

MINUTES OF THE REGULAR BOARD MEETING OF  
THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF STAMFORD  
OCTOBER 27, 2021

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, October 27, 2021.

Commissioner Rutz called the meeting to order at 6:05 p.m.

**A. Attendees**

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

Absent: Lester McKoy

Advisory Board Member: Ronice Latta

Present: Vin Tufo  
Natalie Coard  
Sam Feda  
Jackie Figueroa  
Ken Montanez  
Darnel Paulemon  
Jamie Perna  
Peter Stothart  
Lisa Reynolds  
Jan Tantimonico

**B. Approval of Minutes**

- Approval of minutes of the Regular Board Meeting of September 22, 2021

➤ Commissioner Ostuw moved, Commissioner Shinn-Desras seconded

The minutes were approved.

Ayes: Susan Rutz  
Rich Ostuw  
Bianca Shinn-Desras  
Sheila Williams-Brown

Nays: None

**C. Public Comment** – Ms. Lane inquired about a flyer she received about a “test program” to receive notifications by text or email. Ms. Perna responded that the system is Call Max, which will deliver messages via text or email instead of placing flyers in the doors. However, Post House has not yet had the need to use the system.

**D. Board Committee Reports**

**Human Resources Committee** – Commissioners Ostuw, Rutz, Mr. McKoy and Williams-Brown, Advisory Board member Latta Mr. Tufo, Mr. Montanez, Ms. Tantimonico, Ms. Coard, Ms. Reynolds and Ms. Figueroa attended the HR Committee meeting on 10/26/2021. Ms. Tantimonico provided an update on recruitment and COC’s employee engagement activities. Mr. Montanez provided an update on October’s Cyber Security Awareness employee training. Ms. Tantimonico reviewed COC’s COVID-19 Vaccination Policy – Chapter #211. Ms. Coard provided an update on implementation of the Reopening Office Plan Phases 3A and 3B.

**Finance Committee** – Commissioners Ostuw, Rutz, Williams-Brown and McKoy, Advisory Board member Latta, Ms. Coard, Mr. Tufo, Ms. Reynolds, Ms. Figueroa, Ms. Perna, Mr. Feda, Mr. Paulemon, Mr. Arturo, and Ms. Luzietti attended the Finance Committee meeting on 10/26/2021. Mr. Feda reviewed the 9/30/2021 Financial Report describing Scofield Manor’s year-end results and high-level variances, highlighting the COVID-19 expenses. Mr. Feda provided information on the funding for the Clinton Manor office renovations and the recent approval of

converting the second PPP loan for Rippowam Corporation into a grant. Mr. Fedra provided a rent relief update by property and noted pending applications to UniteCT.

Mr. Paulemon provided an update on the COC audit for Y/E 6/30/2021 and Stamford Elderly Housing Corporation for Y/E 9/30/2021. He stated that both audits are on track to meet deadlines, and the drafts will be presented to the boards by January 2022.

Ms. Reynolds provided an update on the Investment Advisory services Request for Proposal (RFP). The RFP will be issued on October 25<sup>th</sup> with final responses due by November 22<sup>nd</sup>; selection of a consultant will be done by the end of December.

**Operations Committee** – Commissioners Ostuw, Rutz, Shinn-Desras and Williams-Brown, Advisory Board member Latta, Mr. Tufo, Ms. Coard, Ms. Figueroa, Ms. Perna, Ms. Reynolds, Mr. Fedra, Ms. Tantimonico, Mr. Montanez, Mr. Stothart, Mr. Paulemon and Mr. Arturo attended the Operations Committee meeting on 10/27/2021. Ms. Perna provided an update on the UniteCT Rent Relief Program activity noting that COC and Stone Harbour currently have 113 applicants in the portal with \$240,000 having been received to date. Ms. Perna reported that the UniteCT mobile bus was stationed at Oak Park on 10/4/2021, and approximately 45 residents participated in the event. Ms. Perna also reported that COC continues to work with Person to Person on behalf of four residents receiving rent relief payments and with eight additional applicants pending. Ms. Fedra presented the 09/2021 accounts receivable dashboard for all properties noting an increase at three properties: Oak Park and Lawnhill Terrace Phase 1 & 2.

Ms. Perna reported that a new learning module was uploaded in COLE focusing on Situational Awareness in anticipation of the COC offices reopening to the public. The module will assist the property management staff on how to prioritize safety when meeting with residents and applicants, conducting unit inspections and showing vacant units.

