



REGULAR BOARD MEETING

April 27, 2022

6:00 p.m.

Zoom Conference

AGENDA

1. Approve Minutes of the Special COC Board Meeting of April 13, 2022
2. Public Comment
3. Board Committee Reports
 - HR Committee Meeting
 - Operations Committee Meeting
 - Finance Committee Meeting
4. Report from Executive Director
5. Strategic Overview from Chief Executive Officer
6. Board Discussion – Board Member Attendance at Committee Meetings
7. Resolutions:
 - 22-09 Approve FYE June 30, 2023 Budget for Oak Park
 - 22-10 Approve FYE June 30, 2023 Budget for Wormser Congregate Program
 - 22-11 Approve 2022 Congregate Fee and Rent Increases for Wormser
 - 22-12 Award Contract to Peerless Electric, Inc for Electrical Contractor Services
 - 22-13 Approve Easement, Right of Access and Associated Documents for City of Stamford to Construct Pedestrian Bridge at 26 Main Street
8. Executive Session
 - Legal Matters, Real Estate Items, Personnel Items

MINUTES OF A SPECIAL BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
APRIL 13, 2022

A Special 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, April 13, 2022.

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

A. Attendees

Board Members:	Susan Rutz (6:14 p.m.)	Absent: Bianca Shinn-Desras
	Rich Ostuw	Ronice Latta
	Sheila Williams-Brown	Laura Burwick
	Lester McKoy	

Present: Natalie Coard
Jon Gottlieb
Peter Stothart
Christine Young

B. Approval of Minutes – Approval of minutes of the Regular Board Meeting of March 23, 2022

➤ Commissioner Ostuw moved, Commissioner McKoy seconded

The minutes were approved.

Ayes:	Rich Ostuw	Nays:	None
	Lester McKoy		
	Sheila Williams-Brown		

C. Agency Plan overview by Executive Director

Ms. Coard reported that the purpose of the meeting was to approve the 2022 Agency Plan. Ms. Coard highlighted the Goals and Objectives of each section: Asset Management, Development & Redevelopment, Leased Housing Programs, Supportive & Resident Services, Organizational Administration, Entrepreneurial Activities, and Transformational Activities. The goals have a direct connection to the core objective goals for all of the divisions: Corporate Service Group, Operation Service Group, Rippowam Corporation, and Dovetail. Stamford Manor remains the only property in the capital fund to receive these funds. Ms. Coard provided a breakdown of the capital funding annual statement and the five-year plan and discussed work to be completed at Stamford Manor. Ms. Coard noted that residents had an opportunity to participate and provide feedback via email or by phone due to the COVID-19 pandemic; no feedback from the residents was submitted regarding the Agency Plan.

D. Resolutions

22-07 Approve the 2022 Annual Agency Plan

➤ Commissioner Rutz 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 2022 Annual Agency Plan is hereby approved

This Resolution was passed.

Ayes: Rich Ostuw
Susan Rutz
Lester McKoy
Sheila Williams-Brown

Nays: None

**20-08 Approval of the Capital Fund Program Annual Statement and Five-Year Plan
2022 Capital Fund Program CT26P007501-22 Capital Improvement Grant**

➤ Commissioner Rutz moved, Commissioner McKoy seconded.

Be it resolved, that the Board of Commissioners of the Housing Authority of the City of Stamford approve the Annual Statement and Five Year Plan for the FY 2022 Capital Fund Capital Improvement Grant in the amount of \$1,340,596. (See attached forms HUD-50075.1 & 50075.2)

This Resolution was passed.

Ayes: Rich Ostuw
Susan Rutz
Lester McKoy
Sheila Williams-Brown

Nays: None

E. Executive Session

No Executive Session was held.

F. Adjournment

At 6:29 p.m., the meeting was adjourned after a motion duly made by Commissioner Rutz and seconded by Commissioner Ostuw.

Natalie Coard
Executive Director

Agenda

Human Resources Committee Meeting

April 26, 2022

4:30 P.M.

1. Recruitment Update
 - a. Promotions
 - b. New Hires
 - c. Open Positions
2. Employee Engagement & Communications
3. Increase in Cost of COC's Medical Premium and Next Steps

Agenda

Operations Committee Meeting

April 26, 2022

5:00 PM

1. March Accounts Receivable Update and Arrears/Rent Relief Report
2. Wormser Congregate
 - a. Resolution to Approve Rent Increase
3. Capital Projects & Procurement Activity
 - a. Clinton Manor Office Renovations
 - b. Resolution to Award Contract for Electrical Services
 - c. Upcoming RFP's

Agenda

Finance Committee Meeting

April 26, 2022

1. FY 2023 Oak Park Budget – Darnel
2. FY 2023 Wormser Congregate Budget – Alexis
3. Update on Investment Consultant RFP - Lisa
4. Other

**HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES**

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: April 27, 2022

Resolution Number: 22-09

RESOLUTION

Subject Approve FYE June 30, 2023 Budget for State Moderate Rent (Oak Park)

Background: Pursuant to the requirements of the State of Connecticut regarding the operation of the State assisted housing programs, Charter Oak Communities (COC) is required to propose annual budgets to the Connecticut Department of Housing (DOH) and the Connecticut Housing Finance Authority (CHFA). These agencies must approve proposed budgets prior to their implementation.

The State Moderate Rent Program consists of Oak Park (MR-6). COC is proposing no rent increase for the upcoming fiscal year.

Resolution: **Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Budget State Moderate Rent Program (Oak Park) is adopted for the Fiscal Year starting July 1, 2022 through June 30, 2023 subject to final approval by the DOH and CHFA as applicable.**

Lisa Reynolds
Staff Member Submitting Resolution

Oak Park

Operating Budget

Period Ending June 30, 2022

FY 2022		Variance		
Budget	Actual	\$	%	
1,680,408	1,680,408	-	0%	
(391,068)	(350,929)	40,139	-10%	
175,000	164,412	(10,588)	-6%	
8,000	2,096	(5,905)	-74%	
138,225	134,253	(3,972)	-3%	
1,610,565	1,630,240	19,675	1%	
Revenue				
	Tenant Rental - Base	1,680,408	0%	
	Vacancy Loss	(556,762)	42%	
	Tenant Rental - Excess of Base	151,644	-13%	
	Other Tenant Charges	3,000	-63%	
	Other Revenue	134,800	-2%	
	Total Revenue	1,413,090	-36%	
Operating Expenses				
120,419	132,178	11,759	10%	
70,516	59,902	(10,614)	-15%	
176,220	169,593	(6,627)	-4%	
22,750	17,931	(4,819)	-21%	
52,871	51,546	(1,325)	-3%	
442,776	431,150	(11,626)	-3%	
148,883	167,669	18,786	13%	
93,365	79,799	(13,566)	-15%	
176,878	175,752	(1,126)	-1%	
60,950	34,651	(26,299)	-43%	
108,643	134,991	26,348	24%	
588,719	592,862	4,143	1%	
22,500	20,034	(2,466)	-11%	
37,500	37,197	(303)	-1%	
73,000	70,238	(2,762)	-4%	
133,000	127,469	(5,531)	-4%	
86,870	96,814	9,944	11%	
111,311	112,748	1,437	1%	
25,000	25,000	0	0%	
136,311	137,748	1,437	1%	
1,387,677	1,386,044	(1,633)	0%	
222,888	244,196	21,308	10%	
Revenue				
	Tenant Rental - Base	1,680,408	0%	
	Vacancy Loss	(556,762)	42%	
	Tenant Rental - Excess of Base	151,644	-13%	
	Other Tenant Charges	3,000	-63%	
	Other Revenue	134,800	-2%	
	Total Revenue	1,413,090	-36%	
Operating Expenses				
	Administrative Wages	128,239	6%	
	Administrative Benefits	67,078	(3,438)	-5%
	Fee Expense	149,915	(26,305)	-15%
	Legal Expense	4,900	(17,850)	-78%
	Office & Administrative	48,849	(4,022)	-8%
	Total Administrative	398,982	(43,794)	-99%
	Maintenance Wages	163,273	14,390	10%
	Maintenance Benefits	85,565	(7,800)	-8%
	Maintenance Contracts & Services	274,577	97,699	55%
	Maintenance Materials	33,850	(27,100)	-44%
	Protective Services	136,370	27,727	26%
	Total Maintenance & Operations	693,635	104,916	38%
	Electricity	23,635	1,135	5%
	Gas	40,313	2,813	8%
	Water & Sewer	74,358	1,358	2%
	Utilities	138,306	5,306	14%
	Tenant Services	97,056	(655)	-1%
	Insurance	117,927	6,616	6%
	Bad Debt - Tenant Rents	20,000	(5,000)	-20%
	Total Other Expenses	137,927	1,616	-14%
	Total Operating Expenses	1,465,907	67,389	-62%
	Net Operating Gain/(Loss)	(52,816)	(264,864)	26%

Budget Summary & Projections For Year Ending June 30, 2023

Oak Park <i>State Moderate Rent Program</i>		
Fiscal Year 2022	NOI = \$244K	Budget Variance = \$21K
Fiscal Year 2023	Budget NOI = (\$53K)	B to A Variance = (\$265K)

Explanatory Notes & Narrative – Operating Statement

Oak Park is a state moderate rent housing complex consisting of 27 two-story townhouse buildings. The property contains 167 units that house approximately 400 residents. The development was originally built in 1946 for returning World War II veterans and is located on the East Side of Stamford.

