



REGULAR BOARD MEETING

September 28, 2022

6:15 p.m.

Zoom Conference

AGENDA

1. Approve Minutes of the COC Board Meeting of August 24, 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. Resolutions:
 - 22-25 Accept City of Stamford Year 48 Community Development Block Grant (CDBG) for Additional Funding for Improvements to Cold Storage Walk in Cooler at Scofield Manor
 - 22-26 Award Contract to D. Sal Electrical Contractors, Inc. for Electrical Contractor Services
 - 22-27 Increase Payment Standards for the Section 8 Housing Choice Voucher Program to comply with HUD FY2023 Fair Market Rent Calculations.
 - 22-28 Authorize CT Light & Power Company d/b/a Eversource Energy to install and maintain utility distribution lines on and across the property known as Lawnhill Terrace 4.
 - 22-29 Acceptance of Charter Oak Communities Write-Off of Tenant Accounts Receivable Balances Over \$5,000
7. Executive Session
 - Legal Matters, Real Estate Items, Personnel Items

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
AUGUST 24, 2022

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 a remote connection meeting platform, Zoom, on Wednesday, August 24, 2022.

Commissioner Rutz called the meeting to order at 6:22 p.m.

A. Attendees

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

Advisory Board Members: Laura Burwick
Ronice Latta

Present: Vin Tufo
Natalie Coard
Jon Gottlieb
Lisa Reynolds
Sam Feda
Jackie Figueroa
Brethela Love-Ortiz
Ken Montanez
Jamie Perna
Megan Shutes
Peter Stothart
Jan Tantimonico
Chris Warren
Christine Young

Public: Mr. Andrew Banoff
Ms. Cynthia Bowser
Ms. Frances Lane
Mr. Barry Michelson
Mr. Rick Redniss
Mr. Mark Youdin

B. Approval of Minutes

- Approval of minutes of the COC Board Meeting of July 27, 2022

➤ Commissioner Ostuw moved, Commissioner Shinn-Desras seconded

The minutes were approved.

Ayes: Susan Rutz Nays: None
Rich Ostuw
Lester McKoy
Bianca Shinn-Desras

Public Comments – Mr. Mark Youdin, resident at Clinton Manor, requested to understand how the extermination of roaches, mice and bed bugs is addressed at Clinton Manor. Ms. Coard apologized for the difficulties Mr. Youdin was

having. Ms. Coard stated this is addressed two ways: quarterly exterminations are performed, and residents need to place a work order with management when they learn of any infestations. Ms. Coard stated that the challenge is that all residents do not address the issue timely or do all the necessary prepping prior to exterminations.

Mr. Youdin requested to know the details on the asbestos abatement in the second floor Clinton Manor offices. Mr. Tufo reassured Mr. Youdin that a licensed contractor was on site, and there were no particles during the abatement that could go into the residential portion of the building.

Mr. Barry Michelson, representing the Stamford Neighborhood Coalition, stated that they often hear from individuals seeking homeownership to learn if there are any homeownership plans and opportunities for those with limited resources in Stamford.

Mr. Tufo responded that COC understands and agrees that those not able to purchase a home is a viable goal and should be included in the Stamford Affordability Housing plan. Purchasing power would be a way to work toward that to provide assistance with obtaining a mortgage to help individuals close the gap. COC agrees that leveraging is a useful tool for individual purchasing power of someone with moderate income such as in the 70% to 90% area median income.

Mr. Gottlieb stated that we should be careful to assume that homeownership is an answer for everybody. COC had a program associated with the HOPE VI program, which we receive calls and letters from every month with people having difficulties meeting their payments.

C. Board Committee Reports

Human Resources Committee – Commissioners Rutz, Ostuw, McKoy and Shinn-Desras and Advisory Board members Burwick and Latta, Mr. Tufo, Ms. Coard, Ms. Tantimonico, Mr. Gomez, Mr. Fedas, Ms. Reynolds, Ms. Figueroa, Ms. Perna, Ms. Love-Ortiz, Mr. Paulemon, Mr. Soares, Mr. Montanez, Mr. Stothart and Ms. Young attended the HR Committee meeting on 8/23/2022. Ms. Tantimonico gave an overview on recent promotions, new hires and open positions. Ms. Tantimonico discussed the change in COC’s HR recruitment efforts since 01/2022, which has resulted in successful hires. Mr. Gomez provided an update of the ADP Employee Performance Review status and employee engagement events.

