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Minutes of Meeting

The Regular Meeting of the Housing Authority of the City of Norwalk was held at 5:00 PM October 17, 2018.

PLACE: **Central Offices**
24 ½ Monroe Street
Norwalk, CT 06854

PRESENT: Cesar Ramirez, Chairman
Jeffrey Ingraham, Vice Chairman
Sheri M. Brown, Treasurer
Brenda Penn-Williams, Commissioner (arrived at 5:30)
Rahoul Dupervil, Commissioner

ATTENDING: Adam Bovilsky, Executive Director
Tom Ivers, CNI Director
Patricia Marsden-Kish, Education Director
Greg Lickwola, Construction Manager
Guy Rocco, Director of Maintenance
Donna Lattarulo, Legal Counsel
Patrick Lee, Trinity Financial
Mike Lozano, Trinity Financial
Alan Ladson, Trinity Financial
Christopher Romano, Dimeo Construction
Julia Hall, Dimeo Construction
Nicole Jefferson, Connecticut Workforce Initiative 2
Moe Ramos, Connecticut Workforce Initiative 2
Joseph Baez, Connecticut Workforce Initiative 2
Hope Redding, Connecticut Workforce Initiative 2
Dominique Baez, Connecticut Workforce Initiative 2
Patrick Shannon, EUX Media
Keith Laska, EUX Media
Dutch Doscher, EUX Media
Brandon Graham, EUX Media

Meeting opened at 5:10 PM

Chairman Ramirez opened the meeting. Adam Bovilsky recognized Vice Chair Jeffery Ingraham, Treasurer Sheri Brown and Commissioner Rahoul Dupervil as present. Commissioner Brenda Penn-Williams was absent.

Report of the Secretary

Adam Bovilsky confirmed 10/24/2018 Ribbon Cutting Ceremony for Phase One Completion and Phase Two construction-start of the transformation of Washington Village into the new Soundview Landing. Mr. Bovilsky provided details regarding the table purchased for NHA Commissioners at the upcoming NAACP Annual dinner. He invited Commissioners to join NHA Learning Center student in LIGHTS ON AFTERSCHOOL at Stepping Stones Museum for Children to be held 10/26/2018 at 5:30. He also announced ABCD, Action for Bridgeport Community Development Inc., reopening. He has been in touch with Dr. Monet Ferguson regarding supportive services which are available through ABCD to NHA residents. He added the search for a Scholarship Director/Grant Writer is still in process.

Old Business:

15:47 Commissioner Brown moved to approve:

a. Minutes of June 12, 2018, June 27, 2018, August 27, 2018 and September 10, 2018 as set forth on Attachment 1.

Commissioner Dupervil seconded the motion.

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ACTION

AYES

Commissioner Ramirez
Commissioner Ingraham
Commissioner Brown
Commissioner Dupervil

Abstention

All in Favor, Motion Carried.

15:48 Commissioner Brown moved to approve:

- b.** Treasurers Report June 2018 as set forth on Attachment 2.

Commissioner Ingraham seconded the motion.

Commissioners and Tom Hickey held a brief discussion regarding rent collection procedures and receivables.

15:49 Commissioner Brown to approve:

- c.** Bills and Communications September 11, 2018 as set forth on Attachment 3.

Commissioner Dupervil seconded the motion.

Commissioners discussed Bills as they relate to Washington Village receivables. Tom Ivers gave an update regarding remaining families reviewing choices and options available to all Washington Village residents.

ACTION

AYES

Commissioner Ramirez
Commissioner Ingraham
Commissioner Brown
Commissioner Dupervil

Abstention

All in favor. Motion was carried.

At 5:30: Commissioner Penn-Williams arrived.

15-50 Commissioner Brown moved to approve:

- d.** Admissions and Occupancy Report September 17, 2018 as set forth on Attachment 4.

Commissioner Dupervil seconded the motion.

Candace Mayer highlighted the report stating all vacancies had been assigned and NHA was in the process of family utilizing unification voucher. As of November, the Occupancy Department will begin the process of converting to electronic record keeping.

ACTION

AYES

Commissioner Ramirez
Commissioner Ingraham
Commissioner Brown
Commissioner Dupervil
Commissioner Penn-Williams

Abstention

All in Favor, Motion Carried.

Due to time constraints Commissioners tabled items: **e. - i.** and **m. - s.**

15-51 Commissioner Dupervil moved to approve:

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- u. Contract with Stanley Construction, LLC in the amount of \$1,299,500 for the replacement of Roodner Court kitchens as set forth on attachment 18.

Commissioner Ingraham seconded the motion.

Greg Lickwola stated that if this is approved construction will begin January 2019 and should be completed within 8 months.

ACTION

AYES

Abstention

Commissioner Ramirez
Commissioner Ingraham
Commissioner Brown
Commissioner Dupervil
Commissioner Penn-Williams

All in Favor, Motion Carried.

15-52 Commissioner Ingraham moved to approve:

- f. Extension of Ludlow Commons Congregate Housing Management contract with the Norwalk Health and Human Service for a period of one year as set forth on attachment 17.

Commissioner Dupervil seconded the motion.

Adam Bovilsky stated Ludlow Commons residents, frail seniors, were very pleased with current services. It was suggested the contract be extended two years. After further discussion Commissioners agreed the current proposal allowing for another one-year extension optimized selection.

At 7:00: Commissioner Brown left the meeting.

15-53 Commissioner Ingraham moved to approve:

- v. Extension of CNI/Washington Village documentary production contract with EUX Media in the amount of \$60,000.00 as set forth on attachment 19.

Commissioner Dupervil moved to second the motion.

Commissioners and EUX representatives discussed the impact of such a media production and agreed documenting the CNI /Washington Village rebuilding process would add value to the neighborhood, community and other housing authorities applying for a Choice Neighborhood Grant.

ACTION

AYES

Absent

Commissioner Ramirez
Commissioner Ingraham
Commissioner Dupervil
Commissioner Penn-Williams
Commissioner Brown

All in Favor, Motion Carried.

At 7:15 Commissioner Brown returned to the meeting.

Patrick Lee introduced Alan Ladson as Trinity's on-site representative overseeing all WV Phase II construction. Alan introduced Nicole Jefferson of Connecticut Works Initiative 2 - CWI2. Nicole and staff will move forward Section 3 job training/ employment opportunities during WV Phase II. Adam Bovilsky and Commissioners stressed involvement of Minority owned Business Enterprises. Commissioners requested monthly CWI2 progress reports highlighting work opportunities for Norwalk Residents.

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15-54 Commissioner Dupervil moved to:

- j. Accept the use of 20 Project Based Vouchers for the purposes of CHFA financing application due October 31, 2018 as presented under separate cover.

Commissioner Brown seconded the motion.

With input from Patrick Lee, Adam Bovilsky and Tom Hickey Commissioners discussed impact Project Based Vouchers would have as a portion of Washington Village/Soundview Landing Phase III financing.

ACTION

AYES

Abstention

Commissioner Ramirez
Commissioner Ingraham
Commissioner Brown
Commissioner Dupervil
Commissioner Penn-Williams

Brenda Penn-Williams left the room.

15-55 Commissioner Brown moved to approve:

- k. Utilized budget presented as criteria supporting Washington Village/Soundview Landing Phase III CHFA financing application as presented under separate cover.

Commissioner Dupervil seconded the motion.

Commissioners briefly discussed the importance this complete financial package as it relates to CHFA financing.

ACTION

AYES

Absent

Commissioner Ramirez
Commissioner Ingraham
Commissioner Brown
Commissioner Dupervil

Commissioner Penn-Williams

At 8:20 Staff left the meeting

Commissioner Penn-Williams returned to the meeting.

Commissioner Penn-William moved to adjourn to the Executive Session to discuss legal matters.

Commissioner Dupervil seconded the motion. All in Favor.

At 8:30

Commissioner Brown moved to return to the Regular meeting. Commissioner Dupervil seconded the motion. All in favor. No actions were taken in the Executive Session.

Commissioner Dupervil moved to adjourn the meeting. Commission Penn-Williams seconded the motion.

All in favor. The meeting adjourned at 8:35.

Respectfully submitted,

Adam Bovilsky
Executive Director/Secretary

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