



THE HOUSING AUTHORITY OF THE CITY OF DANBURY

Main Office:
2 Mill Ridge Road, Danbury, CT 06811
203-744-2500 Tel
203-790-2334 Fax

DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, COMMISSIONER
STANLEY WATKINS, COMMISSIONER
MARY TEICHOLZ, COMMISSIONER
JAMES ZEH, RESIDENT COMMISSIONER

M. CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES OF THE REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF DANBURY BOARD OF COMMISSIONERS MARCH 26, 2012

COMMISSIONERS PRESENT:

Domenico Chieffalo	Mary Teicholz
Raymond Yamin	James Zeh
Stan Watkins	

STAFF PRESENT:

M. Carolyn Sistrunk	Devin Luciano
Michael Dapolite	
Kevin Barry	
Jackie Elam	

ATTENDEES:

Rose Morrison
Ruth Hoggard
Floyd Banks

CALL TO ORDER

The Regular Meeting of the Board of Commissioners for the HACD was called to order at 5:36 PM at Glen Apartments, 25 Memorial Drive, Danbury, Connecticut 06810. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Zeh.

PUBLIC COMMENTS

Floyd Banks, Resident Leader Glen Apartment reported that the property's Garbage company did not pick up two barrels of garbage at the site and was rude to resident that lodged a complaint. Mr. Banks thanked the HACD for taking wood piles away related to recent storm.

EXECUTIVE SESSION

Upon motion by Commissioner Teicholz and a second by Commissioner Zeh, the Board of Commissioners adjourned to an Executive Session for regarding the Rojas procurement at 5:40 pm. HACD staff included are the Executive Director, Purchasing Director and Asset Managers.



REGULAR MEETING RECONVENED

After consideration of the impact upon residents that has to leave the Building and weather conditions and upon motion by Commissioner Watkins and a second by Commissioner Teicholz. the Regular meeting was reconvened at 5:42 pm.

MOTION TO AMEND THE AGENDA TO MOVE EXECUTIVE SESSION TO THE END OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Upon motion by Commissioner Zeh and a second by Commissioner Watkins, the Board of Commissioners amended the agenda to move the executive session to the end of the regular meeting of the Board of Commissioners

MINUTES OF FEBRUARY 16, 2012 REGULAR MEETING

Upon motion by Commissioner Watkins and a second by Commissioner Teicholz, the motion was unanimously adopted.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT:

1. Ms. Hoggard reported that Resident Council continues working on bylaw revisions and finalizing elections in April, 2012.

AUTHORITY MANAGEMENT REPORT

The Executive Director provided Authority Management report with the following highlights:

HACD's 2011 PHAS PERFORMANCE PROJECTION - HUD

1. FASPHA submission completed and HACD's consultant projects a 24 of 25. The final score is dependent upon external auditing process.
2. Management Certification completed and HACD's consultant projects a 19.4 of 25. The final score is dependent upon external auditing process
3. PASS certification is complete with a confirmed final score of 36 of 40.
4. Capital Funds Certification, HACD projects 6 of 10.
5. PHARS Assessment received, with recovery agreement. Team is expected on site April 4, 2012.

GENERAL UPDATES

1. HACD received 80 thousand from the City of Danbury (CDBG) for State Moderate Rental Vacancy Reduction Program
2. New CFO hired with public housing experience. Expected wstart date is April 16, 2012

FINANCIALS

January 2012 reflects a surplus of \$61,500 vs. a projected budget \$59,426 in cash flow



RESOLUTIONS AND INFORMATIONAL ITEMS:

- A. **RESOLUTION 980** Board of Commissioners authorizes the Executive Director to execute a contract for legal services with Pullman & Comley, Berchem Moses & Devlin, Reno & Cavanaugh for a three (3) year term, in the amount of ninety thousand dollars (\$90,000.00). Upon motion by Commissioner Zeh and a second by Commissioner Watkins, a motion to table pending clarification of terms and fees.
- B. **RESOLUTION 981** authorizes the Executive Director to execute a contract for Capital Fund Consulting services with J. D 'Amelia & Associates LLC for a (1) year term, with two (2) one (1) year options in an amount not-to-exceed one hundred thousand dollars (\$100,000.00) each year, effective March 26, 2012. Upon motion by Commissioner Teicholz and a second by Commissioner Yamin, the motion was unanimously adopted.
- C. **RESOLUTION 982** authorizes the Executive Director to approve the retro-active Noncompetitive Justification for the contract entered into with Reac Ready, LLC. in the amount of twenty eight thousand six hundred dollars (\$28,600.00), pending HUD review. Upon motion by Commissioner Yamin and a second by Commissioner Zeh, the motion was unanimously adopted, pending HUD review.
- D. **RESOLUTION 983** authorizes the Executive Director to negotiate with the Department of Housing and Urban Development's Public Housing Agency Recover and Sustainability Team to develop a lease-up strategy for its Housing Choice Voucher Program. Upon motion by Commissioner Zeh and a second by Commissioner Teicholz, the motion was unanimously adopted, pending HUD review.
- E. **RESOLUTION 984** authorizes the Executive Director to execute a contract for Development Services Consulting with Millennium Real Estate Services LLC for a two (2) year term, in the amount of one hundred thousand dollars (\$100,000). Upon motion by Commissioner Watkins and a second by Commissioner Yamin, a motion to table pending clarification of terms and fees was unanimously adopted.
- F. **RESOLUTION 985** authorizes the Executive Director to amend the HACD's procurement policy to clarify requirements for sole and single source procurements. Upon motion by Commissioner Zeh and a second by Commissioner Watkins, a motion to table pending clarification of terms and fees was unanimously adopted.

EXECUTIVE SESSION

Upon motion by Commissioner Teicholz and a second by Commissioner Zeh, the Board of Commissioners adjourned to an Executive Session for regarding the Rojas procurement at 6:15 pm. HACD staff included are the Executive Director, Purchasing Director and Asset Managers.

REGULAR MEETING RECONVENED

Upon motion by Commissioner Watkins and a second by Commissioner Teicholz. the Regular meeting was reconvened at 6:29 pm. Upon the reconvening of the Regular Meeting and upon motion by Commissioner Zeh and a second by Commissioner Watkins, the Board of Commissioners authorized the Executive Director to execute the settlement agreement with Rojas Masonry as discussed in Executive Session.



CHAIRMAN'S REPORT: NA

ADJOURNMENT

The adjournment (7:10 PM) of the Regular Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Zeh.



TAB 3



THE HACD CORP

Main Office:
2 Mill Ridge Road, Danbury, CT 06811
203-744-2500 Tel
203-790-2334 Fax

DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, COMMISSIONER
STANLEY WATKINS, COMMISSIONER
MARY TEICHOLZ, COMMISSIONER
JAMES ZEH, RESIDENT COMMISSIONER

M. CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

**MINUTES OF THE REGULAR MEETING OF
THE HACD CORP
BOARD OF COMMISSIONERS
MARCH 26, 2012**

COMMISSIONERS PRESENT:

Domenico Chieffalo	Mary Teicholz
Raymond Yamin	James Zeh
Stan Watkins	

STAFF PRESENT:

M. Carolyn Sistrunk	Devin Luciano
Michael Dapolite	
Kevin Barry	
Jackie Elam	

ATTENDEES:

Rose Morrison
Ruth Hoggard
Floyd Banks

CALL TO ORDER

The Regular Meeting of the Board of Commissioners for the HACD CORP was called to order at 7:12 PM at Glen Apartments, 25 Memorial Drive, Danbury, Connecticut 06810. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Zeh.