Finance Committee – Commissioners Rutz, Ostuw, McKoy and Shinn-Desras and Advisory Board members Burwick and Latta, Mr. Tufo, Ms. Coard, Ms. Tantimonico, Mr. Gomez, Mr. Fedas, Ms. Reynolds, Ms. Figueroa, Ms. Perna, Ms. Love-Ortiz, Ms. Luzietti, Mr. Paulemon, Mr. Montanez, Mr. Galasso, Mr. Soares, Mr. Stothart, Mr. Warren and Ms. Young attended the Finance Committee meeting on 8/23/2022. Mr. Fedas provided a high-level overview of the Quarterly Financial Report of 6/30/22, and the financial results as of 6/30/22. Mr. Fedas focused on the properties and programs with a 6/30 year-end, including the federal and state properties, the MAE and Rippowam Corporation. Mr. Fedas highlighted the un-audited variances against budgets and provided explanations; he discussed the results for the other properties not at year-end (Scofield, Rippowam and Glenbrook Manors and the Tax Credit developments) providing vacancy and expense variance analyses and highlights. Ms. Luzietti gave a brief overview of the COC audit process for the fiscal year ending 6/30/22. Ms. Luzietti described the milestones of the process and timeline for completion of the audit report and Annual Comprehensive Financial Report.

Operations Committee – Commissioners Rutz, Ostuw, McKoy and Williams-Brown and Advisory Board members Burwick and Latta, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Tantimonico, Mr. Gomez, Mr. Fedas, Ms. Reynolds, Ms. Figueroa, Ms. Perna, Ms. Love-Ortiz, Mr. Montanez, Ms. Luzietti, Mr. Paulemon, Mr. Galasso, Mr. Soares, Mr. Warren, Mr. Stothart and Ms. Young attended the Operations Committee meeting on 8/23/2022. Mr. Fedas provided reports on the A/R for 07/2022 and ongoing efforts to secure rent relief payments. Ms. Perna reported that COC continued to work with UniteCT and Community Action Agency of Western Connecticut to process 35 pending applications. Ms. Perna reported on anticipated evictions scheduled for 09/2022. Ms. Perna, Ms. Love and Mr. Stothart provided a high-level review of the Quarterly Operations Board Report of 6/30/2022 across all developments.

Mr. Stothart provided an update on the Lawn Avenue Townhouses Site Renovations capital project. Mr. Stothart discussed tonight's resolutions: Award Contract to Arrow Security Services for Security Guard Services, Award Contract to Connecticut Pest Elimination LLC for Extermination Services and Authorize Change Order No. 3 to Contract w/ BRD Builders for Additional Work and Funding for Site Improvements at Lawn Avenue Townhouses.

D. Report from Executive Director - Ms. Coard provided an update on the West Side Portfolio that includes eight properties: Summer Place, Post House, Clinton Manor, Glenbrook Manor, Rippowam Manor, Quintard Manor, Wormser Congregate and Taylor Street. Ms. Coard reviewed the different types of programs with compliance and regulatory requirements for the properties. Ms. Coard noted there are staffing challenges and the need to work closely with the team to evaluate: job descriptions, needs of the residents, professional development, training plan, and onboarding and continued development. A progress update will be provided as improvements are executed and the portfolio is adequately staffed.

E. Strategic Overview from Chief Executive Officer – Mr. Tufo discussed the upcoming Mid-Year Progress Update presentations to the Board. The senior staff is developing strategic goals for the next two years, 2023 and 2024 in accordance with COC's Core Objectives. We recommend two sessions that include a mid-year progress review and goal setting session to plan for the next two years. Additionally, Mr. Tufo stated that we should consider taking alternative steps to funding secure support as there doesn't appear to be a comprehensive approach by the city to address priorities recommended in the affordable housing plan. For example, Oak Park is an important project that we're not sure will obtain adequate funding.

F. Resolutions:

22-21 Authorization of Issuance and Sale of Multifamily Housing Revenue Notes Not Exceeding Aggregate Amount of \$36,000,000 for the Dogwoods Project, Series 2022

➤ Commissioner Ostuw moved, Commissioner Shinn-Desras seconded.

