



FAIR HOUSING OFFICE

REGULAR MEETING – FAIR HOUSING ADVISORY COMMISSION

AGENDA

November 17th, 2025, 3:00 PM

HYBRID BY ZOOM VIRTUAL MEETING & NORWALK FAIR HOUSING OFFICE 137 EAST AVENUE 2ND
FLOOR NORWALK CT 06851-5702

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

I. CALL TO ORDER

The regular meeting of the Fair Housing Advisory Commission was called to order at 3:02 p.m. by Chair Jalin T. Sead. The Chair opened the meeting by extending condolences to Commissioner Brenda Penn-Williams on the passing of her brother and noted that the Commission's thoughts and support were with her and her family during this time.

II. ROLL CALL

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

III. ACCEPTANCE OF MINUTES

A. Regular Meeting – October 20th, 2025

The minutes of the October 20, 2025, meeting was reviewed. A motion to approve was made and seconded. With no corrections or discussion, the minutes were approved.

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

Executive Session

Before proceeding to the main items under New Business, the Chair requested a motion to enter executive session for a brief discussion. A motion to enter executive session was made and seconded, and the motion passed unanimously. The Commission entered executive session. After a brief period, the Commission returned to open session. For the record, no votes were taken and no actions were decided during executive session.

A. City of Norwalk Grant Agency Funding Application

Chair Sead introduced the item and turned the floor over to Fair Housing Officer Zabrina Roman to present the proposed Fiscal Year 2026–2027 operating budget and Grant Agency Funding Application for the Fair Housing Office.

Ms. Roman explained that she reviewed and incorporated language previously approved by the Commission regarding the federal consent decree and the City’s legal obligation to maintain the Fair Housing Office. She emphasized that the office is required under a federal consent decree and local code, and that its funding is not discretionary.

She reported that the application has been updated to clearly describe both the legal basis for the office and the scope of its work, including how the office plans to expand and improve its services in the coming year. She stated that Norwalk’s experience tracks national fair housing trends. Ms. Roman described the office’s work plan as organized around three main areas: (1) education and outreach, (2) monitoring, investigations, and advocacy, and (3) planning and analysis. Under education and outreach, the office plans to increase from one annual event to three community-facing events per year, including Fair Housing Month programming and two additional workshops. She stated that the City’s rapid growth and diversity are strengths, but they also create a heightened need for robust fair housing enforcement and education.

With respect to the budget, Ms. Roman reported that the proposed operating budget reflects an overall reduction of approximately 14 percent compared to the prior year. In response to questions, Ms. Roman stated that she is not requesting an additional staff position in this budget cycle due to overall City budget constraints and guidance from the Chief Financial Officer to reduce requests where possible. Commissioners agreed that a full year of documented growth and impact would strengthen the case for additional staffing in a future budget.

After discussion, several commissioners expressed appreciation for the quality and depth of the application and for the work completed to strengthen the office’s operations, data collection, and outreach. A motion to approve the City of Norwalk Grant Agency Funding Application for the Fair Housing Office for FY 2026–2027 as presented was made and seconded. The motion passed unanimously.

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Chair Sead noted that he and Ms. Roman will meet with the Chief Financial Officer in December regarding the budget and that the application will then move forward to the BET, with that meeting anticipated in March. The Chair stated that the Commission will be updated as those dates are confirmed.

B. Meeting Dates for 2026

The Commission reviewed the proposed meeting schedule for calendar year 2026. Commissioners agreed to maintain the existing schedule of meeting on the third Monday of each month at 3:00 p.m. A motion to adopt the 2026 meeting dates as the third Monday of each month at 3:00 p.m. was made and seconded, and the motion passed unanimously.

The Commission discussed the December 2025 meeting and agreed to cancel the December regular meeting unless pressing business arises, consistent with prior practice. Commissioners expressed interest in arranging an informal gathering in December separate from the regular meeting schedule.

During this portion of the meeting, Alexandra Sollazzo also informed the Commission that she and Ms. Roman will be participating as panelists in an upcoming virtual public conversation on the housing crisis, hosted by Family & Children's Agency. The event will include perspectives on fair housing, eviction prevention, landlord relationships, supportive housing, voucher programs, and statewide affordable housing issues. The registration link will be shared with commissioners. Members of the Commission congratulated Chair Sead on his recent electoral reappointments and thanked him for his continued leadership and service.

VII. ADJOURNMENT

With no further business before the Commission, a motion to adjourn was made and seconded. The motion passed, and the meeting was adjourned. Commissioners exchanged holiday well-wishes at the close of the meeting.

Respectfully submitted,
Zabrina Román
Fair Housing Officer, Norwalk Redevelopment Agency

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