THE HOUSING AUTHORITY OF THE CITY OF DANBURY
Main Office:
Location: 2 Mill Ridge Road, Danbury, CT 06810
Danbury, CT 06811
203-744-2500 Tel
203-790-2334 Fax

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

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES OF THE HOUSING AUTHORITY OF THE CITY OF DANBURY

REGULAR MEETING
BOARD OF COMMISSIONERS
APRIL 19, 2012

COMMISSIONERS PRESENT:

Domenico Chieffalo   Mary Teicholz
Raymond Yamin        James Zeh
Stan Watkins

STAFF PRESENT:

M. Carolyn Sistrunk   Devin Luciano
Michael Dapolite
Jackie Elam

ATTENDEES:

Rose Morrison
Ruth Hoggard
Floyd Banks
Ella Fraser

CALL TO ORDER - The Regular Meeting of the Board of Commissioners for the HACD was called to order at 5:31 PM at Putnam Towers, 25 Beaver Street, Danbury, Connecticut 06810. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Zeh.

PUBLIC COMMENTS - NONE

APPROVAL OF MARCH 26, 2012 REGULAR MEETING - Upon motion, the minutes of the March 26, 2012 Regular Meeting were approved by Commissioner Watkins and seconded by Commissioner Yamin.
CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms. Hoggard reported that the Resident Council reported the following is focused upon three major initiatives:

1.) Resident Elections are completed and the new officers are as follows:

President- Ruth Hoggard
Vice President – Ann Hutwolz
Acting Secretary- Jim Zeh (non- voting pending election of Secretary)
Treasurer - Anna Valasquez
Asst. Treasurer – Rose Morrison
Paul Deluca Parliamentarian

2) The Memorandum of Understanding with the Housing Authority and related policies and procedures;

AUTHORITY MANAGEMENT REPORT: the HACD’s Executive Director reviewed the Operational Recovery Agreement and Redevelopment Progress for April, 2012. Highlights include:

1. Appointment of new CFO April 16, 2012- Kathy Quallen
2. Discussion of Section 8 Lease-up Strategy- Reviewed the three options to be negotiated with PHARS TEAM and HUD Hartford
   A. Increase voucher utilization
   B. Service 18 families from wait list
   C. Waiver to increase payment standards for Fairfield and Litchfield
   D. Project Based Section 8 RFP

FINANCIAL OPERATING STATEMENT: The financial statement for the February 2012 with the operating period was unanimously accepted by the Board of Commissioners. The financial statement included check register for all invoices over $25,000 in accordance with the Recovery Agreement.

RESOLUTIONS AND INFORMATIONAL ITEMS

A. RESOLUTION 980 authorizes the Executive Director to negotiate a fair and reasonable contract for legal services with Pullman & Comley, Berchem Moses & Devlin, Reno & Cavanaugh and thereafter, the executive Director shall present said contract to the Board of commissioners for their approval and execution. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Zeh.

B. RESOLUTION 984 authorizes the Executive Director to negotiate a fair and reasonable contract for consulting services with Millennium Real Estate Services LLC and thereafter, the Executive Director is to present said contract to the Board of Commissioners for their approval and execution. Upon motion, the meeting was called to order by Commissioner Yamin and seconded by Commissioner Zeh.
C. RESOLUTION 986 authorizes the Executive Director to execute a contract for general legal counsel with Cramer & Anderson LLP in an amount not-to-exceed seventy five thousand dollars ($75,000.00) for a one (1) year term, with the option to extend for two (2) additional one (1) year terms. Upon motion, the meeting was called to order by Commissioner Zeh and seconded by Commissioner Watkins.

D. RESOLUTION 987 authorizes the Executive Director to:

1. To submit to the Department Housing and Urban Development a formal waiver of 24 CFR 982.505 that would authorize the Housing Authority of the City of Danbury to revise the Payment Standards for Fairfield and Litchfield counties to 100% and 105%, respectively, of 2012 Fair Market Rents, effective June 1, 2012; and

2. To submit to the Department of Housing and Urban Development a request to revise its Payment Standards from 85% to 100% for Fairfield county, effective June 1, 2012; and

3. To submit to the Department of Housing and Urban Development a request to revise its Payment Standards from 95% to 105% for Litchfield County, effective June 1, 2012; and

<table>
<thead>
<tr>
<th></th>
<th>Danbury</th>
<th>Litchfield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Efficiency:</td>
<td>$ 981</td>
<td>$ 722</td>
</tr>
<tr>
<td>One Bedroom:</td>
<td>$1,191</td>
<td>$ 940</td>
</tr>
<tr>
<td>Two Bedroom:</td>
<td>$1,512</td>
<td>$1,110</td>
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<tr>
<td>Three Bedroom:</td>
<td>$1,810</td>
<td>$1,425</td>
</tr>
<tr>
<td>Four Bedroom:</td>
<td>$2,244</td>
<td>$1,602</td>
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</tbody>
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Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Zeh.