Be it resolved by the commissioners of the Housing Authority of the City of Stamford that the resolution prepared by bond counsel authorizing issuance and sale of multifamily revenue housing notes not exceeding \$36,000,000 for Dogwoods Project 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
Lester McKoy
Bianca Shinn-Desras

Nays: None

22-22 Award Contract to Arrow Security Services for Security Guard Services

➤ Commissioner Ostuw moved, Commissioner Shinn-Desras seconded.

Be it resolved by the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to enter into an annual contract with Arrow Security Services for Security Guard Services. The cost of this procurement shall not exceed a total annual amount of \$606,000.00 for a one-year contract. 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
Lester McKoy

Nays: None

22-23 Award Contract to Connecticut Pest Elimination LLC for Extermination Services

➤ Commissioner Ostuw moved, Commissioner McKoy seconded.

Be it resolved by the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to enter into an annual contract with Connecticut Pest Elimination LLC for Extermination Services. The cost of this procurement shall not exceed a total annual amount of \$149,000.00 for a one-year contract with the option for four additional years up to five years. 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
Lester McKoy
Bianca Shinn-Desras
Nays: None

22-24 Authorize Change Order No. 3 to Contract w/ BRD Builders for Additional Work and Funding for Site Improvements at Lawn Avenue Townhouses

➤ 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 approve Change Order No. 3 to the contract with BRD Builders, LLC for the total amount of \$205,878.40, bringing the total not to exceed contract amount to \$1,516,707.15; and that further additional funding exceeding 110% of this contract amount shall not be authorized without further Board approval.

The resolution was passed.

Ayes: Susan Rutz
Rich Ostuw
Lester McKoy
Bianca Shinn-Desras
Nays: None

G. Executive Session

No Executive Session was held.

H. Adjournment

At 7:02 p.m., after a motion duly made by Commissioner Ostuw and seconded by Commissioner Shinn-Desras the Board meeting was adjourned.

Natalie Coard
Executive Director

Agenda

Human Resources Committee Meeting

September 27, 2022

4:30 p.m.

1. Recruitment Update
 - a. New Hires
 - b. Open Positions
2. Human Resources Current Recruitment “Engagement Meetings” & Onboarding Strategy
3. Upcoming Employee Engagement Events

Agenda

Operations Committee Meeting

September 27, 2022

5:00 p.m.

1. August Accounts Receivable Update and Arrears/Rent Relief Report
2. Wi-Fi access for Residents
3. FY 2023 Fair Market Rents for the Housing Choice Voucher (HCV) Program
 - a. Resolution to Increase the Payment Standards
4. Capital Projects & Procurement Activity
 - a. Update on Lawn Avenue Townhouses Site Renovations
 - b. Resolution to Accept City of Stamford Year 48 CDBG for Cold Storage Walk in Cooler and COVID-19 Expense Reimbursement for Scofield Manor
 - c. Resolution to Award Electrical Contractor Services

Agenda

Finance Committee Meeting

September 27, 2022

5:30 p.m.

1. Scofield Manor Budget for FY 2023 (Stamford Elderly Housing Corp Resolution) - Darnel
2. Write-Offs – Jamie & Tania
3. Fiduciary Checklist - Lisa
4. Other Items

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

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: September 28, 2022

Resolution Number: 22-25

RESOLUTION

Subject: Accept City of Stamford Year 48 Community Development Block Grant (CDBG) for Additional Funding for Improvements to Cold Storage Walk in Cooler at Scofield Manor

Background: The City of Stamford Community Development Program has awarded Charter Oak Communities \$15,955.00 for Improvements to the Cold Storage Walk-in Cooler Unit at Scofield Manor. (See attached Award Spread Sheet from the City of Stamford Community Development Director)

Resolution: Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the Executive Director is authorized to accept \$15, 955.00 YR 48 CDBG Grant from the City of Stamford for the Improvements to the Cold Storage Walk-in Cooler Unit at Scofield Manor. The Executive Director is authorized to execute a contract and related documents, including requests for payment from this grant.