Oak Park is projected to end FY 2022 with a net operating gain of \$244K, which is \$21K greater than budget. The FY 2023 net operating loss is projected at (\$53K). Management continues to prepare for the upcoming reconstruction and tax credit transition of the property. As units are held off-line for reconstruction activity and resident relocation needs, planned vacancy losses will impact the out year operating results. Management is exploring alternatives reduce expense areas to maintain maximum reserves during the property transition.

The following are areas of further explanation:

1.	Vacancy Loss	<p>During FY 2022, Oak Park was beginning the process of a redevelopment/tax credit transition, so vacated units were not leased out. As a result, the vacancy loss projected for FY 2022 is 21%; with 48 vacant units by June 2022. For FY 2023, through the continuing transition, vacancy loss is budgeted to increase to 33% which is an additional \$165K.</p> <p>For FY 2023, Management Fees will continue to decrease in correlation with revenue & vacancy loss as these fees are earned based on units leased.</p>
2.	Administrative/Maintenance Salaries & Benefits	<p>Administrative & Maintenance Wages are over budget in FY 2022 by \$30K. After Lawnhill Terrace state went offline, a portion of its staffing cost shifted over to Oak Park. Lawnhill Terrace 3 became fully operational later than anticipated which also contributes to the overall variance. The FY 2023 budget reflects a full year based on the new unit cost allocations as well as a 2.5% contractual wage increase.</p> <p>Administrative & Maintenance Benefits are under budget by \$21K in FY 2022. Staffing vacancies and organizational changes during the year resulted in the underage for benefit costs. For FY 2023, Medical, Dental & Other benefits by 10.5% based on new state medical plan rates recently issued.</p>
3.	Maintenance Contracts & Services	<p>Additional Unit Turnover costs of \$96K are projected for FY 2023. The estimated 24 turnovers will occur in Oak Park Phases 2 and 3 in and used to relocate the remaining residents in Oak Park Phase 1.</p>
4.	Utilities	<p>Electricity, Water & Gas costs for vacant units are paid by the property, therefore, there is an increase to property-paid utility costs reflected in the FY 2023 budget.</p>

Oak Park

Operating Budget

Period Ending June 30, 2022

FY 2022		FY 2023		Variance	
Budget	Actual	Budget	Budget	\$	%
1,680,408	1,680,408	1,680,408	-	-	0%
(391,068)	(350,929)	(556,762)	(165,694)	(165,694)	42%
175,000	164,412	151,644	(23,356)	(23,356)	-13%
8,000	2,096	3,000	(5,000)	(5,000)	-63%
138,225	134,253	134,800	(3,425)	(3,425)	-2%
1,610,565	1,630,240	1,413,090	(197,475)	(197,475)	-36%
Revenue					
		Tenant Rental - Base			
		Vacancy Loss			
		Tenant Rental - Excess of Base			
		Other Tenant Charges			
		Other Revenue			
		Total Revenue			
		Operating Expenses			
		Administrative Wages	128,239	7,820	6%
		Administrative Benefits	67,078	(3,438)	-5%
		Fee Expense	149,915	(26,305)	-15%
		Legal Expense	24,700	1,950	9%
		Office & Administrative	48,849	(4,022)	-8%
		Total Administrative	418,782	(23,994)	-12%
		Maintenance Wages	163,273	14,390	10%
		Maintenance Benefits	85,565	(7,800)	-8%
		Maintenance Contracts & Services	274,577	97,699	55%
		Maintenance Materials	33,850	(27,100)	-44%
		Protective Services	136,370	27,727	26%
		Total Maintenance & Operations	693,635	104,916	38%
		Electricity	23,635	1,135	5%
		Gas	40,313	2,813	8%
		Water & Sewer	74,358	1,358	2%
		Utilities	138,306	5,306	14%
		Tenant Services	97,056	(655)	-1%
		Insurance	117,927	6,616	6%
		Bad Debt - Tenant Rents	20,000	(5,000)	-20%
		Total Other Expenses	137,927	1,616	-14%
		Total Operating Expenses	1,485,707	87,189	25%
		Net Operating Gain/(Loss)	(72,616)	(284,664)	-61%

Budget Summary & Projections For Year Ending June 30, 2023

Oak Park <i>State Moderate Rent Program</i>		
Fiscal Year 2022	NOI = \$244K	Budget Variance = \$21K
Fiscal Year 2023	Budget NOI = (\$72K)	B to A Variance = (\$284K)

Explanatory Notes & Narrative – Operating Statement

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The following are areas of further explanation:

1.	Vacancy Loss	During FY 2022, Oak Park was beginning the process of a redevelopment/tax credit transition, so vacated units were not leased out. As a result, the vacancy loss projected for FY 2022 is 21%; with 48 vacant units by June 2022. For FY 2023, through the continuing transition, vacancy loss is budgeted to increase to 33% which is an additional \$165K.
2.	Administrative/Maintenance Salaries & Benefits	<p>Administrative & Maintenance Wages are over budget in FY 2022 by \$30K. After Lawnhill Terrace state went offline, a portion of its staffing cost shifted over to Oak Park. Lawnhill Terrace 3 became fully operational later than anticipated which also contributes to the overall variance. The FY 2023 budget reflects a full year based on the new unit cost allocations as well as a 2.5% contractual wage increase.</p> <p>Administrative & Maintenance Benefits are under budget by \$21K in FY 2022. Staffing vacancies and organizational changes during the year resulted in the underage for benefit costs. For FY 2023, Medical, Dental & Other benefits by 10.5% based on new state medical plan rates recently issued.</p>
3.	Management Fees	For FY 2023, Management Fees will continue to decrease in correlation with revenue & vacancy loss as these fees are earned based on units leased.
4.	Maintenance Contracts & Services	Additional Unit Turnover costs of \$96K are projected for FY 2023. The estimated 24 turnovers will occur in Oak Park Phases 2 and 3 and used to relocate the remaining residents in Oak Park Phase 1.
5.	Utilities	Electricity, Water & Gas costs for vacant units are paid by the property, therefore, there is an increase to property-paid utility costs reflected in the FY 2023 budget.

**HOUSING AUTHORITY OF THE CITY OF STAMFORD D/B/A
CHARTER OAK COMMUNITIES**

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: April 27, 2022

Resolution Number: 22-10

RESOLUTION

Subject Approve FYE June 30, 2023 Budget for Wormser Congregate Program

Background:

Pursuant to the requirements of the State of Connecticut regarding the operation of the State assisted housing programs, Charter Oak Communities (COC) is required to propose annual budgets to the Connecticut Department of Housing (DOH) and the Connecticut Housing Finance Authority (CHFA). These agencies must approve proposed budgets prior to their implementation.

The Wormser Congregate Program (C-10) includes both Congregate and Operating budgets. COC proposes a total increase of \$50.00 per unit/ month for Operating (rent), and no increase to Congregate (fees). The proposed increase will cover routine management and maintenance costs along with congregare services while ensuring program solvency. (See attached budgets).

Resolution: 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 Wormser Congregate facility are adopted for the Fiscal Year starting July 1, 2022 through June 30, 2023 subject to final approval by the DOH and CHFA as applicable.

Lisa Reynolds
Staff Member Submitting Resolution

Wormser State Congregate

Operating Budget

Period Ending June 30, 2023

FY 2022		FY 2023		Variance	
Actual	Budget	Budget	Budget	\$	%
Revenue					
	1				
Tenant Base Rent & RAP Subsidy	462,972	462,972	487,572	24,600	5%
Tenant Congregate Rent & Subsidy	407,376	407,376	407,376	-	0%
Vacancy	(10,481)	(9,410)	(9,751)	(341)	4%
Congregate Services Subsidy	25,200	25,200	25,200	-	0%
Other Tenant Charges	5,286	4,100	4,850	750	15%
Total Tenant Revenue	890,353	890,238	915,247	25,009	3%
Interest Income	59	150	150	-	0%
Other Revenue	100	150	150	-	0%
Total Other Revenue	159	300	300	-	0%
Total Revenue	890,512	890,538	915,547	25,009	3%
Operating Expenses					
Administrative Staff Wages	35,826	36,048	36,665	617	2%
Administrative Staff Fringe Benefits	15,731	15,518	21,528	6,010	28%
Advertising & Marketing	1,330	1,330	1,350	20	1%
Asset Management Fee	4,920	4,920	4,920	-	0%
Auditing Fee	2,839	2,100	3,000	900	30%
Legal/Evictions	5,248	3,250	5,500	2,250	41%
Management Fee	57,141	56,334	57,267	933	2%
Meetings & Trainings	-	600	600	-	0%
Office Supplies	2,133	7,990	4,250	(3,740)	-88%
Other Administrative	19,022	11,690	14,851	3,161	21%
Telephone & Internet	5,398	4,754	6,233	1,479	24%
Total Administrative Expenses	149,587	144,534	156,165	11,631	7%