PUBLIC COMMENTS

NONE

MINUTES OF FEBRUARY 16, 2012 REGULAR MEETING

Upon motion by Commissioner Watkins and a second by Commissioner Teicholz, the motion was unanimously adopted.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT:

Incorporated by reference



AUTHORITY MANAGEMENT REPORT

Incorporated by reference

FINANCIALS

January 2012 reflects a surplus of \$61,500 vs. a projected budget \$59,426 in cash flow

RESOLUTIONS AND INFORMATIONAL ITEMS:

RESOLUTION 138 authorizes the Executive director to submit to the Department of Social Services Transitional living program Annual demographics report for the period of January 2011 through December 2011. Upon motion by Commissioner Yamin and a second by Commissioner Teicholz, a motion to table pending clarification of terms and fees was unanimously adopted.

RESOLUTION 139 authorizes the Executive Director to amend the HACD's procurement policy to clarify requirements for sole and single source procurements. Upon motion by Commissioner Zeh and a second by Commissioner Watkins, a motion to table pending clarification of terms and fees was unanimously adopted.

CHAIRMAN'S REPORT: NA

A D J O U R N M E N T

The adjournment (7:22 PM) of the Regular Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Zeh.





THE HOUSING AUTHORITY OF THE CITY OF DANBURY

Main Office:
2 Mill Ridge Road, Danbury, CT 06811
203-744-2500 Tel
203-790-2334 Fax

DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, COMMISSIONER
STANLEY WATKINS, COMMISSIONER
MARY TEICHOLZ, COMMISSIONER
JAMES ZEH, RESIDENT COMMISSIONER

M. CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

**MINUTES OF THE REGULAR MEETING OF THE
DHA CORP
BOARD OF COMMISSIONERS
MARCH 26, 2012**

COMMISSIONERS PRESENT:

Domenico Chieffalo	Mary Teicholz
Raymond Yamin	James Zeh
Stan Watkins	

STAFF PRESENT:

M. Carolyn Sistrunk	Devin Luciano
Michael Dapolite	
Kevin Barry	
Jackie Elam	

ATTENDEES:

Rose Morrison
Ruth Hoggard
Floyd Banks

CALL TO ORDER

The Regular Meeting of the Board of Commissioners for the DHA CORP was called to order at 7:23 PM at Glen Apartments, 25 Memorial Drive, Danbury, Connecticut 06810. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Zeh.

PUBLIC COMMENTS

NONE

MINUTES OF FEBRUARY 16, 2012 REGULAR MEETING

Upon motion by Commissioner Watkins and a second by Commissioner Teicholz, the motion was unanimously adopted.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT:

Incorporated by reference



AUTHORITY MANAGEMENT REPORT

Incorporated by reference

FINANCIALS

January 2012 reflects a surplus of \$61,500 vs. a projected budget \$59,426 in cash flow

RESOLUTIONS AND INFORMATIONAL ITEMS:

- A. **RESOLUTION 145** Board of Commissioners authorizes the Executive Director to execute a contract for legal services with Pullman & Comley, Berchem Moses & Devlin, Reno & Cavanaugh for a three (3) year term, in the amount of ninety thousand dollars (\$90,000.00). Upon motion by Commissioner Yamin and a second by Commissioner Watkins, a motion to table pending clarification of terms and fees.
- B. **RESOLUTION 146** authorizes the Executive Director to execute a contract for Development Services Consulting with Millennium Real Estate Services LLC for a two (2) year term, in the amount of one hundred thousand dollars (\$100,000). Upon motion by Commissioner Watkins and a second by Commissioner Teicholz, a motion to table pending clarification of terms and fees was unanimously adopted.
- C. **RESOLUTION 147** authorizes the Executive Director to amend the HACD's procurement policy to clarify requirements for sole and single source procurements. Upon motion by Commissioner Zeh and a second by Commissioner Watkins, a motion to table pending clarification of terms and fees was unanimously adopted.

CHAIRMAN'S REPORT: NA

ADJOURNMENT

The adjournment (7:35 PM) of the Regular Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Zeh.

