Minutes of Meeting

The Regular Meeting of the Housing Authority of the City of Norwalk was held at 5:00 PM May 15, 2019.

PLACE: CNI Offices
       149 Water Street
       Norwalk, CT 06854

PRESENT: Cesar Ramirez, Chairman
       Jeffrey Ingraham, Vice Chairman
       Sheri M. Brown, Treasurer
       Brenda Penn-Williams, Commissioner (Arrived at 5:50)
       Rahoul Dupervil, Commissioner

ATTENDING: Adam Bovilsky, Executive Director
            Kara Capone, Development and Grants Director
            Thomas Hickey, Finance Director
            Greg Lickwola, Construction Manager
            Guy Rocco, Director of Maintenance
            Donna Lattarulo, Legal Counsel
            Tom Ivers, CNI Director
            Kras Carlucci, Director of Operations
            Wendy Gerbier, Director of Learning Centers
            Alberto Cardenas, AIA, Vice President DHK Architects

Meeting opened at 5:21 PM

Adam Bovilsky recognized Chairman Ramirez. Chairman Ramirez established the presence of a quorum and opened the meeting. It was noted that Commissioner Penn-Williams was in route to the meeting.

Report of the Secretary

Adam Bovilsky introduced Alberto Cardenas, DHK Architects Boston MA. DHK has been retained by Trinity Financial to design the Soundview Landing Phase Three building and surrounding spaces. Phase Three is the largest portion of the project with a total of 108 units split between 2 buildings. Commissioners reviewed floor plans, exterior renderings, building elevation, plentiful parking, open spaces and security requirements.

Mr. Bovilsky stated CHFA recently awarded Low income tax credits (LITC) generating over $22,000,000 in equity to support final Phase 3 funding. As a point of reference nine Housing Authorities were chosen as possible candidates for these tax credits. Washington Village Phase Three was selected as one of the three to receive CHFA LITC awards.

Commissioner briefly discussed Section 3 hires as they relate to the construction of Washington Village Phase Two and Three. Section 3 hiring remains a priority.

Adam confirmed the board retreat regarding NHA Learning Centers to be held from 4:00 to 7:00 PM at the Norwalk Inn May 29, 2019.

He then then proceeded to answer questions regarding Ludlow Commons demographics and NHA’s repayment policy procedures. Commissioners decided to address repayment policies again, at another meeting.

New Business:

16-16 Commissioner Penn-Williams moved to approve:


      Commissioner Brown seconded the motion.

Tom Hickey explained 16 School Street is supported by an income-based subsidy from the State of CT. All residents must meet income requirements. This year’s Management Plan does not require a rent increase.

 ACTION AYES Abstention
Commissioner Ramirez
Commissioner Ingraham
Commissioner Brown
Commissioner Penn-Williams
Commissioner Dupervil

All in favor. Motion Carried.

16-17 Commissioner Ingraham moved to approve:

b. Ludlow Commons Management Plan 2019-2020

Commissioner Dupervil seconded the motion.

Tom Hickey stated this budget includes the first rent increase in two years. Commissioners discussed resident make up of Ludlow Commons / Ludlow Village and requested demographics.

ACTION
AYES Abstention
Chairman Ramirez
Commissioner Ingraham
Commissioner Brown
Commissioner Penn-Williams
Commissioner Dupervil

All is favor. Motion carried.

Kras Carlucci and Tom Ivers presented Item c) Discussion of updates to the CNI Re-Occupancy Plan. The 3 changes presented addressed methods and tracking to ensure previous Washington Village residents would be contacted Washington Village / Sound View Land relocation.

16-18 Commissioner Ingraham moved to approve:

d. CNI Budget amendment

Commissioner Brown seconded the motion.

Tom Ivers noted as Soundview Landing Phase One is completed it is necessary to reallocate remaining funds.

ACTION
AYES Abstention
Commissioner Ramirez
Commissioner Ingraham
Commissioner Brown
Commissioner Penn-Williams
Commissioner Dupervil

All is favor. Motion carried.

16-19 Commissioner Ingraham moved to approve:

e. Family Eviction Prevention MOU between Norwalk Housing and Family and Children's Agency (FCA)

Commissioner Dupervil seconded the motion.

Adam stated the goal of this MOU will be to prevent evictions caused by unstable family situations. FCA and NHA has identified 15 families who would benefit from such services.

ACTION
AYES Abstention
Commissioner Ramirez
Commissioner Ingraham
Commissioner Brown
Commissioner Penn-Williams
Commissioner Dupervil

All is favor. Motion carried.

16-20 Commissioner Brown moved to approve:
f. Amendment to Stull and Lee contract for new Colonial Village Housing.

Commissioner Brenda Penn-Williams seconded the motion.

Greg Lickwola stated that as plans for additional Colonial Village Housing units and Community Center have altered it is necessary to amend the Stull & Lee contract.

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Commissioner Ramirez, whenever available, requested an agenda be included with conference announcements.

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All in favor. Motion was carried.

Commissioners tabled item g. Learning Center policies and procedure.

16-21 Commissioner Brown moved to approve:

h. Staff and Commissioners to attend 2019 Summer NERC/NAHRO Conference, June 23-26, to be held at Wentworth by the Sea, Portsmouth NH, for a registration cost of $550/hotel cost of $269 per night.

Commissioner Dupervil seconded the motion.

16-22 Commissioner Brown moved to approve:

i. Minutes of 3/30/2019 Norwalk Housing Board meeting.

Commissioner Penn-Williams seconded the motion.

j. Treasurers Report – January 2019
   Bills / Communications – March 2019
   Operations – March 2019
   Maintenance – March 2019
   Modernization(MOD) – March 2019

Commissioner Penn-Williams seconded the motion.
Commissioners reviewed account receivables with Tom Hickey.

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All in favor. Motion carried.

Adam stated NHA is attempting to set policy which would speed up move-in times. As many families have difficulty producing security deposits, one suggested policy change is to spread the security deposit over the period of 8 months. This would allow families to quickly move-in reducing vacancies. Norwalk Housing may try this policy for a year and if successful, present to the board as a proposed lease addendum.

At 7:15 .

Commissioner Penn-Williams moved to adjourn to the Executive Session. Commissioner Brown seconded the motion. All is favor.

At 7:30
Commissioner Ingraham moved to return to the Regular Session.

Commissioner Brown seconded the motion.

Commissioners took no action regarding Executive Session.

At 7:40
Commissioner Dupervil moved to return to Executive Session.

Commissioner Ingraham seconded the motion.

At 7:45
Commissioners returned to Regular Session voting to accept the claim presented in the 2nd Executive.

At 7:48
Commissioner Ingraham moved to adjourn the meeting. Commissioner Dupervil seconded the motion.

All in favor Meeting Adjourned.

Respectfully submitted,

__________________________
Adam Bovilsky
Executive Director/Secretary