Wormser State Congregate

Operating Budget

Period Ending June 30, 2023

		FY 2022 Actual	FY 2022 Budget	Variance \$	Variance %		FY 2023 Budget	Variance \$	Variance %
		42,650	46,289	(3,639)	-9%	Electricity	43,930	(2,360)	-5%
		16,200	14,883	1,317	8%	Gas	16,686	1,803	11%
		9,250	9,839	(589)	-6%	Water	9,528	(312)	-3%
		10,225	9,418	808	8%	Sewer	10,552	1,114	11%
		78,325	80,429	(2,104)	-3%	Total Utility Expenses	80,675	246	0%
		44,745	45,448	(703)	-2%	Maintenance Staff Labor	3,311	(42,137)	-1273%
	4	23,543	25,617	(2,074)	-9%	Maintenance Staff Fringe Benefits	1,426	(24,191)	-1696%
	4	6,264	4,426	1,838	29%	Appliance Parts & Repairs	6,000	1,574	26%
		619	1,500	(881)	-142%	Electrical Repairs & Materials	1,500	-	0%
		8,993	5,040	3,953	44%	Elevator Repairs	6,300	1,260	20%
		4,450	3,000	1,450	33%	Exterminating	4,654	1,654	36%
		5,813	4,974	839	14%	Fire Prevention	6,934	1,960	28%
		3,479	1,800	1,679	48%	HVAC Repairs	4,000	2,200	55%
	5	45,170	3,200	41,970	93%	Janitorial Services & Supplies	2,000	(1,200)	-60%
		7,759	13,455	(5,697)	-73%	Landscaping/Grounds	9,594	(3,862)	-40%
		3,150	11,380	(8,230)	-261%	Other Maintenance Materials	7,750	(3,630)	-47%
	6	14,362	17,102	(2,741)	-19%	Other Maintenance Repairs	10,099	(7,003)	-69%
		4,141	3,500	641	15%	Plumbing Repairs & Materials	4,350	850	20%
		2,858	3,201	(343)	-12%	Refuse Removal	3,219	18	1%
		5,000	6,000	(1,000)	-20%	Snow Removal	6,000	-	0%
	7	2,052	2,500	(448)	-22%	Unit Turnover/Decorating	15,800	13,300	84%
		182,398	152,144	30,255	17%	Total Maintenance Expenses	92,936	(59,207)	-64%

Wormser State Congregate

Operating Budget

Period Ending June 30, 2023

FY 2022		Variance		FY 2023		Variance	
Actual	Budget	\$	%	Budget	\$	%	%
77,394	94,830	(17,436)	-23%	238,815	143,985	60%	
6,232	16,640	(10,408)	-167%	-	(16,640)	0%	
209,510	209,510	(0)	0%	213,700	4,190	2%	
58,679	57,369	1,310	2%	65,778	8,409	13%	
351,814	378,350	(26,535)	-8%	518,294	139,944	27%	
5,720	5,336	384	7%	6,006	670	11%	
3,874	5,453	(1,579)	-41%	1,060	(4,393)	-415%	
-	-	-	0%	-	-	0%	
9,594	10,789	(1,195)	-12%	7,066	(3,723)	-53%	
5,000	5,520	(520)	-10%	2,500	(3,020)	-121%	
5,000	5,520	(520)	-10%	2,500	(3,020)	-121%	
776,719	771,765	4,954	1%	857,636	85,870	10%	
113,793	118,773	(4,980)	-4%	57,911	(60,862)	-105%	
50,521	-	50,521	100%	50,521	50,521	100%	
-	-	-	0%	-	-	0%	
50,521	-	50,521	100%	50,521	50,521	100%	
-	-	-	0%	-	-	0%	
491	7,000	(6,509)	-1326%	-	(7,000)	0%	
(491)	(7,000)	6,509	-1326%	-	7,000	0%	

Wormser State Congregate

Operating Budget

Period Ending June 30, 2023

	FY 2022 Actual	FY 2022 Budget	Variance \$	Variance %	FY 2023 Budget	Variance \$	Variance %
	51,012	7,000	44,012	86%	50,521	43,521	86%
Total Non-Operating Expenses							
	62,781	111,773	(48,992)	-78%	7,390	(104,383)	-1413%
Net Income (Loss) - Accrual Basis							
<u>Cash Flow Activities</u>							
Other Debt	(8,090)	(8,090)	(0)	0%	-	8,090	0%
Capital Improvements	-	(25,000)	25,000	0%	(25,000)	-	0%
Net Cash Flow Activities	(8,090)	(33,090)	25,000	-309%	(25,000)	(18,313)	-4%
Net Cash Flow	105,703	85,683	20,020	19%	32,911	(52,772)	-160%
<u>Reserve Analysis</u>							
Beginning Reserves Balance		152,375			238,058		
Ending Reserves Balance		238,058			270,969		

Budget Summary & Projections

For Year Ending June 30, 2023

Wormser Congregate				
Year	NOI	Cash Flow	NOI Variance	Reserves
Actual FY 2022	\$114K	\$106K	\$(5K)	\$238K
Budget FY 2023	\$58K	\$33K	\$(61K)	\$271K

Property Overview

Wormser Congregate is a State facility with a two-story building and 41 efficiency units. The residents living here are low-income elderly individuals. The Department of Housing (DOH) provides subsidies to fund enhanced congregate services including one meal per day, entertainment, recreation activities and light housekeeping. DOH also provides rental assistance subsidies based on tenant income.

FY 2023 Outsourcing Initiative

Wormser Congregate, per Connecticut State Congregate regulations, is required to have staff coverage 24 hours per day, seven days a week. Staff coverage was provided primarily by multiple part-time attendants and in-part by a full-time Building Maintenance Associate.

Historically, Wormser has been a difficult property to fully staff due non-traditional shift schedules and a shortage of applicants for part-time work. Additionally, with staff limited to part-time schedules, management was unable to reliably fill temporary vacancies for illness, vacation, or unexpected absences.

Property Management has devised a plan to outsource the Attendants and Maintenance functions to better support the facility's needs. Employee impact was carefully considered; we expect all attendants to be offered like positions by the selected contractor. We also plan to re-assign the Building Maintenance Associate to the COC Maintenance Department to cover growing needs in that department. The 2023 budget reflects the decision to outsource with adjustments moving costs between the appropriate categories.

Budget Highlights

1.	Tenant Rent & Subsidy	Tenant base rent will increase by \$50 per unit month, generating \$25K in additional rental revenue for FY 2023. The rent increase will cover inflationary increases in labor and operating costs, while maintaining reserve targets. This rent increase is funded primarily from the Department of Housing subsidies and will not have a significant financial burden on the residents.
2.	Vacancy Rate	Through the third quarter of FY 2022, the vacancy rate was slightly higher than budget. The estimated vacancy rate was 2% and is projected to be slightly higher at 2.3% by year-end. The FY 2023 vacancy rate is budgeted at 2%. Property Management has a healthy waitlist to fill vacancies quickly.
3.	Other Administrative	In FY 2022, there were \$5.1K of consulting fees for a capital needs assessment that were not included in the budget, causing a variance

Budget Summary & Projections

For Year Ending June 30, 2023

Wormser Congregate

Year	NOI	Cash Flow	NOI Variance	Reserves
Actual FY 2022	<u>\$114K</u>	<u>\$106K</u>	<u>\$(5K)</u>	<u>\$238K</u>
Budget FY 2023	<u>\$58K</u>	<u>\$33K</u>	<u>\$(61K)</u>	<u>\$271K</u>

4.	Maintenance Wages & Benefits	Maintenance wages & benefits decreased significantly in FY 2023 due to the outsourcing of this activity to a private contractor, whose costs are now reflected in the tenant service line item. Beginning in July, only the maintenance supervisor and maintenance coordinator will be charged to Wormser.
5.	Janitorial Services & Supplies	In FY 2022, Sentinel Maintenance was providing monthly janitorial services, which included deep cleanings and sanitations, costing \$43K for the year. These enhanced cleaning services are not included in the FY 2023 budget.
6.	Other Maintenance Repairs	Included in the FY 2022 budget were cosmetic improvements related to painting the common areas, hallways, community room and other minor repairs, estimated to be \$10K. Due to outsourcing of the Maintenance Associate, the FY 2023 budget includes a contingency of \$8K for any additional maintenance related repairs or services that will not be completed in-house.
7.	Unit Turnover/Decorating	Unit turnovers are budgeted to be outsourced, beginning in FY 2023. In prior years, they were completed in house by our maintenance staff.
8.	Tenant Services Wages	As previously mentioned, an RFP was published to outsource all attendants. The services included are all janitorial work, vacant unit turnovers, and other maintenance tasks. The projected cost is \$239K annually.
9.	Tenant Meals	Each resident is provided one hot meal per day. The meals are prepared at Scofield Manor by an external food service vendor. The cost per meal is budgeted to increase by 2%, for a total of \$14.28 per meal. Management conducts an annual survey of similar facilities in the area to ensure the rate paid is reasonable.
10.	Other Tenant Services	Due to the COVID-19 pandemic, resident wellness programs were discontinued in FY 2022 for a period of time. Management is starting to re-institute these programs, which is included in the FY 2023 budget.

