the amount of up to $17,000,000 (the "M&T" Loan"), (iii) assume a certain State of Connecticut Department of Housing Community Investment Fund Grant from Rippowam Corporation (the "CIF Grant") and loan the CIF Grant to the Partnership (the "CIF Loan")**

- Commissioner Malhotra moved; Commissioner Mckoy seconded

NOW, THEREFORE, BE IT RESOLVED, that:

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 extend 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 guaranty the M&T Loan and take whatever additional action(s) may be required in connection with the M&T Loan.

4. HACS assume the CIF Grant and extend the CIF Loan to the Partnership in accordance with the CIF Loan Documents.

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. 26-22 dated June 24, 2026, remains in full force and effect.

5. This Resolution shall take effect immediately.

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

The resolution was passed.

F. **<u>Executive Session</u> –** There was no Executive Session.

G. **<u>Adjournment</u> -** At 6:48 p.m., after a motion duly made by Commissioner McKoy and seconded by Commissioner Coff the Board meeting was adjourned.

Natalie Coard
Executive Director