

## **Minutes of Meeting**

The Annual Meeting of the Housing Authority of the City of Norwalk was held at 6:00 PM Thursday June 11, 2020.

LOCATION: **Zoom Video Conference**

PRESENT: Jeffery A. Ingraham, Chairman  
Brenda Penn-Williams, Vice Chair  
Sheri Brown, Treasurer  
Rahoul Dupervil, Commissioner  
Liza Bermúdez-Montgomery, Commissioner

STAFF ATTENDING: Adam Bovilsky, Executive Director  
Greg Lickwola, Construction Manager  
Tom Ivers, CNI Director  
Kras Carlucci, Director of Operations  
Nicole Ruffin, Director of Human Resources  
Wendy Gerbier, Director of Learning Center  
Donna Lattarulo, Attorney  
Brian Robinson, National Affordable Housing Trust

Meeting began at 6:05 pm.

Chairman Ingraham opened the meeting.

Chairman Ingraham recognized the following commissioners present via Zoom video - Commissioner Dupervil, Vice Chair Brenda Penn-Williams, Treasurer Sheri Brown, and Commissioner Liza Bermúdez-Montgomery. The existence of a quorum was established.

### **Report of the Secretary:**

Mr. Bovilsky presented updates on the following:

- COVID-19 – The Health Department continues to share aggregate data and the NHA notifies the tenants of developments with active COVID cases to take precautions (without sharing any personal information).. Receipt of an additional mask donation will allow another mask distribution to NHA residents. To stay in touch with Senior residents NHA began making senior welfare telephone calls and were well received by residents.
- ZEGO our electronic payment software went live this month. It is our intention to make rent payment easier for our residents and receipt of the monies more efficient for the Housing Authority.
- Staff are working on a Return to Work plan. While staff are producing efficient and quality work from home, department managers have presented their plans for employees to carefully and safely return to the workplace. This will require changes which include reorganizing unprotected workspaces, temperature checks for anyone entering the building, , adherence to alternating schedules, use of facemask, sanitizing stations, and social distancing markers. These plans were developed in conjunction with Norwalk Health Department and State guidelines.
- DIMEO Workforce Update - This report reflects limited activity as Phase Two is winding down. It also reflects reaching hiring goals.
- Upcoming meeting dates - A possible Special Meeting - July 9th and regularly scheduled August 14<sup>th</sup> meeting.

### **Election of Officers**

**17-02** Commissioner Brown moved to:

Change the order of the meeting specifically as it relates Election of Officers.

Commissioner Brenda Penn-Williams seconded the motion.

This change was made to accommodate the presentation by Brian Robinson of National Affordable Housing Trust.

All in favor. The motion was carried.

At 6:15 Brian Robinson joined the conversation.

**New Business:**

**17-03** Commissioner Brown moved to approve:

a. Subject to acreage confirmation, approval of Colonial Village redevelopment financing , Option 1, underwritten by Bankwell.

Commissioner Penn-Williams seconded the motion.

Brian Robinson stated given NHA requirements and the current market, Option 1 of the Bankwell proposal presented strong Colonial Village redevelopment financing. Paul Modugno noted a recently renewed Colonial Village 20-year Housing Assistance Payment (HAP) contract with OCAF cost of living increase will secure payment of the Bankwell note. Donna Lattarulo and Greg Lickwola confirmed the acreage reflected in the RFP collateral section should reference developed property only. The remaining acres are allocated for new development and not considered in this agreement.

**Ayes**

**NO**

**ABSTAINED**

Commissioner Ingraham  
Commissioner Sheri Brown  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried.

Brian Robinson left the meeting.

**Election of Officers** – resumed

**17-04** Commissioner Penn-Williams moved to

a. Re-elect Rev. Jeffrey Ingraham as Chairman,

Commissioner Dupervil seconded the motion.

**Ayes**

**NO**

**ABSTAINED**

Commissioner Brown  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commission Liza Bermúdez-Montgomery

Commissioner Ingraham

All in favor. Motion was carried.

**17-05** Commissioner Dupervil moved to

b. Re-elect Brenda Penn-Williams as Vice Chair,

Commissioner Bermúdez- Montgomery seconded the motion.

**Ayes**

Commissioner Brown  
 Commissioner Dupervil  
 Commissioner Ingraham  
 Commission Liza Bermúdez-Montgomery

**NO****ABSTAINED**

Commissioner Penn-Williams

All in favor. Motion was carried.

**17-06** Commissioner Penn-Williams moved to

c. Re-elect Sheri Brown as Treasurer.

Commissioner Bermúdez- Montgomery seconded the motion.