Budget Summary & Projections

For Year Ending June 30, 2023

Wormser Congregate				
Year	NOI	Cash Flow	NOI Variance	Reserves
Actual FY 2022	\$114K	\$106K	\$(5K)	\$238K
Budget FY 2023	\$58K	\$33K	\$(61K)	\$271K

11.	Capital Improvements	<p>There were two capital improvement projects included in the FY 2022 budget, totaling \$25K.</p> <ol style="list-style-type: none"> 1. 41 new dining room chairs (\$20K). The chairs are made for the elderly and included added safety features. 2. Exterior Lighting along the walkways (\$5K). These lights provide long-lasting illumination for outdoor areas and are built to last for years. <p>Due to the pandemic and residents not utilizing the community room, management decided to place both improvements on hold. Included in the FY 2023 budget is \$25K for future capital improvements, including dining room chairs, walkway lighting, or parking lot gravel repairs.</p>
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Wormser								
Ratio Analysis:								
	Goal	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Actual FY 2021	Projected FY 2022	Budget FY 2023
Profit Margin	> 10%	13%	11%	8%	12%	15%	13%	6%
MENAR	> 4.0	-1.06	0.31	1.09	1.10	2.47	3.68	3.79
Cash Flow to Revenue	>5%	13%	22%	2%	7%	10%	12%	9%

1. Operating Income / Sales Revenue
2. The Monthly Expendable Net Asset Ratio measures a project's ability to operate using its net available, unrestricted resources without relying on additional funding. (Current Assets - Current Liabilities) / Monthly Operating Expenses
3. Percentage of Revenue Generating Cash Flow



March 10th, 2022

Special Meeting
Notice of Proposed Rent Fee Increase
Wednesday, March 16th 2022 at 1:15 pm
In the dining room

Residents and Sponsors are Welcome to Attend

***due to COVID 19 restrictions, Sponsors will need to notify management ahead of time if they will be attending.**

Dear Wormser Congregate Residents:

Once again, we are conducting residents' annual recertifications and are also preparing the budget for the July 1, 2022 to June 30, 2023 fiscal year.

In the past year, we have increased cleaning and sanitizing services due to the COVID-19 pandemic. Temporary staff was also hired during this time to ensure 24-hour coverage. Due to the dining room closure, additional kitchen supplies were purchased to ensure your daily meals were being delivered to your units. We also removed storm related damaged trees, stripped, and waxed the floors.

Additional improvements that will be completed by June 30th, 2022, include interior painting of the hallways and common areas (dining/community room). For the upcoming fiscal year, we will renovate the property management office, complete EFIS repairs, parking area resurfacing and curb replacement, landscaping, and exterior lighting upgrades.

Accordingly, The Housing Authority of the City of Stamford dba Charter Oak Communities is proposing an increase to the rent effective July 1, 2022 as follows:

- A \$50 increase to the base/operations portion (Use and Occupancy, also referred to as Rent)

Please note there will be no increase to the congregate fee for this budget cycle.

This rent increase will not affect those residents receiving subsidies – subsidies are determined based on income, assets, and allowances.

This proposed increase will be presented to the Housing Authority Board of Commissioners on March 23rd, 2022. Thereafter, it is forwarded to the Connecticut Department of Housing for review and final approval.

If you have any questions or comments that you would like the Board of Commissioners to consider before they vote on the proposed increase, please submit them in writing **NO LATER** than March 22nd, 2022, to the Property Management Office.

Should approval be granted, you will receive notice at least thirty (30) days prior to the effective date of the increase to take effect on July 1, 2022.

Sincerely,

Jamilah Alexander, Senior Property Manager

cc: Natalie Coard, Executive Director, Charter Oak Communities
Jamie Perna, Director of Operations, Charter Oak Communities

Proposed Rent & Congregate Fee Increase To be Effective July 1, 2022

- Please refer to the table below for detailed summary.
- Please see other side for notice of special meeting on March 16th, 2022, at 1:15 pm in the dining room.

Unit Size	Current Monthly Housing Charges	Proposed Monthly Housing Charges Effective July 1, 2022	Dollar Amount of Proposed Increases
One Bedroom	\$1,769 \$941 Rent \$828 Congregate Fee	\$1,819 \$991 Rent \$828 Congregate Fee	\$50 Total Increase \$50 Rent Increase \$0 Congregate Fee Increase



CHARTER OAK
COMMUNITIES

March 16, 2022

Attention Wormser residents

Wormser Resident Meeting

Wednesday, March 16th at 1:15 pm
In the dining room

All residents are encouraged to attend!

*****Agenda*****

- Annual Recertification
- Improvements
 - 2021-2022
 - 2022-2023
- Rent Increase
 - \$50- Use/Occupancy
 - \$0- Congregate fee
- Allowances
 - Increases to standard deductions (meal, personal care, and medical).
- Any questions/comments, please submit to Property Management office no later than 3/22.

Wormser
Management



**CHARTER OAK
COMMUNITIES**

SPECIAL RESIDENT MEETING: Rent Increase

DATE: 03/16/2022

LOCATION: 28 VINE WORMSER

TIME START: 1:15 PM TIME END: 2:00 PM

RECORDED BY: JAMILAH ALEXANDER

ATTENDANCE LOG

NAME	TITLE	COMPANY
JAMILAH ALEXANDER	SENIOR PROPERTY MANAGER	COC
JAMIE LEBRON	ASSISTANT PROPERTY MANAGER	COC
EVELISIE NIEVES	PROPERTY ADMINISTRATOR	COC

RESIDENTS IN ATTENDANCE - SIGN-IN SHEET(S) ATTACHED

AGENDA/ACTIONS

AGENDA ITEM	DISCUSSION/ACTIONS
ANNUAL RECERTIFICATION	Jamilah reminded residents about completing their annual recertifications and reaching out to our RSC Alexa Griffin if any assistance is needed with attaining their supporting income/asset documents.
2021-2022 IMPROVEMENTS	Jamilah reviewed the improvements that happened within the budget year.
PROPOSED IMPROVEMENTS FOR 2022-2023	Jamilah announced what COC is proposing to enhance in the upcoming budget year.
RENT INCREASE	Jamilah announced the proposed rent increase will be \$50.00 (use/occupancy). Jamilah also announced that COC is not imposing any increases to the congregate fee this year.
ALLOWANCE INCREASE 2022	Jamilah announced the increases to the standard deductions (meal, personal, & medical). The increase should provide residents with additional deductions in their fees. Please see attached breakdown.
QUESTIONS/CONCERNS	Jamilah reminded the residents that if they have any questions/concerns regarding the rent increase to submit their concerns in writing by 3/22. The residents didn't express any concerns regarding the rent increase during the meeting.

FOLLOW-UP ITEMS

AGENDA ITEM	FOLLOW-UP

RESIDENT SIGN-IN SHEET(S) ATTACHED



Congregate Housing Owners, Agents, and
Property Managers

Notice: DOH 2022-005

Distribution Date: March 15, 2022

Subject: Increase in Monthly Allowable Deductions and Level 1 Assisted Living Services Agency (ALSA) Rate for the Congregate Housing program

This serves as a notice to Owners, Agents, and Property Managers of Congregate Housing that there will be an increase in the monthly allowable deductions and Level 1 ALSA rate effective **July 1, 2022**.

The monthly allowable deductions are standard deductions used in the calculation to determine a Congregate household's contribution toward the cost of rent and core services, and it determines the amount of subsidy needed from the Department of Housing (DOH). The three categories of deductions are for food, medical, and personal expenses. The Commissioner of Housing has approved the new deductions shown in the table below for one-person and two-person households.

	Food	Medical	Personal	Total
1 Person	183	70	122	375
2 Persons	261	135	200	596

Additionally, the Connecticut Department of Social Services (DSS) has updated the fee schedule for the Connecticut Home Care Program. As a result, the rate for Level 1 ALSA services has now increased to \$998. DOH will continue to provide a subsidy to all qualified and existing residents participating in the ALSA program who are not fully eligible for DSS' Connecticut Home Care Program for Elders. The subsidy is not available for new participants and funds cannot be reallocated to another resident once an existing participant no longer requires the DOH subsidy. DOH will provide a subsidy up to \$998 per month for Level 1 services.