Peter Stothart
Staff Member Submitting Report

Stamford Community Development
 Community Development Block Grant Year 48
 July 1, 2022 - June 30, 2023

Final CDBG Allocation: \$877,693
 Final HOME Allocation: \$493,472
 CDBG-CV Allocation: \$1,229,027

Public Services			Allocation		
Agency	Program	CD Objective	CDBG	FINAL CDBG	CDBG-CV
Kids in Crisis	Safe Haven for Kids-Counselor for Crisis Hotline	Low Income Benefit	\$15,000	\$12,424	\$0
River House Adult Day Care	Door to Door Transportation Service	Low Income Benefit	\$25,000	\$22,424	\$0
Person to Person	Critical Needs Assistance Program	Low Income Benefit	\$25,000	\$22,424	\$0
Inspirica	Women's Housing Program Life Planning Coach	Low Income Benefit	\$12,107	\$9,531	\$0
SilverSource	Elderly Medical Expense Program	Low Income Benefit	\$0	\$0	\$23,000
SilverSource	Elderly Food & Nutrition Program	Low Income Benefit	\$0	\$0	\$37,000
Housing Collective	Supportive Homelessness Program	Low Income Benefit	\$0	\$0	\$70,000
Saint Joseph Parenting Center	Child Abuse Prevention	Low Income Benefit	\$0	\$0	\$20,000
City of Stamford	Early Childhood Support Childcare Assistance	Low Income Benefit	\$0	\$0	\$100,000
Pacific House	Drop In Program	Low Income Benefit	\$49,000	\$46,424	\$0
Liberation Program	West Side Behavioral Health Initiative	Low Income Benefit	\$0	\$0	\$10,000
Women's Mentoring Network	E to the 4th Power	Low Income Benefit	\$0	\$0	\$24,000
Food Bank of Fairfield County	Warehouse Manager	Low Income Benefit	\$21,000	\$18,424	\$0
Wheel it Forward	Medical Equipment Assistance	Low Income Benefit	\$0	\$0	\$20,000
United Way	Enrichment Fund for Children	Low Income Benefit	\$0	\$0	\$29,000
New Covenant Center	Reducing Food Insecurity Program	Low Income Benefit	\$0	\$0	\$81,627
Women Business Development Council	Equity Grant Program	Low Income Benefit	\$0	\$0	\$65,000
YMCA	After School Program	Low Income Benefit	\$0	\$0	\$151,413
Domestic Violence Crisis Center	Youth & Family Counseling	Low Income Benefit	\$0	\$0	\$50,000
Stamford Elderly Housing Corp.	Stamford Scofield Manor COVID Expenses	Low Income Benefit	\$0	\$0	\$219,432
Sub-Total			\$147,107	\$131,651	\$900,472

15.0% of final CDBG allocation to Public Services - difference to be distributed evenly (not to exceed requested amount)

Public Improvements			Allocation		
Agency	Program	CD Objective	CDBG	FINAL CDBG	CDBG-CV
Inspirica	Gilead House Bathroom Renovation	Low Income Benefit	\$36,103	\$31,003	\$0
ARI of CT	Replacement of Accessible Ramp	Low Income Benefit	\$38,250	\$33,250	\$0
Boys & Girls Club of Stamford	COVID Mitigation Program	Low Income Benefit	\$23,000	\$17,900	\$50,000
Boys & Girls Club of Stamford	Roof Top HVAC Replacement	Low Income Benefit	\$0	\$0	\$20,055
Childrens Learning Center	Palmer's Hill Siding Phase II	Low Income Benefit	\$55,000	\$49,900	\$0
Jackie Robinson Park of Fame	Beautification Project	Low Income Benefit	\$0	\$0	\$15,000
City of Stamford	West Side Traffic Calming & Pedestrian Project	Low Income Benefit	\$0	\$0	\$75,000
City of Stamford	Gymnasium Roof Repair	Low Income Benefit	\$90,715	\$85,615	\$0
Domestic Violence Crisis Center	Roof Repair & Basement Waterproofing	Low Income Benefit	\$0	\$0	\$90,000
Rowan Center	Long Term Therapy Programming	Low Income Benefit	\$0	\$0	\$20,000
Sub-Total			\$243,168	\$217,668	\$270,055

24.8% of final CDBG allocation to Public Improvements - difference to be distributed evenly (not to exceed requested amount)

Economic Development			Allocation		
			CDBG	FINAL CDBG	CDBG-CV
Sub-Total			\$0	\$0	\$0

