

**MINUTES OF MEETING**

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Norwalk was held on Wednesday, January 19, 2011 at 5:30 p.m.

PLACE: 24 ½ Monroe Street  
Norwalk CT

PRESENT: Cesar Ramirez, Chairman  
Jeffrey Ingraham, Vice Chairman  
Bernadine Tatem, Treasurer  
Larry Katz, Commissioner

ABSENT: Beverly Krieger, Commissioner

ATTENDING: Candace E. Mayer, Deputy Director  
Thomas F. Hickey, Director of Finance  
Dan Williamson, Director of Maintenance  
Greg Lickwola, Construction Manager  
John Hinson, Director of Housing Operations  
Attorney Donna Lattarulo, Esq.

11-01 Commissioner Tatem moved to approve the following:

Minutes of the Regular Meeting October 20, 2010.

Minutes of the Executive Session of the Regular Meeting  
October 20, 2010

Minutes of the Special Meeting December 2, 2010.

Commissioner Ingraham seconded the motion.

ACTION

AYES

ABSTENSIONS

Commissioner Ramirez  
Commissioner Ingraham  
Commissioner Katz  
Commissioner Tatem

Motion was carried.

11-02 Commissioner Tatem moved to approve the following:

Minutes of the Regular Meeting of November 17, 2010.

Commissioner Ingraham seconded the motion.

ACTION	AYES	ABSTENSIONS
	Commissioner Ramirez Commissioner Ingraham Commissioner Tatem	Commissioner Katz

Motion was carried.

11-03 Commissioner Tatem moved to approve the following:

Treasurers Report for August-October 2010.

Bills and Communications for October-December 2010.

Admissions and Occupancy Report for October-December 2010.

Maintenance Report for October-December 2010.

Modernization Report for October-December 2010.

Award contract to A&B Mechanical LLC for installation of air conditioning at Irving Freese Community Building in the amount of \$19,875.

Authorizing the Executive Director to execute all necessary documents in connection with the lease for ESCO Phase II.

Staff and Commissioners to attend 2011 Mid-Winter Conference & Exhibition January 24-26 2011 Foxwood, CT for a fee of \$499 per person or \$150 per day.

Ratify Evan Forbes attending Procurement and Contracts Seminar January 19-21, 2011 Woonsock, RI for a fee of \$ 585.00 per person.

Commissioner Ingraham seconded the motion.

ACTION

AYES

ABSTENSIONS

Commissioner Ramirez  
Commissioner Ingraham  
Commissioner Tatem  
Commissioner Katz

Motion was carried.

11-04 Commissioner Tatem moved to adjourn the meeting:

Commissioner Ingraham seconded the motion.

Motion was carried.

Meeting adjourned at 6:26 p.m.

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Curtis O. Law, Executive Director/Secretary

## MINUTES OF MEETING

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Norwalk was held on Wednesday, February 16, 2011 at 5:30 p.m.

PLACE: 24 ½ Monroe Street  
Norwalk CT

PRESENT: Cesar Ramirez, Chairman  
Jeffrey Ingraham, Vice Chairman  
Bernadine Tatem, Treasurer  
Beverly Krieger, Commissioner  
Larry Katz, Commissioner

ATTENDING: Curtis O. Law, Executive Director  
Candace E. Mayer, Deputy Director  
Thomas F. Hickey, Director of Finance  
Greg Lickwola, Construction Manager  
John Hinson, Director of Housing Operations  
Attorney Donna Lattarulo, Esq.

11-05 Commissioner Krieger moved to table:

Maintenance Report for January 2011.

Monterey Village Rent Contract Renewals.

Authorizing Executive Business Machines to install Software Upgrade for a price not to exceed \$30,034.

Commissioner Ingraham seconded the motion.

ACTION

AYES

ABSTENSIONS

Commissioner Ramirez  
Commissioner Ingraham  
Commissioner Katz  
Commissioner Tatem

Motion was carried.

11-06 Commissioner Tatem moved to approve:

Minutes of the Regular Meeting January 19, 2011.