E. RESOLUTION 988 authorizes the Executive Director to establish the newly hired Chief Financial Officer, Ms. Kathleen Quallen, signature authority for approving procurement expenditures up to a maximum amount of $10,000.00, per expenditure, in...
accordance with its Procurement Policy. Upon motion, the meeting was called to order by Commissioner Zeh and seconded by Commissioner Yamin.

F. **RESOLUTION 989** authorizes the Executive Director to give Kathleen Quallen, in her capacity as Chief Financial Officer, authorization to access the following accounts: Wells Fargo, Bank of America, Union Savings, and Chase, and that the Executive Director is authorized to provide appropriate approvals and authorizations to these banks to permit her to do so. Upon motion, the meeting was called to order by Commissioner Zeh and seconded by Commissioner Watkins.

G. **RESOLUTION 990** authorizes the Executive Director to submit to the Connecticut Housing Finance Authority (CHFA) the revised 2012 Management Plan and Budget for State Moderate Rental Program. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Zeh.

H. **RESOLUTION 991** authorizes the Executive Director to submit to the Connecticut Housing Finance Authority (CHFA) the revised 2012 Management Plan and Budget for Glen Apartments (State Elderly) Program. Upon motion, the meeting was called to order by Commissioner Zeh and seconded by Commissioner Yamin.

I. **RESOLUTION 992** authorizes the Executive Director to submit to the Connecticut Housing Finance Authority (CHFA) the revised 2012 Management Plan and Budget for Section 8 Substantial Rehabilitation Program known as 25 units. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Yamin.

J. **RESOLUTION 993** authorizes the Executive Director to submit to the Connecticut Housing Finance Authority (CHFA) the revised 2012 Management Plan and Budget for Section 8 Moderate Rehab Program known as 30 units. Upon motion, the meeting was called to order by Commissioner Zeh and seconded by Commissioner Watkins.

**CHAIRMAN'S REPORT – Welcome to New CFO, Kathy Quallen.**

**NEW BUSINESS - NONE**

**ADJOURNMENT** The adjournment (5:48 PM) of the Special Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Watkins.
MINUTES OF DHA CORP
REGULAR MEETING
BOARD OF COMMISSIONERS
APRIL 19, 2012

COMMISSIONERS PRESENT:
Domenico Chieffalo
Raymond Yamin
James Zeh
Stan Watkins

COMMISSIONER NOT PRESENT:
Mary Teicholz

STAFF PRESENT:
M. Carolyn Sistrunk
Devin Luciano
Michael Dapolite
Jackie Elam

ATTENDEES:
Rose Morrison
Ruth Hoggard
Floyd Banks
Ella Fraser

CALL TO ORDER - The Regular Meeting of the Board of Commissioners for the DHA CORP was called to order at 6:05 PM at Putnam Towers, 25 Beaver Street, Danbury, Connecticut 06810. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Zeh.

PUBLIC COMMENTS - NONE

APPROVAL OF MARCH 26, 2012 REGULAR MEETING - Upon
motion, the minutes of the March 26, 2012 Regular Meeting were approved by Commissioner Yamin and seconded by Commissioner Zeh.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms. Hoggard reported that the Resident Council reported the following is focused upon three major initiatives:

1.) Resident Elections are completed and the new officers are as follows:

President- Ruth Hoggard  
Vice President – Ann Hutwolz  
Acting Secretary- Jim Zeh (non- voting pending election of Secretary)  
Treasurer - Anna Valasquez  
Asst. Treasurer – Rose Morrison  
Paul Deluca Parliamentarian

2) The Memorandum of Understanding with the Housing Authority and related policies and procedures;

AUTHORITY MANAGEMENT REPORT: the DHA CORP’s Executive Director reviewed the Operational Recovery Agreement and Redevelopment Progress for April, 2012. Highlights include:

1. Appointment of new CFO April 16, 2012- Kathy Quallen  
2. Discussion of Section 8 Lease-up Strategy- Reviewed the three options to be negotiated with PHARS TEAM and IIUD Hartford  
   A. Increase voucher utilization  
   B. Service 18 families from wait list  
   C. Waiver to increase payment standards for Fairfield and Litchfield  
   D. Project Based Section 8 RFP

FINANCIAL OPERATING STATEMENT: The financial statement for the February 2012 with the operating period was unanimously accepted by the Board of Commissioners. The financial statement included check register for all invoices over $25,000 in accordance with the Recovery Agreement.

RESOLUTIONS

1. After discussion regarding inconsistent language between the Resolutions and Agenda for Resolution 145, a motion was made by Commissioner Yamin and a seconded by Commissioner Watkin, and Commissioner to modify the Agenda was modified as follows: **RESOLUTION 145** authorizes the Executive Director to negotiate a fair and reasonable contract for legal services with Pullman & Comley, Berchem Moses & Devlin, Reno & Cavanaugh and thereafter, the executive Director shall present said contract to the Board of Commissioners for their approval and execution.
2. After discussion regarding inconsistent language between the Resolutions and Agenda for Resolution 146, a motion was made by Commissioner Zeh and a second by Commissioner Yamin to modify the Agenda was modified as follows:

RESOLUTION 146 authorizes the Executive Director to negotiate a fair and reasonable contract for consulting services with Millennium Real Estate Services LLC and thereafter, the Executive Director is to present said contract to the Board of Commissioners for their approval and execution.