0.0% of final CDBG allocation to Economic Development

Housing			Allocation		
Agency	Program	CD Objective	CDBG	FINAL CDBG	CDBG-CV
New Neighborhood	Friendship House Heating Upgrades	Low Income Benefit	\$130,160	\$121,115	\$0
Pacific House	Ann Street Housing Program Furnishings	Low Income Benefit	\$5,775	\$0	\$0
Pacific House	Fairfield Commons Heating System	Low Income Benefit	\$41,750	\$32,705	\$0
Housing Authority	Scofield Manor Cold Storage Walk In	Low Income Benefit	\$25,000	\$15,955	\$0
Stamford Community Development	Housing Development Program	Low Income Benefit	\$200,000	\$190,955	\$0

Sub-Total	\$402,685	\$360,730	\$0
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41.1% of final CDBG allocation to Housing - difference to be distributed evenly (not to exceed requested amount)

Administration & Planning		Allocation		
Agency	Program	CDBG	FINAL CDBG	CDBG-CV
Stamford Community Development	Program Administration	\$187,750	\$167,644	\$58,500
Sub-Total		\$187,750	\$167,644	\$58,500

19.1% of final CDBG allocation to Administration & Planning

Summary		Allocation		
		CDBG	FINAL CDBG	CDBG-CV
Public Services (15.0%)		\$147,107	\$131,651	\$900,472
Public Improvements (24.8%)		\$243,168	\$217,668	\$270,055
Economic Development (0.0%)		\$0	\$0	\$0
Housing (41.1%)		\$402,685	\$360,730	\$0
Administration & Planning (19.1%)		\$187,750	\$167,644	\$58,500
Contingency		\$0	\$0	\$0
CDBG Total		\$980,710	\$877,693	\$1,229,027
				HOME
HOME Projects (75.0% of final HOME allocation)				\$370,104
CHDO Reserve (15.0% of final HOME allocation)				\$74,021
HOME Administration (10% of final HOME allocation)				\$49,347
HOME Total				\$493,472
HUD Funding Total				\$2,600,192

Updated: May 23, 2022

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

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: September 28, 2022

Resolution Number: 22-26

RESOLUTION

Subject: Award Contract to D. Sal Electrical Contractors, Inc. for Electrical Contractor Services

Background: Charter Oak Communities (COC) issued RFP No. 22-0007 for Electrical Contractor Services on July 23, 2022. One proposal was received. An individual evaluation was conducted, and it was concluded that D. Sal Electric's proposal is acceptable and is recommended for this award.

The contractor, D. Sal Electrical Contractors, Inc., has demonstrated that they have the qualifications, the necessary manpower and experience to perform Electrical Contractor Services for COC. Their 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, performing on a recent "as needed basis". It is recommended that the contract to perform Electrical Contractor services be awarded to D. Sal Electrical Contractors, 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 D. Sal Electrical Contractors, Inc. for a term of five years and for an amount not to exceed \$300,000.00. 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 August 23, 2022 RFP # 22-0007

Individual Evaluation Grid

Date 9/10/2022 Reviewer Name: P. Stothart

	CRITERIA	MAXIMUM	Factor Type	D. Sal Electrical Contractors, Inc.		
1	Appropriateness and cost effectiveness of PROPOSED COSTS the proposer proposes to charge COC to complete the required work	25 Points	Objective	24		
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)	14		
4	Technical Capabilities	15 Points	Subjective (Technical)	13		
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		90		

NOTES/COMMENTS:

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

22 Clinton Avenue
Stamford, CT 06901

Board Meeting Date: September 28, 2022

Resolution Number: 22-27

Resolution

Subject: Increase Payment Standards for the Section 8 Housing Choice Voucher Program to comply with HUD FY2023 Fair Market Rent Calculations.

Background: Effective October 1, 2022, the Department of Housing and Urban Development (HUD) established updated Fair Market Rents (FMRs), nationwide. Charter Oak Communities (COC) is required to maintain a Payment Standard schedule for the Housing Choice Voucher (HCV) Program based upon current FMRs. The Payment Standard establishes the maximum allowable monthly subsidy under the program, by unit size.

HUD allows Payment Standards to be set at a locally appropriate level between 90% and 110% of the published FMRs without further HUD approval. Since rents in Stamford are generally high, making it difficult for HCV participants to afford units outside of areas that are impacted by poverty, COC has typically established its Payment Standard at 110% of FMRs. The purpose is to increase the range of available units. Since federally appropriated funding is limited, by setting the Payment Standards at 110% we assist relatively fewer families; however, the higher Payment Standard affords families the rental resources to lease quality apartments in a variety of neighborhoods and to avoid forced displacement to other communities. Since HUD has increased the FMRs, COC must increase its Payment Standards accordingly.