Owner, Agents, and Property Managers must use these new deductions for all annual, interim, and move-in certifications effective on or after **July 1, 2022**. The new ALSA rate is applied at annual recertification for any existing and eligible participants effective **July 1, 2022**. Attached with this notice is a revised Congregate Housing Certification Worksheet with the updated deductions and ALSA rate. Please use this worksheet going forward or update the values and formulas in your certification software to reflect these changes. For those using a software, ensure that the calculations in the software program are in alignment with this updated recertification worksheet.

If you have any questions, please contact Tawny Pho at tawny.pho@ct.gov.



CHARTER OAK
COMMUNITIES

WORMSER SPECIAL RENT INCREASE MEETING SIGN-IN SHEET

Wednesday

DATE: ~~THURSDAY~~ MARCH 16, 2022

LOCATION: WORMSER CONGREGATE

SIGN-IN SHEET

	NAME PRINT	ADDRESS
1.	GAIL & DEBY	E 1
2.	Mattia Kisek	APT 2-5
3.	Jane Leone	1C
4.	PHILOMENA IGNELZI	2T
5.	Eileen Fischer	APT 1-F
6.	Lucia Zapata	APT. 11-C
7.	George Donella	1D
8.	Larry & Mary Tall	1B
9.	Padra Sael	1-C
10.	Bessie WALTER	1-R -
11.	PAT & GARY CHICKELL	1B
12.	Patricia Chivalux	1-B
13.	Sharon Lesko	1Q
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**HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES**

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: April 27, 2022

Resolution Number: 22-11

RESOLUTION

Subject: Approve 2022 Congregate Fee and Rent Increases for Wormser

Background: To continue providing high-quality services to the residents of the Wormser Congregate facility, Charter Oak Communities (COC) is proposing to the Department of Housing (DOH) a monthly increase of \$50.00. The increase includes a rent increase of \$50.00 and a congregate fee/core service increase of \$0.00. The current monthly charge per resident is \$1,769 and the proposed monthly charge would be \$1,819.

A special meeting for the proposed increase was held on March 16, 2022. The notice was hand-delivered to each household in advance of the meeting date and was presented to the residents and sponsors in accordance with DOH requirements.

Resolution: Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the monthly rent increase of \$50 for Wormser Congregate is adopted effective July 1, 2022 and continuing thereafter, subject to final approval by the Connecticut Department of Housing.

Jamie Perna
Staff Member



March 10th, 2022

Special Meeting
Notice of Proposed Rent Fee Increase
Wednesday, March 16th 2022 at 1:15 pm
In the dining room

Residents and Sponsors are Welcome to Attend

*due to COVID 19 restrictions, Sponsors will need to notify management ahead of time if they will be attending.

Dear Wormser Congregate Residents:

Once again, we are conducting residents' annual recertifications and are also preparing the budget for the July 1, 2022 to June 30, 2023 fiscal year.

In the past year, we have increased cleaning and sanitizing services due to the COVID-19 pandemic. Temporary staff was also hired during this time to ensure 24-hour coverage. Due to the dining room closure, additional kitchen supplies were purchased to ensure your daily meals were being delivered to your units. We also removed storm related damaged trees, stripped, and waxed the floors.

Additional improvements that will be completed by June 30th, 2022, include interior painting of the hallways and common areas (dining/community room). For the upcoming fiscal year, we will renovate the property management office, complete EFIS repairs, parking area resurfacing and curb replacement, landscaping, and exterior lighting upgrades.

Accordingly, The Housing Authority of the City of Stamford dba Charter Oak Communities is proposing an increase to the rent effective July 1, 2022 as follows:

- A \$50 increase to the base/operations portion (Use and Occupancy, also referred to as Rent)

Please note there will be no increase to the congregate fee for this budget cycle.

This rent increase will not affect those residents receiving subsidies – subsidies are determined based on income, assets, and allowances.

This proposed increase will be presented to the Housing Authority Board of Commissioners on March 23rd, 2022. Thereafter, it is forwarded to the Connecticut Department of Housing for review and final approval.

If you have any questions or comments that you would like the Board of Commissioners to consider before they vote on the proposed increase, please submit them in writing NO LATER than March 22nd, 2022, to the Property Management Office.

Should approval be granted, you will receive notice at least thirty (30) days prior to the effective date of the increase to take effect on July 1, 2022.

Sincerely,

Jamilah Alexander, Senior Property Manager

cc: Natalie Coard, Executive Director, Charter Oak Communities
Jamie Perna, Director of Operations, Charter Oak Communities

Proposed Rent & Congregate Fee Increase To be Effective July 1, 2022

- Please refer to the table below for detailed summary.
- Please see other side for notice of special meeting on March 16th, 2022, at 1:15 pm in the dining room.

Unit Size	Current Monthly Housing Charges	Proposed Monthly Housing Charges Effective July 1, 2022	Dollar Amount of Proposed Increases
One Bedroom	\$1,769 \$941 Rent \$828 Congregate Fee	\$1,819 \$991 Rent \$828 Congregate Fee	\$50 Total Increase \$50 Rent Increase \$0 Congregate Fee Increase



CHARTER OAK
COMMUNITIES

March 16, 2022

Attention Wormser residents

Wormser Resident Meeting

Wednesday, March 16th at 1:15 pm
In the dining room

All residents are encouraged to attend!

*****Agenda*****

- Annual Recertification
- Improvements
 - 2021-2022
 - 2022-2023
- Rent Increase
 - \$50- Use/Occupancy
 - \$0- Congregate fee
- Allowances
 - Increases to standard deductions (meal, personal care, and medical).
- Any questions/comments, please submit to Property Management office no later than 3/22.

Wormser
Management



**CHARTER OAK
COMMUNITIES**

SPECIAL RESIDENT MEETING: Rent Increase

DATE: 03/16/2022

LOCATION: 28 VINE WORMSER

TIME START: 1:15 PM TIME END: 2:00 PM

RECORDED BY: JAMILAH ALEXANDER

ATTENDANCE LOG

NAME	TITLE	COMPANY
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JAMIE LEBRON	ASSISTANT PROPERTY MANAGER	COC
EVELISIE NIEVES	PROPERTY ADMINISTRATOR	COC

RESIDENTS IN ATTENDANCE - SIGN-IN SHEET(S) ATTACHED

AGENDA/ACTIONS

AGENDA ITEM	DISCUSSION/ACTIONS
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QUESTIONS/CONCERNS	Jamilah reminded the residents that if they have any questions/concerns regarding the rent increase to submit their concerns in writing by 3/22. The residents didn't express any concerns regarding the rent increase during the meeting.

FOLLOW-UP ITEMS

AGENDA ITEM	FOLLOW-UP

RESIDENT SIGN-IN SHEET(S) ATTACHED



Congregate Housing Owners, Agents, and
Property Managers

Notice: DOH 2022-005

Distribution Date: March 15, 2022

Subject: Increase in Monthly Allowable Deductions and Level 1 Assisted Living Services Agency (ALSA) Rate for the Congregate Housing program

This serves as a notice to Owners, Agents, and Property Managers of Congregate Housing that there will be an increase in the monthly allowable deductions and Level 1 ALSA rate effective **July 1, 2022**.

The monthly allowable deductions are standard deductions used in the calculation to determine a Congregate household's contribution toward the cost of rent and core services, and it determines the amount of subsidy needed from the Department of Housing (DOH). The three categories of deductions are for food, medical, and personal expenses. The Commissioner of Housing has approved the new deductions shown in the table below for one-person and two-person households.

	Food	Medical	Personal	Total
1 Person	183	70	122	375
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Additionally, the Connecticut Department of Social Services (DSS) has updated the fee schedule for the Connecticut Home Care Program. As a result, the rate for Level 1 ALSA services has now increased to \$998. DOH will continue to provide a subsidy to all qualified and existing residents participating in the ALSA program who are not fully eligible for DSS' Connecticut Home Care Program for Elders. The subsidy is not available for new participants and funds cannot be reallocated to another resident once an existing participant no longer requires the DOH subsidy. DOH will provide a subsidy up to \$998 per month for Level 1 services.

Owner, Agents, and Property Managers must use these new deductions for all annual, interim, and move-in certifications effective on or after **July 1, 2022**. The new ALSA rate is applied at annual recertification for any existing and eligible participants effective **July 1, 2022**. Attached with this notice is a revised Congregate Housing Certification Worksheet with the updated deductions and ALSA rate. Please use this worksheet going forward or update the values and formulas in your certification software to reflect these changes. For those using a software, ensure that the calculations in the software program are in alignment with this updated recertification worksheet.

If you have any questions, please contact Tawny Pho at tawny.pho@ct.gov.