**Ayes**

Commissioner Penn-Williams  
 Commissioner Dupervil  
 Commissioner Ingraham  
 Commission Liza Bermúdez-Montgomery

**NO****ABSTAINED**

Commissioner Brown

All in favor. Motion was carried.

**Old Business:**

a. Personnel Policy Follow-up

Mr. Bovilsky and staff clarified comments submitted by Chairman Ingraham regarding the NHA Personnel Policy approved at the March 26, 2020 meeting. Several administrative changes as to specific language in the plan were agreed to. Further discussion of FMLA language and discussion of possible additional pay for staff on the front lines of COVID were agreed to be discussed at the next regular meeting.

**New Business:**

b. Change to the published Administrative Plan regarding the maintenance of one HCV (Housing Choice Voucher (Section 8) wait list.

The Administrative Plan will reflect the use of one waiting list for both the tenant-based voucher program and the project-based voucher vacancies at Soundview Landing. The change to published policy was presented for clarification and discussion, a vote will be taken at later date when the updated Administrative Plan is formally submitted.

c. 20 West Learning Center Management Contract

Adam Bovilsky stated that following a lengthy discussion between staff of NHA and Family and Children's Agency, that all parties agreed to post pone the learning center management contract process due to the COVID 19. Commissioners agreed. No vote was taken.

**17-07** Commissioner Brown moved to approve:

d. Colonial Village Management Plan 2020-2021

Commissioner Dupervil seconded the motion.

Paul Modugno stated NHA had just received a 20-year renewal of the HAP contract for Colonial Village which includes a 2.5% increase in rent for this year. Staff explained that none of the increase would be passed on to residents.

**Ayes**

Commissioner Ingraham  
 Commissioner Sheri Brown  
 Commissioner Dupervil

**NO****ABSTAINED**

Commissioner Penn-Williams  
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried.

**17-08** Commissioner Brown moved to approve:

e. Award contract in the amount of \$237,450 to Stanley Construction, LLC of Seymour CT for 16 School Street Boiler Replacement.

Commissioner Dupervil seconded the motion.

Greg Lickwola stated Stanley Construction has 25 years of experience qualifying them to successfully complete the boiler replacement and was the lowest bidder.

**Ayes**

**NO**

**ABSTAINED**

Commissioner Ingraham  
Commissioner Sheri Brown  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried.

**17-09** Commissioner Dupervil moved to approve:

f. Approval of contract with the Glendower Group of New Haven Connecticut for Colonial Village Relocation Services

Commissioner Brown seconded the motion.

Mr. Bovilsky explained that during the Colonial Village redevelopment it will be necessary to temporarily relocate up to 14 families at two points in the renovation process. To assure NHA meets all resident needs and HUD requirements it would be desirable to use the services of the Glendower Group. Kras Carlucci confirmed to avoid as much disruption as possible NHA will move residents within their current school district. In addition, she noted the Glendower Group services were competitively priced and they had agreed to provide services on an as needed basis. This will allow most of the work to be performed by NHA staff to keep costs down.

**Ayes**

**NO**

**ABSTAINED**

Commissioner Ingraham  
Commissioner Sheri Brown  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried.

**17-10** Commissioner Brenda Penn-Williams moved to:

g. Approval of CNI Budget Amendment

Commissioner Brown seconded the motion.

Tom Ivers verified this budget consolidated Ryan Park and other Neighborhood items. He also confirmed once its development is completed the City of Norwalk will manage Ryan Park.

**Ayes**

**NO**

**ABSTAINED**

Commissioner Ingraham  
Commissioner Sheri Brown  
Commissioner Dupervil  
Commissioner Penn-Williams

Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried.

Commissioner Dupervil moved table items h. Minutes and i. Department Reports

Commissioner Penn-Williams seconded the motion. All in Favor.

The Minutes and Department Reports will be presented at the next Regular Meeting.

Commissioner Penn-Williams moved to adjourn the meeting.

Commissioner Dupervil seconded the motion. All in favor.

The meeting adjourned at 8:05

Respectfully submitted,

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Adam Bovilsky  
Executive Director /Secretary

draft

- g. CNI Budget Amendment

**Old Business:**

- a. Personnel Policy Follow-up

No formal vote or action was taken regarding the Personnel Policy. Adam noted this item had been passed at the 3/26/2020 meeting. Commissioners had requested an opportunity to submit follow up questions. As these questions had not been received Chairman Ingraham suggested a follow up again be submitted.

**Addendum:**

**16-96** Commissioner Penn-Williams moved to approve:

- a. Approval of Purchase Order submitted by Villa Gesell in the amount of \$47,095, for Renovations of Central Office Lobby.

Commissioner Dupervil seconded the motion.