The following table compares the Payment Standards effective October 2021, the new HUD published FMRs effective October 2022 for fiscal year 2023, and the proposed Payment Standards for October 2022.

Unit Size	Current Payment Standards Effective 10/01/2021	New FMR FY 2023	Proposed Payment Standard Effective 10/1/2022
0	\$1,672	\$1,735	\$1,908
1	\$2,040	\$2,127	\$2,339
2	\$2,453	\$2,563	\$2,819
3	\$3,032	\$3,160	\$3,476
4	\$3,361	\$3,443	\$3,787

Resolution: Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the hereby proposed Housing Choice Voucher Program Payment Standards for new and current participants are hereby adopted effective October 1, 2022.

Jacqueline Figueroa
Staff Member Submitting Report

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

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: September 28, 2022

Resolution Number: 22-28

RESOLUTION

Subject: Authorize CT Light & Power Company d/b/a Eversource Energy to install and maintain utility distribution lines on and across the property known as Lawnhill Terrace 4.

Background: The Housing Authority of the City of Stamford (HACS) is the owner of land on which Phase 4 of the Lawnhill Terrace renovations are being performed. As such, HACS is requested to grant an easement to Eversource to install and maintain utility lines necessary to serve the Lawnhill Terrace Phase 4 development, as well as any existing lines crossing the property.

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Board of Commissioners of the Housing Authority of the City of Stamford approves the granting of a utility maintenance easement to Connecticut Light & Power Company d/b/a Eversource Energy for the installation and ongoing maintenance of electric and gas distribution lines. The easement agreement is attached to this resolution and incorporated by reference.
2. Jonathan Gottlieb, as President, and Vincent Tufo, as Vice President, are authorized to execute agreements and documents as necessary to grant said easement. This resolution shall take effect immediately.

Jonathan Gottlieb
Submitting Resolution

Its President

Please Return to:
Rocco Compitello
Real Estate Department
Eversource Energy
107 Selden Street
Berlin, CT 06037

File No. W22076

CERTIFICATE OF RESOLUTION

I hereby certify that at a meeting of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities ("HACS") duly called on _____, 2022, at which a quorum was present and acting throughout, the following resolutions were unanimously adopted, to wit:

RESOLVED: That HACS grant and convey to

The Connecticut Light and Power Company d/b/a Eversource Energy

a corporation chartered by the General Assembly of the State of Connecticut and having its principal office in the City of Berlin, in the State of Connecticut, its successors and assigns, permanent rights for the installation, maintenance and repair of electric (and gas) lines over, under and across land of HACS situated in the City of Stamford and State of Connecticut, as set forth in the proposed easement presented to this meeting, which is hereby ordered filed with the records of this meeting; and

RESOLVED: That Vincent J. Tufo, the CEO of HACS be and he hereby is authorized to execute and deliver in the name of the Company an easement presented to this meeting and to do any and all other acts to effectuate the foregoing.

I FURTHER CERTIFY that the form of easement attached hereto is an exact copy of the aforesaid proposed easement presented at said meeting.

I DO FURTHER CERTIFY that the foregoing resolutions are still in full force and effect as of this date.

IN WITNESS WHEREOF, I have caused the corporate seal of HACS to be hereunto affixed, duly attested by me this _____ day of _____, 2022.

, Secretary

Please Return to:
Rocco Compitello
Real Estate Department
Eversource Energy
107 Selden Street
Berlin, CT 06037

File No. W22076

ELECTRIC DISTRIBUTION EASEMENT

For a valuable consideration, receipt of which is hereby acknowledged, THE HOUSING AUTHORITY OF THE CITY OF STAMFORD d/b/a Charter oak Communities, hereinafter called Grantor, hereby grants to THE CONNECTICUT LIGHT AND POWER COMPANY d/b/a EVERSOURCE ENERGY, a specially chartered Connecticut corporation with offices in Berlin, Connecticut, its successors and assigns, hereinafter called Grantee, with WARRANTY COVENANTS the perpetual non-exclusive right to construct, operate, maintain, repair, replace, relocate, remove and rebuild on, across, over, through and under the land hereinafter described herein (Easement Area(s)), an electric distribution system consisting of poles, guys, braces, wires, cables, conduits, transformers, transformer pads, pedestals, meters, structures for street lights and other appurtenances useful for providing electric and communication (including wires, cables and conduits running from the poles, transformers and pedestals to any structures erected on the Grantor's lands); the right to provide electric and communication, service by means of the same; and the right to enter and to cross the Grantor's lands to access the Easement Area for the purpose of installing, inspecting, maintaining, repairing, replacing, relocating or removing same and the right and after consultation with the Grantor when practicable, to trim and keep trim, cut and remove such trees or shrubbery as in the judgment of the Grantee are necessary to maintain its services