CHARTER OAK
COMMUNITIES

WORMSER SPECIAL RENT INCREASE MEETING SIGN-IN SHEET

Wednesday

DATE: ~~THURSDAY~~ MARCH 16, 2022

LOCATION: WORMSER CONGREGATE

SIGN-IN SHEET

	NAME PRINT	ADDRESS
1.	GAIL DEGU	E 1
2.	Martie Kirek	APT 2-5
3.	Jane Leone	1E
4.	PHILOMENA IGNELZI	2T
5.	Eileen Fischer	APT 1T
6.	Lucia Zavata	APT. 11-C
7.	George Donella	1B
8.	Larry T. Hall	1B
9.	Patricia Steel	1C
10.	Bessie WALTER	1-R
11.	PAT GARY CHITTELL	1B
12.	Patricia Chivalier	1-B
13.	Sharon Teske	1Q
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**HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES**

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: April 27, 2022

Resolution Number: 22-12

RESOLUTION

Subject: Award Contract to Peerless Electric, Inc for Electrical Contractor Services

Background: Charter Oak Communities (COC) issued RFP No. 22-0001 for Electrical Contractor Services on February 5, 2022. One proposal was received. An individual evaluation was conducted, and it was concluded that the Peerless Electric's proposal is acceptable and is recommended for this award.

The contractor, Peerless Electric, Inc., is the current incumbent and has demonstrated that they have the qualifications, the necessary manpower and experience to perform Electrical Contractor Services for COC. Their current fee proposal is deemed to be fair, reasonable and competitive. In addition, the proposal was determined to be complete, and it meets all the criteria set forth in the RFP. They have provided excellent service to COC in the current contract. It is recommended that the contract to perform Electrical Contractor services be awarded to Peerless Electric, Inc of Stamford, Connecticut. (See the attached Individual Evaluation Rating form.)

Resolution: 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 Electrical Contractor Services with the Peerless Electric, Inc. for a term of five years and for an amount not to exceed \$320,000.00. Further Board approval will be required if the contract amount exceeds 110% of authorized amount.

Peter Stothart
Staff Member Submitting Report

Electrical Contractor Services
 Proposals rec'd March 3, 2022 RFP # 22-0001
 Date 3/8/2022
 Reviewer Name: P. Stothart

Individual Evaluation Grid

	CRITERIA	MAXIMUM	Factor Type	Peerless Electric
1	Appropriateness and cost effectiveness of PROPOSED COSTS the proposer proposes to charge COC to complete the required work	25 Points	Objective	22
2	Demonstrated Understanding of the Requirements	20 Points	Subjective (Technical)	17
3	Appropriateness of Technical Approach and Quality of Work Plan	15 points	Subjective (Technical)	12
4	Technical Capabilites	15 Points	Subjective (Technical)	12
5	Demonstrated Experience and Demonstrated Successful Past Performance	20 Points	Subjective (Technical)	18
6	Overall Quality and appearance of Proposal	5 Points	Subjective (Technical)	4
7	TOTAL POINTS	100 Points		85

NOTES/COMMENTS:

**HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES**

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: April 27, 2022

Resolution Number: 22-12

RESOLUTION

Subject: Award Contract to Peerless Electric, Inc for Electrical Contractor Services

Background: Charter Oak Communities (COC) issued RFP No. 22-0001 for Electrical Contractor Services on February 5, 2022. One proposal was received. An individual evaluation was conducted, and it was concluded that the Peerless Electric's proposal is acceptable and is recommended for this award.

The contractor, Peerless Electric, Inc., is the current incumbent and has demonstrated that they have the qualifications, the necessary manpower and experience to perform Electrical Contractor Services for COC. Their current fee proposal is deemed to be fair, reasonable and competitive. In addition, the proposal was determined to be complete, and it meets all the criteria set forth in the RFP. They have provided excellent service to COC in the current contract. It is recommended that the contract to perform Electrical Contractor services be awarded to Peerless Electric, Inc of Stamford, Connecticut. (See the attached Individual Evaluation Rating form.)

Resolution: 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 Electrical Contractor Services with the Peerless Electric, Inc. for a term of five years and for an amount not to exceed \$320,000.00. Further Board approval will be required if the contract amount exceeds 110% of authorized amount.

Peter Stothart
Staff Member Submitting Report

Electrical Contractor Services
Proposals rec'd March 3, 2022 RFP # 22-0001
Date 3/8/2022
Reviewer Name: P. Stothart

Individual Evaluation Grid

	CRITERIA	MAXIMUM	Factor Type	Peerless Electric
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6	Overall Quality and appearance of Proposal	5 Points	Subjective (Technical)	4
7	TOTAL POINTS	100 Points		85

NOTES/COMMENTS:

**HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES**

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: April 27, 2022

Resolution Number: 22-13

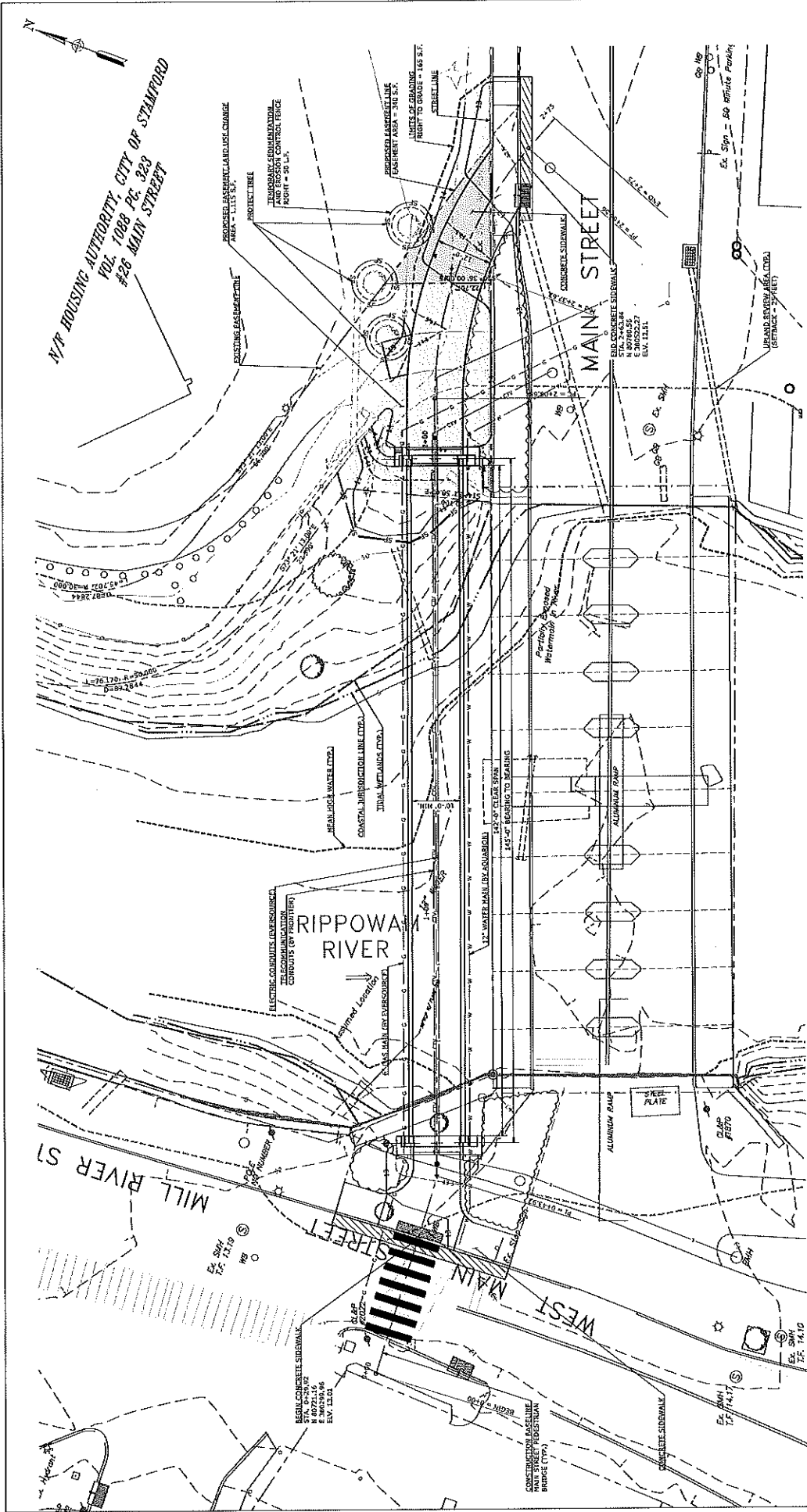
RESOLUTION

Subject: Approve Easement, Right of Access and Associated Documents for City of Stamford to Construct Pedestrian Bridge at 26 Main Street

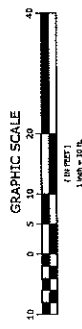
Background: The City of Stamford is building a new bridge across the Rippowam River, in a location that is alongside the existing, historic bridge that is no longer in service. The new bridge is intended to primarily serve pedestrian traffic but will accommodate emergency vehicles, as needed. Because the eastern terminus of the proposed bridge rests on property that is owned by the Housing Authority of the City of Stamford at 26 Main Street (i.e., Stamford Manor), the City has requested an easement and right of access to construct this terminus along with necessary walkways and ramps; allow pedestrians and emergency vehicles to pass over our property; and to install underground utilities to pass under it. In addition, a previous (2007) easement for the Mill River Greenway will be modified to allow for the aforementioned uses. The proposed easement and described permanent uses are considered to have a reasonable public purpose and deemed to have no substantive impact on Stamford Manor operations. The Housing Authority of the City of Stamford d/b/a Charter Oak Communities has reviewed the proposed easement and relevant documents and recommends that they receive approval by the Board of Commissioners. (Ref: Easement, Right of Entry, Map and relevant documents, attached)

Resolution: Be it resolved by the Board of Commissioners of the Housing Authority of the City of Stamford that the easement, right of entry and associated documents in favor of the City of Stamford for siting the Main Street bridge at the Stamford Manor property be approved as submitted.