Commissioner Katz seconded the motion.

ACTION	AYES	ABSTENSIONS
	Commissioner Ramirez Commissioner Ingraham Commissioner Tatem Commissioner Katz	Commissioner Krieger

Motion was carried.

11-07 Commissioner Tatem moved to approve the following:

Report of the Secretary.

Treasurers Report for November 2010.

Bills and Communications for January 2011.

Admissions and Occupancy Report for January 2011.

Modernization Report for January 2011.

Award contract to YB Paving LLC for replacement of Parking Lot and Fencing at Seaview Apartments for a fee not to Exceed \$171,00.00.

Ratify selection of Multifamily Capital Resources Inc. to prepare HCV Project Based Voucher Program for an amount not to exceed \$10,000.

Commissioners to attend NAHRO 2011 Legislative Conference March 27-30, 2011, Washington, DC for a fee of \$475.00 per person.

Staff to attend 2011 National Facilities Management Technology Conference March 15-17, 2011 Baltimore, MD for no admission fee.

Commissioners and Staff to attend PHADA 2011 Annual Convention & Exhibition May 15-18, 2011 New Orleans, LA for a fee of \$440.00 per person.

Staff to attend Advanced Green Techniques Training March 8,9 2011 New Haven, CT for a fee of \$100.00 per person.

Commissioner Katz seconded the motion.

ACTION	AYES	ABSTENSIONS
	Commissioner Ramirez Commissioner Ingraham Commissioner Tatem Commissioner Katz Commissioner Krieger	

Motion was carried.

11-08 Commissioner Ingraham moved to adjourn the meeting:

Commissioner Krieger seconded the motion.

Motion was carried.

Meeting adjourned at 7:05 p.m.

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Curtis O. Law, Executive Director/Secretary

## **MINUTES OF MEETING**

The Special Meeting of the Board of Commissioners of the Housing Authority of the City of Norwalk was held on Wednesday, March 23, 2011 at 6:00 p.m.

PLACE: Leroy Downs Apartments  
26 Monroe Street  
Norwalk CT 06854

PRESENT: Cesar Ramirez, Chairman  
Bernadine Tatem, Treasurer  
Larry Katz, Commissioner  
Beverly Krieger, Commissioner

ABSENT Jeffrey Ingraham, Vice Chairman

ATTENDING: Candace E. Mayer, Deputy Director  
Thomas F. Hickey, Director of Finance  
Dan Williamson, Director of Maintenance  
Greg Lickwola, Construction Manager  
John Hinson, Director of Housing Operations  
Attorney Donna Lattarulo, Esq.  
Debra Hurtz, Liberation Programs Inc.  
Hayes Anderson, Liberation Programs Inc.  
Diana Washington, Liberation Programs Inc.  
Frank Farias, Liberation Programs Inc.

The Public Hearing concerning Housing Choice Voucher Administrative Plan amendment for the Project-Based Voucher Program was scheduled for March 23, 2011 at 5:30 p.m. No interested parties attended.

11-09 Commissioner Krieger moved to approve the following:

Maintenance Report for January 2011.

Monterey Village Rent Contract Renewal February 1, 2011 thru May 1, 2011 @ same rent.

Report of Secretary.

Minutes of the Regular Meeting February 16, 2011.

Treasurers Report for December 2010.

Bills and Communications for February 2011.

Admissions and Occupancy Report for February 2011.

Maintenance Report for February 2011.

Modernization Report for February 2011.

Commissioner Katz seconded the motion.

ACTION	AYES	ABSTENSIONS
	Commissioner Ramirez Commissioner Katz Commissioner Tatem Commissioner Krieger	

Motion was carried.

Commissioner Larry Katz left meeting at 6:30 p.m.

11-10 Commissioner Tatem moved to approve the following:

Write offs for Federal and State Properties.

Amendment to Housing Choice Voucher Administrative Plan for Project Based Vouchers.