Said Easement Area is located on the Grantor's lands on the east side of Custer Street in the City of Stamford, Connecticut, as more particularly described on a map entitled "**Easement Map Depicting Easement Area to be Granted to The Connecticut Light and Power Company d/b/a Eversource Energy Across Lot 2B, Map 14897 Property of THE HOUSING AUTHORITY OF THE CITY OF STAMFORD, Custer Street, Stamford, Connecticut**" Eversource Energy File No. **W22076, Scale: 1" = 30, Date: 6/22/2022, Prepared by Redniss and Mead Land Surveying**, which map has been or will be filed in the office of the City Clerk of said City of Stamford, Connecticut. _____

The Grantor agrees, except with the written permission of the Grantee, and except for those improvements shown on the above-referenced plan; provided, however, that said improvements do not interfere with Grantee's access to or operation and maintenance of Grantee's facilities ("Permitted Improvements"), that: (i) no building, structure, or other improvement or obstruction shall be located upon, there shall be no excavation, filling, flooding or grading of, and there shall be no parking of vehicles or planting of trees or shrubbery upon the Easement Area or outside the Easement Area within five (5) feet from any facilities or appurtenance installed to provide services to any structures erected on the Grantor's premises; and (ii) nothing shall be attached, temporarily or permanently, to any property of the Grantee installed by virtue of this easement. The Grantee may, without liability to the Grantor and at the expense of the Grantor, remove and dispose of any of the aforesaid made or installed in violation of the above and restore said land to its prior condition. In the event of damage to or destruction of any of said facilities of the Grantee by the Grantor or agents or employees thereof, all costs of repair or replacement shall be borne by the Grantor. Grantor, its heirs, successors, assigns and agents, shall contact Call Before You Dig prior to commencing installation or repair of said Permitted Improvements.

The Grantee further agrees, by the acceptance of this deed, that as long as and to the extent that the electric distribution system together with all appurtenances, located on said land pursuant to this easement are used to provide electric, communication, signal or streetlighting service, the Grantee will repair, replace and maintain such facilities at its own expense (except as otherwise provided herein) and in connection with any repair, replacement or maintenance of said system the Grantee shall promptly restore the premises to substantially the same condition as existed prior to such repair, replacement or maintenance, provided, however, that such restoration shall not include the following: (a) any structures, other improvements or plantings made by the Grantor contrary to the provisions of this easement and (b)

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Rocco Compitello
Real Estate Department
Eversource Energy
107 Selden Street
Berlin, CT 06037

File No. W22076

any damage to any Permitted Improvements resulting from the Grantee's exercise of its rights hereunder to access the Easement Area and/or to construct, maintain, replace, relocate, remove and rebuild Grantee's facilities.

If any portion of the above described land upon or under which said facilities or appurtenances thereto shall be located, is now or hereafter becomes a public street or highway or a part thereof, permission, as set forth in Section 16-234 of the General Statutes of Connecticut relating to adjoining landowners, is hereby given to the Grantee and to its successors and assigns, to use that portion of the land for the purposes and in the manner above described.

Any right herein described or granted, or any interest therein or part thereof, may be assigned by the Grantee to any communication or signal company or other contractor of the Grantee and the Grantor hereby agrees to and ratifies any such assignment and agrees that the interest so assigned may be used for the purposes described therein for communication or signal purposes.

The words "Grantor" and "Grantee" shall include lessees, heirs, executors, administrators, successors and assigns where the context so requires or permits.

TO HAVE AND TO HOLD the premises unto it, the said Grantee, its successors and assigns, forever.

IN WITNESS WHEREOF, the Grantor has hereunto caused (set) _____ hand(s) and seal(s) to be affixed this _____ day of _____ 2022.

Signed, sealed and delivered in the presence of:

THE HOUSING AUTHORITY OF THE CITY
OF STAMFORD

Witness Print/Sign

By
It's
(L.S.)