Vincent J. Tufo
Staff Member Submitting Report



PEDESTRIAN BRIDGE SITE PLAN
SHEET 1 OF 4



NO.	DATE	DESCRIPTION	BY	DATE

SUPV.	J.A.C.
DESIGN	J.A.K.
DRAWN	S.A.H.
CHECKED	J.A.K.
DATE	07/11/2022

WMC
CONSULTING ENGINEERS
WENDELL MASSARRE & COSTELLO
61 HADAM ROAD
NEWINGTON, CT 06111
(860) 667-9621

PREPARED FOR
CITY OF STAMFORD
888 WASHINGTON BOULEVARD
STAMFORD, CT 06901

MAIN STREET PEDESTRIAN BRIDGE OVER RIPPOWAM RIVER
PEDESTRIAN BRIDGE SITE PLAN AND SECTION
D - MAIN STREET - PROJECT - FILE NAME - NUMBER - REV. - OF - SHEET
21072.10 - 13

W/P HOUSING AUTHORITY, CITY OF STAMFORD
701 1088 Pk 329
#28 MAIN STREET

DRAFT

MODIFICATION TO PUBLIC ACCESS EASEMENT

WHEREAS, the HOUSING AUTHORITY OF THE CITY OF STAMFORD, d/b/a Charter Oak Communities, with an office at 22 Clinton Avenue, Stamford, Connecticut, 06901 ("Grantor"), and the CITY OF STAMFORD, a municipality organized and existing under the laws of the State of Connecticut ("Grantee") (hereinafter collectively referred to as the "Parties") have previously entered into a PUBLIC ACCESS EASEMENT, recorded in the City of Stamford Land Records on April 9, 2007 in Vol. 08947, pg. 0308; and,

WHEREAS, the Parties desire to modify the PUBLIC ACCESS EASEMENT pursuant to paragraph 7 thereof to allow for the construction of a new pedestrian bridge and access ramp (~~hereinafter referred to as the "Improvements"~~) to, and across the Rippowam River just north of the existing Main Street bridge; together with and including the installation of underground utilities (hereinafter collectively referred to as the "Improvements"); and,

WHEREAS, a portion of the Improvements will be located on approximately 1,115 square feet of Easement Land described in the PUBLIC ACCESS EASEMENT. Said 1,115 square feet is hereinafter referred to as a "Proposed Easement Land Use Change" area as shown and depicted as, " INSERT MAP NAME ("MAP"), which MAP is recorded on the Land Records of the City of Stamford as MAP Number _____, and more particularly described in Schedule A attached hereto and made a part hereof. A reduced copy of such MAP is attached hereto and made a part hereof as Schedule B.

NOW, THEREFORE, the Parties hereby agree to modify said PUBLIC ACCESS EASEMENT as follows:

1. As to paragraph 1, the Proposed Easement Land Use Change area may be used by the Grantee to install, construct, maintain, and repair or replace as the case may be, the Improvements. The proposed bridge is to be prefabricated and installed on new abutments constructed on the top of the river banks. The bridge's east access ramp will be designed to incorporate the existing Greenbelt trail. Said Improvements as they pertain to the new pedestrian bridge and access ramp are designed to be accessible to and may be used by emergency Type I ambulances or police vehicles with a gross vehicle weight of 14,000 pounds or less.
2. As to paragraph 2, Grantee is expressly permitted to make topographic changes to the Proposed Easement Land Use Change area as may be required to install, construct, maintain, and repair or replace as the case may be, the Improvements and to comply with the requirements of the City of Stamford Environmental Protection Board approval.
3. As to paragraph 3, the cost to install, construct, maintain, repair and or replace as the case may be, the Improvements shall be borne by the Grantee. Any damage to the Proposed Easement Land Use Change area or improvements thereon caused by Grantee or its invitees, agents or guests as a result of the installation, construction, maintenance, repair and or replacement as the case may be, of the Improvements shall be the responsibility of Grantee.

4. The provisions of paragraph 6 shall not apply to the construction and completion of the Improvements.
5. All other provisions of the PUBLIC ACCESS EASEMENT related to the use of the Easement Land described therein shall apply to the Improvements and remain in effect unless otherwise modified by a certain Easement dated _____ and recorded on the City of Stamford Land Records at Vol. _____, pg. _____.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed this _____ day of _____, 2022.

Signed, sealed and delivered in the presence of:

GRANTOR:

**HOUSING AUTHORITY OF THE CITY
OF STAMFORD D/B/A CHARTER OAK
COMMUNITIES**

By: Vincent J. Tufo,
Chief Executive Officer
Duly authorized

GRANTEE:

CITY OF STAMFORD

By: Caroline Simmons, Mayor
Duly authorized

Approved as to form

David Villalva
Risk Manager
Date:

Approved as to form

Assistant Corporation Counsel
Date:

STATE OF CONNECTICUT)
) ss: , 2022
COUNTY OF FAIRFIELD)

Personally appeared Vincent J. Tufo, duly authorized Chief Executive Officer of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities Charter Oaks who signed the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities Charter Oaks, before me.

Commissioner of the Superior Court
Notary Public
My commission expires:

STATE OF CONNECTICUT)
) ss: Stamford , 2022
COUNTY OF FAIRFIELD)

Personally appeared Caroline Simmons, duly authorized Mayor of the City of Stamford, who signed the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of the City of Stamford, before me.

Commissioner of the Superior Court
Notary Public
My commission expires:

DRAFT

MAIN STREET PEDESTRIAN BRIDGE AND ACCESS RAMP EASEMENT

For valuable consideration, receipt of which is hereby acknowledged, the Grantor, HOUSING AUTHORITY OF THE CITY OF STAMFORD, d/b/a Charter Oak Communities, with an office at 22 Clinton Avenue, Stamford, Connecticut, 06901 ("Grantor"), being the record owner of the property referred to herein, does hereby give, grant and convey to the Grantee, and the CITY OF STAMFORD, a municipality organized and existing under the laws of the State of Connecticut ("Grantee"), the hereinafter described perpetual exclusive right of way and easement, in common and together with the Grantor or to whom may hereafter be conveyed by the Grantor, on, across and over the Grantor's land consisting of approximately 340 square feet as shown and depicted as "INSERT MAP NAME ("Map")", which Map is recorded on the Land Records of the City of Stamford as Map Number _____, and more particularly described in Schedule A attached hereto and made a part hereof. A reduced copy of such Map is attached hereto and made a part hereof as Schedule B.

The Grantor and Grantee agree that the following terms and conditions shall apply:

1. The Easement Land shall be used for the purpose of allowing the Grantee to construct, maintain, and repair or replace as the case may be, a new pedestrian bridge and access ramp (the "Improvements") to, and across the Rippowam River. Said Improvements are designed to be accessible to and may be used by emergency Type I ambulances or police vehicles with a gross vehicle weight of 14,000 pounds or less.

2. The cost to construct, maintain, and repair or replace as the case may be, the Improvements, shall be borne by the Grantee.
3. Grantee shall maintain and as necessary repair and keep in good repair the Easement Land area and shall maintain and restore said area in a presentable condition at the Grantee's sole expense. The Grantee shall be responsible for (1) the cost of any snow removal, maintenance, repair, or replacement of the Improvements; and (ii) maintain any landscaping or shrubbery installed in connection with the Improvements. The obligation of the City to make any payments or expenditures for the maintenance and repair of the Improvements or Easement Land under the terms of this Easement shall be subject to the Grantee obtaining the requisite approvals and appropriations from the applicable boards and commissions pursuant to the law of the City of Stamford to pay for and fund.
4. Notwithstanding any provision to the contrary, the Grantor for itself, its heirs, successors and assigns, hereby reserves all other customary rights and privileges of ownership of the Easement Land not expressly relinquished, conveyed or prescribed by this instrument including, without limitation, the right to use the Easement Land for any and all lawful purposes not inconsistent with this instrument. Grantor herein reserves the right to itself, its successors and assigns to continue to use the Easement Land for any and all uses or purposes which shall not in any way interfere with the use hereof by the Grantee, its successors and assigns and for fulfilling the purposes for which this easement is granted.
5. Neither the Grantor nor any agent or employee of the Grantor shall be liable to the Grantee, its employees, agents, contractors, or invites and Grantee shall hold

Grantor harmless for any injury or damage to any person, party or entity or for any damage to or loss, by theft or otherwise, to any property of any person or party irrespective of the cause of such injury arising out of or in connection with the use by such party or person of the Easement Land. Grantee shall defend, indemnify and save harmless Grantor, its agents, and employees against any and all liabilities, obligations, penalties, claims, costs, charges, expense, including reasonably attorney fees, imposed upon or incurred by or asserted against Grantee or its agents by reason of any or arising out of or in connections with the use of any part of the Easement Land by said party or persons.