Authorizing the issuance of eighteen (18) Project Based Vouchers to Liberation Programs, Inc. subject to the following conditions:

1. Eligible participants must qualify for the supportive services under your program requirements;
2. Eligible participants will first be selected from the Housing Authority's Section 8 waiting list, until exhausted; and
3. Approval and confirmation from the United States Housing and Urban Development ("HUD") that no further Section 8 vouchers or certificates of any kind will be required to be issued in connection with the Program over the term of the HAP, including 24 C.F.R. §983.260.

Federal Operating Budget FYE March 31, 2012.

Award of Architectural Services to Paul B.Bailey Architects, LCC for King Kennedy Siding Replacements and Leroy Downs Parking lot for a price of \$17,500.00.

Greg Lickwola to attend Going Green Public Housing Conference April 12-13, 2011 Boston, MA for no registration fee.

Staff to attend Fair Housing Workshop April 26-27, 2011 Boston, MA For a fee of \$700.00 per person.

Staff to attend NCHM Certified Occupancy Specialist Training May 18-20, 2011 Boston, MA for a fee of \$675. 00 per person.

Commissioner Krieger seconded the motion.

ACTION	AYES	ABSTENSIONS
	Commissioner Ramirez Commissioner Tatem Commissioner Krieger	

Motion was carried.

11-11 Commissioner Tatem moved to:

Adjourn to Executive Session.

Commissioner Krieger seconded the motion.

Motion was unanimous.

Commissioners adjourned to the Executive Session at 6:45 p.m.

11-12 Commissioners Tatem moved to:

Adjourn to Regular Session:

Commissioner Krieger Seconded the motion.

Motion was unanimous.

Commissioners adjourn to the Regular Session at 7:08 p.m.

11-13 Commissioner Tatem moved to:

Adjourn the Meeting.

Commissioner Krieger seconded the motion.

Motion was carried unanimously.

Meeting adjourned at 7:10 p.m.

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Curtis O. Law, Executive Director/Secretary

## **MINUTES OF MEETING**

The Executive Session of the Special Meeting of the Board of Commissioners of the Housing Authority of the City of Norwalk was held on Wednesday, March 23, 2011 immediately following the Regular Meeting.

PLACE: Leroy Downs Apartments  
26 Monroe Street  
Norwalk, CT 06854

PRESENT: Cesar Ramirez, Chairman  
Bernadine Tatem, Treasurer  
Beverly Krieger, Commissioner  
Larry Katz, Commissioner

ATTENDING: Curtis O. Law, Executive Director  
Donna Lattarulo, Legal Counsel

Commissioners discussed the following:

### **New Business**

Executive Director's Contract.

11-01 Commissioner Tatem moved to:

Adjourn to the Regular Session.

Commissioner Krieger seconded the motion.

Commissioners returned to the Regular Meeting at 7:08 p.m.

Respectfully submitted by,

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Curtis O. Law  
Executive Director/Secretary

## MINUTES OF MEETING

The Special Meeting of the Board of Commissioners of the Housing Authority of the City of Norwalk was held on Monday, April 25, 2011 at 5:30 p.m.

PLACE: 24 ½ Monroe Street  
Norwalk, CT 06854

PRESENT: Cesar Ramirez, Chairman  
Jeffrey Ingraham, Vice Chairman  
Bernadine Tatem, Treasurer  
Beverly Krieger, Commissioner  
Larry Katz, Commissioner

ATTENDING: Curtis O. Law, Executive Director  
Candace Mayer, Deputy Director  
Tom Hickey, Director of Finance  
Greg Lickwola, Construction Manager  
Dan Williamson, Director of Maintenance  
John Hinson, Director of Housing Operations  
Donna Lattarulo, Legal Counsel  
Lynn Sadlon, Family Resource Center-Fox Run School  
Jessica Sager, All Our Kin, Inc.

11-14 Commissioner Ingram moved to:

Adjourn to Executive Session.

Commissioner Tatem seconded the motion.

Motion was unanimous.

Commissioners adjourned to the Executive Session at 5:35 pm

11-15 Commissioner Katz moved to:

Adjourn to the Special Meeting.

Commission Tatem seconded the motion.

Motion was unanimous.