Witness Print/Sign

ACKNOWLEDGMENT

STATE OF CONNECTICUT

S.S.

COUNTY OF _____

On this ____ day of _____, 2022 before me, the undersigned officer, personally appeared _____ for THE HOUSING AUTHORITY OF THE CITY OF STAMFORD who acknowledged him/herself to be the person whose name is subscribed to the within instrument and acknowledged that they, being duly authorized to do so, executed the same for the purposes therein contained as their and said Grantor's free act and deed.

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IN WITNESS WHEREOF, I hereunto set my hand and the official seal.

Notary Public Seal Required
My Commission Expires _____

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

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: September 28, 2022

Resolution Number: 22-29

RESOLUTION

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

Background: Authorize Charter Oak Communities to write-off resident receivables for \$57,949.04. This balance is comprised of four tenant accounts with balances deemed uncollectable by Property Management for Oak Park, Rippowam Manor and Lawnhill Terrace Phase 1.

Resolution: Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the uncollectable funds of \$57,949.04 be written off to reduce current A/R balances.

Natalie Coard
Executive Director



Date: 09/28/2022

To: COC Board Members

From: Property Management

Re: Uncollectible Accounts Receivable

Charter Oak Communities has four unpaid rental accounts that are over \$5,000 and over 120 days old. A significant amount of staff time has been devoted to the closing of these accounts. The residents with delinquent balances were given the opportunity to discuss their accounts and request payment plans as needed or are deceased with no next of kin. It is unlikely that the remaining balances will be paid, however payments may still be accepted after the accounts have been written-off. There are 4 tenant accounts from 3 different properties that represent \$57,949.04 to be written-off.

Brief Background:


1. Rippowam Manor: Tenant was evicted from unit in February 2022 with a balance of **\$18,875**. Management identified that tenant had abandoned the unit and left the country. We were unable to contact the resident and could not recertify for 2021. This caused her rent to increase to the full gross rent, from mostly HAP subsidy.
2. Lawnhill Terrace Phase 1: Tenant was evicted in September 2022 with a balance of **\$17,913**. The tenant moved into the property in 2021 and has had AR issues since the beginning. Legal was started back in December 2021. We got to one of the final stages of the legal process but received a CARES Act Affidavit of Compliance in March of 2022. This halted the legal process for a few months. After getting through that barrier, we were able to get an eviction in place for September. Additionally, the resident did attempt to seek rent relief funds but was not successful because paperwork was not provided on time.

3. Lawnhill Terrace Phase 1: Tenant was evicted in June 2022 with a balance of **\$9,987**. This tenant was on a court stipulation agreement but violated the agreement. The RSC worked with the tenant to try and obtain rent relief funds through UniteCT and The Community Action Agency. In both cases tenant was unsuccessful in providing documentation on time prior to application deadline.

4. Oak Park: Tenant was evicted from the unit in late June 2022 with a balance of **\$11,175**. Legal began on this tenant in November 2021 and had been pursuing a rent relief application with UniteCT at the same time. In March, the UniteCT application was closed out due to not providing the required documents. Tenant also filed a CARES Act Affidavit of Compliance in March 2022, halting the legal process temporarily. Tenant ended up moving out prior to the execution of the eviction.

**Write off of Tenants Accounts Receivable - Quarter 3 Board Write-Offs
As of 09/2022**

<u>Property</u>	Tenant Balances		Require BOC Approval		Total
	Less Than \$5K	Amount	Tenant Balances	Greater Than \$5K	
OAK PARK	\$	-	\$	11,174.77	\$ 11,174.77
LAWNHILL TERRACE PHASE 1	\$	-	\$	17,912.59	\$ 17,912.59
LAWNHILL TERRACE PHASE 1	\$	-	\$	9,986.76	\$ 9,986.76
RIPPOWAM MANOR	\$	-	\$	18,874.92	\$ 18,874.92
			\$	-	\$ -
			\$	-	\$ -
			\$	-	\$ -
			\$	-	\$ -
			\$	-	\$ -
			\$	-	\$ -
			\$	-	\$ -
			\$	-	\$ -
			\$	-	\$ -
			\$	-	\$ -
Grand Total	\$	-	\$	57,949.04	\$ 57,949.04



 Executive Director

9/22/2022

 Date

Note: The Executive Director is Authorizing that the Tenant Balances Less Than \$5,000 may be Written-Off as uncollectible