Greg Lickwola stated this renovation will comply with strict guidelines taken to protect the public and staff.

**Ayes****NO****ABSTAINED**

Commissioner Ingraham  
Commissioner Sheri Brown  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried.

**16-97** Commissioner Brown moved to approve:

- b. Colonial Village Tenant Participation Plan

Commissioner Dupervil seconded the motion.

Mr. Bovilsky stated this Plan facilitates and meets statutory regulations regarding resident participation during the Colonial Village modernization process. Chairman Ingraham noted this serves as an Important voice for the residents. He also stated that whether a formal Tenant Participation Plan or an active Resident Advisory Board (RAB), either serves an essential opportunity for Norwalk Housing resident to be involved in their community.

**Ayes****NO****ABSTAINED**

Commissioner Ingraham  
Commissioner Sheri Brown  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried.

**New Business:**

**16-98** Commissioner Dupervil moved to approve:

- a. Ludlow Commons Management Plan 2020-2021.

Commissioner Brown seconded the motion.

Paul Modugno stated this management plan does not reflect a rent increase. There is a small increase the fees for Congregate Services that will be picked up by the State and not passed on to the tenants.

**Ayes****NO****ABSTAINED**

Commissioner Ingraham  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commissioner Sheri Brown  
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried .

**16-99** Commission Brown move to:

- c. Approve appointment of the following Sound Community Directors:

President – Adam Bovilsky  
Vice President – Kras Carlucci  
Secretary/Treasurer – Paul Modugno

Commissioner Dupervil seconded the motion.

Adam noted this Board would be responsible for day to day decisions, but the Norwalk Housing Board of Commissioners must approve major decisions.

**Ayes**

**NO**

**ABSTAINED**

Commissioner Ingraham  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commissioner Sheri Brown  
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried .

**17-00** Commissioner Brown moved to approve:

**d.** Minutes of the 4/23/2020 Board Meeting

Commissioner Dupervil seconded the motion.

**Ayes**

**NO**

**ABSTAINED**

Commissioner Ingraham  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commissioner Sheri Brown  
Commission Liza Bermúdez-Montgomery

By a show of hands - all in favor. Motion was carried.

**17-01** Commissioner Dupervil moved to approve:

**e.** Department Reports

Commissioner Brown seconded the motion.

By a show of hands - all in favor. Motion was carried .

After confirming with Attorney Lattarulo, Mr. Bovilsky stated that the inclusion of an Executive Session on the agenda was a mistake and there were no matters to be discussed in an Executive Session.

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

All in favor.

Meeting adjourned at 7:05.

Respectfully submitted,

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Adam Bovilsky  
Executive Director / Secretary

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- COVID-19 – The Health Department continues to share aggregate data and the NHA notifies the tenants of developments with active COVID cases to take precautions (without sharing any personal information).. Receipt of an additional mask donation will allow another mask distribution to NHA residents. To stay in touch with Senior residents NHA began making senior welfare telephone calls and were well received by residents.
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**Ayes**

**NO**

**ABSTAINED**

Commissioner Ingraham  
Commissioner Sheri Brown  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried.

Brian Robinson left the meeting.

**Election of Officers – resumed**

**17-04** Commissioner Penn-Williams moved to

a. Re-elect Rev. Jeffrey Ingraham as Chairman,

Commissioner Dupervil seconded the motion.

**Ayes**

**NO**

**ABSTAINED**

Commissioner Brown  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commission Liza Bermúdez-Montgomery

Commissioner Ingraham

All in favor. Motion was carried.

**17-05** Commissioner Dupervil moved to

b. Re-elect Brenda Penn-Williams as Vice Chair,

Commissioner Bermúdez- Montgomery seconded the motion.

**Ayes**

Commissioner Brown  
 Commissioner Dupervil  
 Commissioner Ingraham  
 Commission Liza Bermúdez-Montgomery

**NO****ABSTAINED**

Commissioner Penn-Williams

All in favor. Motion was carried.

**17-06** Commissioner Penn-Williams moved to

c. Re-elect Sheri Brown as Treasurer.

Commissioner Bermúdez- Montgomery seconded the motion.

**Ayes**

Commissioner Penn-Williams  
 Commissioner Dupervil  
 Commissioner Ingraham  
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**NO****ABSTAINED**

Commissioner Brown

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Commissioner Dupervil seconded the motion.

Paul Modugno stated NHA had just received a 20-year renewal of the HAP contract for Colonial Village which includes a 2.5% increase in rent for this year. Staff explained that none of the increase would be passed on to residents.

**Ayes**

Commissioner Ingraham  
 Commissioner Sheri Brown  
 Commissioner Dupervil

**NO****ABSTAINED**

Commissioner Penn-Williams  
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried.