Commissioners returned to the Special Meeting at 6:44 pm.

11-16 Commissioner Tatem moved to approve:

Stipulation of Leslie Lee with the addition balance of \$1,962.00.

Commissioner Ingraham seconded the motion.

ACTION	AYES	ABSTENSION
	Commissioner Tatem Commissioner Ingraham Commissioner Katz Commissioner Ramairez Commissioner Krieger	

Motion was carried.

Commissioner's Bernadine Tatem and Beverly Krieger left at 6:45 pm.

11-17 Commissioner Ingraham moved to approve:

Report of Secretary.

Minutes of the Special Meeting March 23, 2011.

Minutes of the Executive Session of the Special Meeting March 23, 2011.

Memorandum of Understanding with Norwalk Redevelopment Agency regarding Day Street Sites.

Treasurers Report for January 2011.

Bills and Communications for March 2011.

Admissions and Occupancy Report for March 2011.

Maintenance Report for March 2011.

Modernization Report for March 2011.

Change Order to M&R Contractors for Chapel Street Sidewalks in the amount of \$21,300.00.

MOD Budget Revision for 2010.

Resolution authorizing OKM associates to prepare Public Housing Agency Plan and Annual Performance Report for a fee not to exceed \$7,515.00.

Resolution authorizing Seaside Design, LLC to produce Norwalk Housing Authority Annual Calendar and Note Cards for a fee no to exceed \$11,465.00.

Ludlow Commons Management Plan, 2011-2012 and Ludlow Commons Congregate Services plan, 2011-2012.

16 School Street Management Plan, 2011-2012.

Monterey Village Utility Allowances.

Change Order to A&B Mechanical, LLC in the amount of \$2,117.50 to upgrade Electrical Panel at Irving Freese Community Center.

Section Eight Management Assessment System Program Certification for March 31, 2011.

Resolution authorizing Dooley & Vicars, CPA, LLP. For Audit Services for a fee no to exceed \$29,900.00.

Proposal from All Our Kin, Inc.

Ratify Staff to attend HCV Specialist Training April 25-29, 2011 Stamford, CT for a fee of \$950.00 per person.

Commissioners and Staff to attend NAHRO 2011 Summer Conference July 28-30, 2011 Louisville, KY for a fee of \$575.00 per person.

Evelyn Caraballo to attend QC and SEMAP Training May 24-25, 2011 Highpoint, NC for a fee of 700.00 per person.

Commissioners and Staff to attend NERC 2011 Annual Conference & Exhibition June 26-29, 2011 Manchester, VT for a fee of \$425.00 per person.

Commissioner Katz seconded the motion.

ACTION	AYES	ABSTENTIONS
	Commissioner Ramirez Commissioner Ingraham Commissioner Katz	

Motion was carried.

11-18 Commissioner Ingrham moved to adjourn the meeting.

Commissioner Katz seconded the motion.

Motion was unanimous.

Meeting adjourned at 7:15 pm.

Respectfully submitted by,

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Curtis O. Law  
Executive Director/Secretary

## MINUTES OF MEETING

The Executive Session of the Special Meeting of the Board of Commissioners of the Housing Authority of the City of Norwalk was held on Monday, April 25, 2011.

PLACE: 24 ½ Monroe Street  
Norwalk, CT 06854

PRESENT: Cesar Ramirez, Chairman  
Jeffrey Ingraham, Vice Chairman  
Bernadine Tatem, Treasurer  
Beverly Krieger, Commissioner

ATTENDING: Curtis O. Law, Executive Director  
Tom Hickey, Director of Finance  
Greg Lickwola, Construction Manager  
John Hinson, Director of Housing Operations

Commissioners discussed the following:

- a. Executive Director's Contract.
- b. Minutes of the Executive Session of the Special Meeting of April 25, 2011.

11-03 Commissioner Tatem moved to:

Adjourn to the Special Meeting.

Commissioner Krieger seconded the motion.

Commissioners returned to the Special meeting at 6:45 p.m.

Respectfully submitted by,

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Curtis O. Law  
Executive Director/Secretary