6. With respect to the easement rights granted herein, Grantee shall (i) maintain at least the following insurance coverage and (ii) adhere to the following insurance-related requirements, as applicable:

a. Maintain workers' compensation insurance in the amount required by applicable Connecticut law.

b. Maintain comprehensive general liability insurance with no less than \$1,000,000 for each occurrence and \$1,000,000 in the aggregate, including bodily injury and property damage.

c. Maintain motor vehicles liability insurance, which shall provide coverage for all owned and non-owned automobile liability occurring on or about the Easement Land or arising from the use of the Easement Land.

d. All insurance policies required to be maintained by Grantee pursuant to Sections 6(b) and 6(c) of this Easement shall be endorsed to: (i) Grantor as additional insured with respect to any and all third party bodily injury and/or

property damage; (ii) be primary to any similar insurance or self-insurance maintained by the additional insureds and (iii) require that thirty (30) days' written notice be given to Grantor prior to any cancellation or material change in any insurance policy.

e. All certificates of insurance shall list the location of the Easement Land area as "a 340 square foot easement located on a portion of 26 Main Street, Stamford, Connecticut."

f. Within 30 days' of the Grantor's written request, Grantee shall provide the Grantor with documentation that verifies Grantee's compliance with the insurance requirements set forth in this Section 6.

7. No additions, deletions, modifications, revisions or amendments shall be made to this instrument without the prior written approval of the Grantor and Grantee.
8. Any damage to the easement land, or improvements or property thereon caused by Grantee or its invitees, agents or guests in the exercise of the rights herein granted shall be the responsibility of Grantee, and Grantee shall, at Grantee's sole cost and expense, as soon as is reasonably practicable, restore such damage to substantially its condition prior to such damage, exclusive of such changes as are permitted by Grantor to be made by Grantee.
9. The Easement granted herein shall run with the Land in perpetuity so that the Grantee, its successors and assigns, shall forever benefit from the provisions hereof.

10. The Grantee, for itself, its successors and assigns, accepts these easements, herein granted, subject to the restrictions, agreements and laminations described herein.

TO HAVE AND TO HOLD, this said granted and bargained for rights and easements to the Grantee, its successors and assigns forever, to its own proper use and behalf.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed this ____ day of _____, 2022.

Signed, sealed and delivered in the presence of:

GRANTOR:

**HOUSING AUTHORITY OF THE CITY
OF STAMFORD D/B/A CHARTER OAK
COMMUNITIES**

By: Vincent J. Tufo,
Chief Executive Officer
Duly authorized

GRANTEE:

CITY OF STAMFORD

By: Caroline Simmons, Mayor
Duly authorized

Approved as to insurance

Approved as to form

David Villalva
Risk Manager
Date:

Assistant Corporation Counsel
Date:

STATE OF CONNECTICUT)
) ss: _____, 2022
COUNTY OF FAIRFIELD)

Personally appeared Vincent J. Tufo, duly authorized Chief Executive Officer of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities Charter Oaks who signed the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities Charter Oaks, before me.

Commissioner of the Superior Court
Notary Public
My commission expires:

STATE OF CONNECTICUT)
) ss: Stamford _____, 2022
COUNTY OF FAIRFIELD)

Personally appeared Caroline Simmons, duly authorized Mayor of the City of Stamford, who signed the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of the City of Stamford, before me.

Commissioner of the Superior Court
Notary Public
My commission expires:

DRAFT

RIGHT OF ENTRY

The HOUSING AUTHORITY OF THE CITY OF STAMFORD, d/b/a Charter Oak Communities, with an office at 22 Clinton Avenue, Stamford, Connecticut, 06901, ("Owner"), and the CITY OF STAMFORD, a municipality organized and existing under the laws of the State of Connecticut ("City"), agree upon the following terms for the entry by the City and its representatives as set forth herein upon the real estate described.

1. Owner grants to City, its employees, agents, consulting engineers, contractors and other representatives the right to enter upon and to have exclusive possession of the following described real estate for the purpose of performing grading activities associated with the construction, maintenance, and repair or replacement as the case may be, of a new pedestrian bridge and access ramp (the "Improvements") to, and across the Rippowam River located on approximately 165 square feet of land (the "Grading Area") as shown and depicted as " INSERT MAP NAME ("Map")", which Map is recorded on the Land Records of the City of Stamford as Map Number _____, and more particularly described in Schedule A attached hereto and made a part hereof. A reduced copy of such Map is attached hereto and made a part hereof as Schedule B.
2. Owner hereby covenants with City that it is the true and lawful owner of the above-described real estate and is lawfully seized of the same in fee simple and has good right and full power to grant this right of entry.

3. Owner will not charge City rent or other compensation during the period of time city occupies the said real estate for the purposes aforesaid under the provisions of this right of entry.
4. Notwithstanding any provision to the contrary, the Owner for itself, its heirs, successors and assigns, hereby reserves all other customary rights and privileges of ownership of the Grading Area. Owner herein reserves the right to itself, its successors and assigns to continue to use the Grading Area for any and all uses or purposes which shall not in any way interfere with the use hereof by the City, its successors and assigns and for fulfilling the purposes for which this right of entry is granted.
5. Neither the Owner nor any agent or employee of the Owner shall be liable to the City, its employees, agents, contractors, or invites and City shall hold Owner harmless for any injury or damage to any person, party or entity or for any damage to or loss, by theft or otherwise, to any property of any person or party irrespective of the cause of such injury arising out of or in connection with the use by such party or person of the Grading Area. City shall defend, indemnify and save harmless Owner, its agents, and employees against any and all liabilities, obligations, penalties, claims, costs, charges, expense, including reasonably attorney fees, imposed upon or incurred by or asserted against City or its agents by reason of any or arising out of or in connections with the use of any part of the Grading Area by said party or persons.

6. With respect to the rights granted herein, City shall restore the Graded Area to substantially the same condition, subject to the requirements of the City of Stamford Environmental Protection Board approval.

Further, City shall (i) maintain at least the following insurance coverage and (ii) adhere to the following insurance-related requirements, as applicable:

- a. Maintain workers' compensation insurance in the amount required by applicable Connecticut law.
- b. Maintain comprehensive general liability insurance with no less than \$1,000,000 for each occurrence and \$1,000,000 in the aggregate, including bodily injury and property damage.
- c. Maintain motor vehicles liability insurance, which shall provide coverage for all owned and non-owned automobile liability occurring on or about the Grading Area or arising from the use of the Grading Area.
- d. All insurance policies required to be maintained by City pursuant to Sections 6(b) and 6(c) of this right of entry shall be endorsed to: (i) Owner as additional insured with respect to any and all third party bodily injury and/or property damage; (ii) be primary to any similar insurance or self-insurance maintained by the additional insureds and (iii) require that thirty (30) days' written notice be given to Owner prior to any cancellation or material change in any insurance policy.
- e. All certificates of insurance shall list the location of the Grading Area as "a 165 square foot grading area located on a portion of 26 Main Street, Stamford, Connecticut."

- f. Within 30 days' of the Owner's written request, City shall provide the Owner with documentation that verifies City's compliance with the insurance requirements set forth in this Section 6.
7. No additions, deletions, modifications, revisions or amendments shall be made to this instrument without the prior written approval of the Owner and City.
8. Any damage caused by City or its invitees, agents or guests in the exercise of the rights herein granted shall be the responsibility of City, and City shall, at City's sole cost and expense, as soon as is reasonably practicable, restore such damage to substantially its condition prior to such damage, exclusive of such changes as are permitted by Owner to be made by City.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed this _____ day of _____, 2022.

Signed, sealed and delivered in the presence of:

OWNER:

**HOUSING AUTHORITY OF THE CITY
OF STAMFORD D/B/A CHARTER OAK
COMMUNITIES**

By: Vincent J. Tufo,
Chief Executive Officer
Duly authorized

CITY:

CITY OF STAMFORD

By: Caroline Simmons, Mayor
Duly authorized

Approved as to insurance

Approved as to form

David Villalva
Risk Manager
Date:

Assistant Corporation Counsel
Date:

STATE OF CONNECTICUT)
) ss: _____, 2022
COUNTY OF FAIRFIELD)

Personally appeared Vincent J. Tufo, duly authorized Chief Executive Officer of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities Charter Oaks who signed the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities Charter Oaks, before me.

Commissioner of the Superior Court
Notary Public
My commission expires:

STATE OF CONNECTICUT)
) ss: Stamford _____, 2022
COUNTY OF FAIRFIELD)

Personally appeared Caroline Simmons, duly authorized Mayor of the City of Stamford, who signed the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of the City of Stamford, before me.

Commissioner of the Superior Court
Notary Public

My commission expires: