

Minutes of Meeting

The Regular Meeting and Public Hearing of the Housing Authority of the City of Norwalk was held at 5:00 PM February 27, 2019.

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
Rahoul Dupervil, Commissioner

ATTENDING: Adam Bovilsky, Executive Director
Kara Capone, Development and Grants Director
Thomas Hickey, Finance Director
Tom Ivers, CNI Director
Patricia Marsden-Kish, Education Director
Greg Lickwola, Construction Manager
Guy Rocco, Director of Maintenance
Donna Lattarulo, Legal Counsel
Eva Erlich, Trinity Financial
Siena DeSantis, Trinity Financial
Alan Ladson, Dimeo Construction
Paul Aballo, Dimeo Construction
Nichole 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
Lisa Muniz Wilson, Connecticut Workforce Initiative 2

Meeting opened at 5:12 PM

Adam Bovilsky recognized Chairman Cesar Ramirez. Chairman Ramirez opened the meeting and established the presence of a quorum.

Report of the Secretary

Adam Bovilsky identified HUD Section 3 hiring obligations as they relate to Soundview Landing Phase Two. Commissioners stressed the importance of meeting these requirements and turned the floor over to Eva Erlich of Trinity Financial and Paul Ryan of Dimeo Construction. After a detailed presentation of current hiring goals and tracking methods it was agreed Trinity, with Dimeo input, would provide a monthly Section 3 update.

Kara Capone stated Norwalk Housing Foundation would be participating in Fairfield Giving Day and suggested all Commissions contribute. Commissioner participation contributes to grant eligibility.

Adam responded to Commissioner inquiries regarding utilities and cell phone rates. Commissioners requested follow up regarding Norwalk Housing vehicle and fuel expenditures.

Adam stated the new office hours - Tuesday from 11:00 AM to 7:00 PM began March 5th.

At 6:15 PM

New Business:

15-90 Commissioner Penn-Williams moved to modify the development specific one child per bedroom policy:

- f. The staff to initiate the process for an ACOP change to add an exception to the one child per bedroom policy that would allow two children per bedroom at all developments if the NHA can otherwise not accommodate a family due to its size and where the bedrooms selected for double occupancy are at least one hundred and twenty square feet (120 sq. ft.). This policy will not override the current NHA policies that do not require the sharing of bedrooms by children of different genders or by family members not of the same generation

Commissioner Ingraham seconded the motion.

ACTION

AYES

Abstention

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

With input from Donna Lattarulo and Adam Bovilsky, Commissioners agreed this would not apply to bedrooms size of 96 square feet or smaller . Kras Carlucci stated the 5-bedroom waiting list is currently 2-3 years. These accommodations would probably not alter the waiting period.

All in favor. Motion Carried.

15-91 Commissioner Brown moved to approve:

g. Amendment No. 1 - to Paul Bailey Architect contract in the amount of \$399,213, to continue Colonial Village planning / rehabilitation work.

Commissioner Dupervil seconded the motion.

Greg Lickwola explained this was a resumption of earlier contract work. Prices reflect changes in Colonial Village planning priorities.

ACTION

AYES

Abstention

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

All is favor. Motion carried.

At 7:00 Jeffrey Ingraham left the meeting.

Old Business:

15-92 Commissioner Brown moved to approve:

a. Utilization of NHA procurement policy as it relates to hiring Job Training Services.

Commissioner Penn-Williams seconded the motion.

CW12 would be invited to participate in the RFP process.

ACTION

AYES

Abstention

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

All in Favor. Motion was carried.

At 6:35 PM

The meeting returned to **New Business:**

15-93 Commissioner Brown moved to approve:

c. January 16, 2019 Regular Meeting Minutes.

Commissioner Brown seconded the motion.

ACTION

AYES

Abstention

Commissioner Ramirez
Commissioner Ingraham
Commissioner Brown
Commissioner Penn-Williams

Commissioner Dupervil

As Commissioner Dupervil was not present January 16, 2019, he abstained from voting.

All in favor. Motion carried. Motion was carried.

15-94 Commissioner Penn-Williams moved to approve:

- b. Treasurers Report - November 2018
- Bills / Communications – January 2019
- Admissions / Occupancy - January 2019
- Maintenance – January 2019
- Modernization(MOD) – January 2019
- Education Report – January 2019
- CNI Report – January 2019

Commissioner Brown seconded the motion.

ACTION

AYES

Abstention

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

All in Favor. Motion Carried.

15-95 Commissioner Penn-Williams moved to approve:

- c. Staff and Commissioners to attend the NHARO 2019 Washington Conference CONNECT TO PURPOSE at a cost registration cost of \$475 per person and hotel cost of \$239.00.

Commissioner Brown seconded the motion.

ACTION

AYES

Abstention

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

All in Favor. Motion was carried.

15-96 Commissioner Penn-Williams moved to approve:

- d. Tom Hickey to attend RAD CONVERSION , ACCOUNTING AND FINANCIAL REPORTING Seminar March 26-27 at a cost of \$650.

Commissioner Brown seconded the motion

ACTION

AYES

Abstention

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

All in Favor. Motion was carried.

15-97 Commissioner Dupervil moved to approve:

- e. Nicole Ruffin to attend SHRM training in Charleston South Carolina May 6-7 for a cost of \$1,395.00.

Commissioner Brown seconded the motion.

ACTION

AYES

Abstention

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

All in favor. Motion carried.

15-98 Commissioner Penn-Williams moved to approve addendum

a. Kras Carlucci to attend PIC training March 12, 2019 hosted by the Housing Authority of the City of Ft. Lauderdale, FL at a cost of \$340 plus airfare and lodging.

Commissioner Brown seconded the motion.

ACTION

AYES

Abstention

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

Commissioners briefly discussed personally receiving potential NHA service providers solicitations. All Commissioner stated these should be referred to the Executive Director. It was also suggested Norwalk Housing Authority purchase a table at an April event honoring Rev. Jeffrey Ingraham's 30 years of service as Clergy of Calvary Baptist Church, Norwalk, CT. Though not on the agenda Commissioner Penn-Williams suggested, subject to approval by our attorney, a table be purchased. Commissioner Dupervil agreed.

Commissioners adjourned to the Executive Session.

At 8:15 PM

Commissioners returned from the Executive Session.

Commissioner Brown moved to adjourn the meeting. Commissioner Dupervil seconded the motion.

All in favor Meeting Adjourned.

Respectfully submitted,

Adam Bovilsky
Executive Director/Secretary