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Commissioner Dupervil seconded the motion.

Greg Lickwola stated Stanley Construction has 25 years of experience qualifying them to successfully complete the boiler replacement and was the lowest bidder.

**Ayes**

**NO**

**ABSTAINED**

Commissioner Ingraham  
Commissioner Sheri Brown  
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**Ayes**

**NO**

**ABSTAINED**

Commissioner Ingraham  
Commissioner Sheri Brown  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried.

**17-10** Commissioner Brenda Penn-Williams moved to:

g. Approval of CNI Budget Amendment

Commissioner Brown seconded the motion.

Tom Ivers verified this budget consolidated Ryan Park and other Neighborhood items. He also confirmed once its development is completed the City of Norwalk will manage Ryan Park.

**Ayes**

**NO**

**ABSTAINED**

Commissioner Ingraham  
Commissioner Sheri Brown  
Commissioner Dupervil  
Commissioner Penn-Williams

Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried.

Commissioner Dupervil moved table items h. Minutes and i. Department Reports

Commissioner Penn-Williams seconded the motion. All in Favor.

The Minutes and Department Reports will be presented at the next Regular Meeting.

Commissioner Penn-Williams moved to adjourn the meeting.

Commissioner Dupervil seconded the motion. All in favor.

The meeting adjourned at 8:05

Respectfully submitted,

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Adam Bovilsky  
Executive Director /Secretary

- g. CNI Budget Amendment

**Old Business:**

- a. Personnel Policy Follow-up

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**Addendum:**

**16-96** Commissioner Penn-Williams moved to approve:

- a. Approval of Purchase Order submitted by Villa Gesell in the amount of \$47,095, for Renovations of Central Office Lobby.

Commissioner Dupervil seconded the motion.

Greg Lickwola stated this renovation will comply with strict guidelines taken to protect the public and staff.

**Ayes****NO****ABSTAINED**

Commissioner Ingraham  
 Commissioner Sheri Brown  
 Commissioner Dupervil  
 Commissioner Penn-Williams  
 Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried.

**16-97** Commissioner Brown moved to approve:

- b. Colonial Village Tenant Participation Plan

Commissioner Dupervil seconded the motion.

Mr. Bovilsky stated this Plan facilitates and meets statutory regulations regarding resident participation during the Colonial Village modernization process. Chairman Ingraham noted this serves as an Important voice for the residents. He also stated that whether a formal Tenant Participation Plan or an active Resident Advisory Board (RAB), either serves an essential opportunity for Norwalk Housing resident to be involved in their community.

**Ayes****NO****ABSTAINED**

Commissioner Ingraham  
 Commissioner Sheri Brown  
 Commissioner Dupervil  
 Commissioner Penn-Williams  
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All in favor. Motion was carried.

**New Business:**

**16-98** Commissioner Dupervil moved to approve:

- a. Ludlow Commons Management Plan 2020-2021.

Commissioner Brown seconded the motion.

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**Ayes****NO****ABSTAINED**

Commissioner Ingraham  
 Commissioner Dupervil  
 Commissioner Penn-Williams  
 Commissioner Sheri Brown  
 Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried .

**16-99** Commission Brown move to:

- c. Approve appointment of the following Sound Community Directors:

President – Adam Bovilsky  
 Vice President – Kras Carlucci  
 Secretary/Treasurer – Paul Modugno

Commissioner Dupervil seconded the motion.

Adam noted this Board would be responsible for day to day decisions, but the Norwalk Housing Board of Commissioners must approve major decisions.

**Ayes**

**NO**

**ABSTAINED**

Commissioner Ingraham  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commissioner Sheri Brown  
Commission Liza Bermúdez-Montgomery

All in favor. Motion was carried .

**17-00** Commissioner Brown moved to approve:

**d.** Minutes of the 4/23/2020 Board Meeting

Commissioner Dupervil seconded the motion.

**Ayes**

**NO**

**ABSTAINED**

Commissioner Ingraham  
Commissioner Dupervil  
Commissioner Penn-Williams  
Commissioner Sheri Brown  
Commission Liza Bermúdez-Montgomery

By a show of hands - all in favor. Motion was carried.

**17-01** Commissioner Dupervil moved to approve:

**e.** Department Reports

Commissioner Brown seconded the motion.

By a show of hands - all in favor. Motion was carried .

After confirming with Attorney Lattarulo, Mr. Bovilsky stated that the inclusion of an Executive Session on the agenda was a mistake and there were no matters to be discussed in an Executive Session.

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

All in favor.

Meeting adjourned at 7:05.

Respectfully submitted,

---

Adam Bovilsky  
Executive Director / Secretary