



**FAIR HOUSING OFFICE**

**REGULAR MEETING – FAIR HOUSING ADVISORY COMMISSION**

**AGENDA**

**September 15<sup>th</sup>, 2025, 3:00 PM**

**VIRTUAL MEETING VIA ZOOM**

**Attendance:** Rev. Richard Clarke, Joseph Mann, Alexandra Sollazzo, LMSW, Carol Frank, Jalin T. Sead (Chair)

**I. CALL TO ORDER**

Mr. Sead called the meeting to order at 3:05 PM.

**II. ROLL CALL**

Mr. Sead called the roll and announced there was a quorum present. Commissioners present were Rev. Richard Clarke, Alexandra Sollazzo, LMSW, Joseph Mann, and Carol Frank.

**III. ACCEPTANCE OF MINUTES**

**A. Regular Meeting – August 18, 2025**

The minutes of the August 18, 2025, meeting was reviewed. A motion to approve was made and seconded. With no corrections or discussion, the minutes were approved unanimously.

**IV. PUBLIC PARTICIPATION**

No members of the public requested time, and no written comments had been submitted in advance.

**V. OLD BUSINESS**

No old business was discussed.

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**VI. NEW BUSINESS**

**A. Fair Housing Officer's Report**

Fair Housing Officer Zabrina Román reported that the office received 20 complaints, of which 11 were fair housing related. All 11 came from tenants living in rental units and primarily involved disability discrimination and denial of reasonable accommodations. Fourteen cases remain active and are under

investigation or mediation. Three cases were closed and submitted to HUD for review, and two were referred to legal aid, including one matter where a landlord was improperly billing common-area utilities to a tenant's meter.

Ms. Román also shared several updates to the Fair Housing website. These include the addition of a reasonable accommodation letter generator powered by Connecticut Fair Housing to ensure proper legal verbiage, new "Know Your Rights" pamphlets for every protected class, a brief history of the Fair Housing Officer role, and links to the office's social media accounts to make resources more accessible.

Regarding outreach, she announced that virtual training with Norwalk Housing Authority staff is scheduled for September 25, 2025. She will present anonymized local case examples to make the training relevant to Norwalk. Social media engagement has been strong, with over 1,200 accounts reached in the past 30 days. The most-engaged post highlighted voter participation in the local primary election and its connection to housing affordability. The office's LinkedIn page received 41 visits, driving additional traffic to the website.

Ms. Román also reported receiving a phone call containing concerning remarks. While there were no threats or slurs and she did not feel unsafe, she documented the incident. She explained her current caseload of about 20 active cases and walked the commission through her investigative process, which involves reviewing leases, correspondence, and documentation before determining appropriate next steps and collaborating with the Fair Rent office when necessary. She noted that call volume has slightly decreased recently, which she attributes to the start of the school year and increased use of online tools such as the accommodation letter generator.

Looking ahead, Ms. Román is prioritizing planning for a Fair Housing Month event in 2026 and is considering converting her original idea for a video series into a virtual film screening focused on housing justice from multiple perspectives, including LGBTQ+ housing history.

During discussion, commissioners expressed support for the Fair housing office. Chair Sead acknowledged Ms. Román's contributions during her first six months in the role and praised her initiative and dedication to expanding the office's work.

## **VII. ADJOURNMENT**

With no further business, a motion to adjourn was made and seconded. The meeting was adjourned at 3:25 PM.

Respectfully submitted,  
Zabrina Román  
Fair Housing Officer, City of Norwalk

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