Mr. Figueroa presented the Clinton Manor office renovations. The renovations include upgrades and enhancements that will promote safety and social distancing as well as accommodating additional office space. Mr. Stothart reviewed the board resolutions to award contracts for the site improvements and erosion control at Lawn Avenue Townhouses, Clinton Manor office renovations and Landlord/Tenant Legal Services.

- E. **Report from Executive Director** - Ms. Coard discussed the proposed HUD Moving to Work (MTW) application that was not submitted. It was determined there was no cost benefit for COC to participate in this program. Ms. Coard discussed the absence of new HUD funding to support the mandated MTW activities and other disincentives including the need to reduce the number of available HCV vouchers to fund the first year of activities. Ms. Coard provided an update on the HCV manager vacant position and the interview status of applicants.
- F. **Strategic Overview from Chief Executive Officer** - Mr. Tufo solicited feedback from Board members on the recent West Side property tour for state legislators. In attendance on the property tour were legislators David Michel, Kimberly Fiorello, Matt Blumenthal, Dan Fox, Caroline Simmons, Commissioners Ostuw, Rutz, Shinn-Desras, Advisory Board member Latta, Mr. Tufo, Ms. Coard, and Ms. Figueroa. Board members shared their feedback of the property tour and luncheon discussion. Mr. Tufo stated that the need to continue in relationships with the legislators is integral to obtaining their support for future priorities. Mr. Tufo discussed COC's approach engage Stamford's new mayor and other elected officials in the coming months. Mr. Tufo discussed the document The Importance of Investments in Housing Affordability, which details the impact of housing insecurity on multiple sectors and social systems such as education, health and employment.
- G. **Board Discussion – Children's Playgrounds at COC Properties**  
Commissioner Rutz discussed the status of children's playgrounds at COC properties. Ms. Coard detailed the properties with and without playgrounds. Ms. Coard provided the demographics of children at the properties. Mr. Tufo discussed the type of playground equipment installed at properties that are intended to provide the most appropriate use for the community.

**H. Resolutions –**

**21-26: Authorization of Issuance and Sale of Multifamily Housing Revenue Notes Not Exceeding \$10,500,000 for Lawnhill Terrace 4. Series 2021.**

- Commissioner Ostuw moved, Commissioner Shinn-Desras seconded.

**Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the resolution prepared by bond counsel authorizing issuance and sale of multifamily revenue housing notes not exceeding \$10,500,000 for Lawnhill Terrace 4 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  
Bianca Shinn-Desras  
Sheila Williams- Brown

Nays: None

**21-27: Award Contract to BRD Builders, LLC for site renovations at Lawn Avenue Townhouses.**

- Commissioner Williams-Brown moved, Commissioner Ostuw 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 enter into a contract with BRD Builders, LLC of Hartford, Connecticut for site renovations at Lawn Avenue Townhouses. The cost of this procurement shall not exceed a total amount of \$1,163,000.00. 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  
Bianca Shinn-Desras  
Sheila Williams- Brown

Nays: None

**21-28: Award Contract for Landlord/Tenant Legal Services to Chesson & Schweickert, LLC d/b/a Landlord Law Firm.**

- Commissioner Ostuw moved, Commissioner Shinn-Desras 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 enter into a contract for Landlord/Tenant Legal services with the firm Chesson & Schweickert for a term of five (5) years and for an amount not to exceed \$200,000.00. Further Board approval will be required if the contract amount exceeds 110% of authorized amount.**

The resolution was passed.

Ayes: Susan Rutz  
Rich Ostuw  
Bianca Shinn-Desras  
Sheila Williams-Brown

Nays: None

**21-29: Award Contract to BRD Builders, LLC for Office Renovations at Clinton Manor.**

- Commissioner Ostuw moved, Commissioner Shinn-Desras 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 enter into a contract with BRD Builders, LLC of Hartford, Connecticut for office renovations at Clinton Manor. The cost of this procurement shall not exceed a total amount of \$573,000.00. 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  
Bianca Shinn-Desras  
Sheila Williams-Brown

Nays: None

**21-30: Approve Operations Transfer Agreement for Scofield Manor Residential Care Home between Charter Oak Communities & Stamford Elderly Housing Corporation and Center Management, Inc.**

- Commissioner Ostuw moved, Commissioner Shinn-Desras seconded.

**Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Operations Transfer Agreement between Charter Oak Communities & Stamford Elderly Housing Corporation and Center Management, Inc. be approved for execution.**

The resolution was passed.

Ayes: Susan Rutz  
Rich Ostuw  
Bianca Shinn-Desras  
Sheila Williams-Brown

Nays: None

**I. Executive Session**

No Executive Session was held.

**J. Adjournment**

At 7:21 p.m., after a motion duly made by Commissioner Rutz and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard  
Executive Director