A. RESOLUTION 145 authorizes the Executive Director to negotiate a fair and reasonable contract for legal services with Pullman & Comley, Berchem Moses & Devlin, Reno & Cavanaugh and thereafter, the executive Director shall present said contract to the Board of Commissioners for their approval and execution. Upon motion, the meeting was called to order by Commissioner Zeh and second by Commissioner Watkins.

B. RESOLUTION 146 authorizes the Executive Director to negotiate a fair and reasonable contract for consulting services with Millennium Real Estate Services LLC and thereafter, the Executive Director is to present said contract to the Board of Commissioners for their approval and execution. Upon motion, the meeting was called to order by Commissioner Yamin and second by Commissioner Zeh.

C. RESOLUTION 149 authorizes the Executive Director to execute a contract for general legal counsel with Cramer & Anderson LLP in an amount not-to-exceed seventy five thousand dollars ($75,000.00) for a one (1) year term, with the option to extend for two (2) additional one (1) year terms. Upon motion, the meeting was called to order by Commissioner Yamin and second by Commissioner Watkins.

D. RESOLUTION 150 authorizes the Executive Director to establish the newly hired Chief Financial Officer, Ms. Kathleen Quallen, signature authority for approving procurement expenditures up to a maximum amount of $10,000.00, per expenditure, in accordance with its Procurement Policy. Upon motion, the meeting was called to order by Commissioner Zeh and second by Commissioner Watkins.
E. **RESOLUTION 152** authorizes the Executive Director to give Kathleen Quallen, in her capacity as Chief Financial Officer, authorization to access the following accounts: Wells Fargo, Bank of America, Union Savings, and Chase, and that the Executive Director is authorized to provide appropriate approvals and authorizations to these banks to permit her to do so. Upon motion, the meeting was called to order by Commissioner Yamin and seconded by Commissioner Watkins.

**CHAIRMAN'S REPORT — Welcome to New CFO, Kathy Quallen.**

**NEW BUSINESS - NONE**

**ADJOURNMENT** The adjournment (6:16 PM) of the Special Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Watkins.
MINUTES OF HACD CORP
REGULAR MEETING
BOARD OF COMMISSIONERS
APRIL 19, 2012

COMMISSIONERS PRESENT:
Domenico Chieffalo
Raymond Yamin
James Zeh
Stan Watkins

COMMISSIONERS NOT PRESENT:
Mary Teicholz

STAFF PRESENT:
M. Carolyn Sistrunk  
Devin Luciano
Michael Dapolite
Jackie Elam

ATTENDEES:
Rose Morrison
Ruth Hoggard
Floyd Banks
Ella Fraser

CALL TO ORDER - The Regular Meeting of the Board of Commissioners for the HACD CORP
was called to order at 5:58 PM at Putnam Towers, 25 Beaver Street, Danbury, Connecticut 06810.
Upon motion, the meeting was called to order by Commissioner Watkins and seconded by
Commissioner Yamin.

PUBLIC COMMENTS - NONE

APPROVAL OF MARCH 26, 2012 REGULAR MEETING -
Upon motion, the minutes of the March 26, 2012 Regular Meeting were approved by Commissioner Zeh and seconded by Commissioner Watkins. Questions asked regarding the receipt of CDBG in the amount of $80,000.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms. Hoggard reported that the Resident Council reported the following is focused upon three major initiatives:

1.) Resident Elections are completed and the new officers are as follows:

President- Ruth Hoggard  
Vice President – Ann Hutwolz  
Acting Secretary- Jim Zeh (non-voting pending election of Secretary) 
Treasurer - Anna Valasquez  
Asst. Treasurer – Rose Morrison  
Paul Deluca Parliamentarian

2) The Memorandum of Understanding with the Housing Authority and related policies and procedures;

AUTHORITY MANAGEMENT REPORT: the HACD’s Executive Director reviewed the Operational Recovery Agreement and Redevelopment Progress for April, 2012. Highlights include:

1. Appointment of new CFO April 16, 2012- Kathy Quallen
2. Discussion of Section 8 Lease-up Strategy- Reviewed the three options to be negotiated with PHARS TEAM and HUD Hartford  
   A. Increase voucher utilization  
   B. Service 18 families from wait list  
   C. Waiver to increase payment standards for Fairfield and Litchfield  
   D. Project Based Section 8 RFP

FINANCIAL OPERATING STATEMENT: The financial statement for the February, 2012 with the operating period was unanimously accepted by the Board of Commissioners. The financial statement included check register for all invoices over $25,000 in accordance with the Recovery Agreement.

RESOLUTIONS AND INFORMATIONAL ITEMS

A. RESOLUTION 140 authorizes the Executive Director to execute a contract for general legal counsel with Cramer & Anderson LLP in an amount not-to-exceed seventy five thousand dollars ($75,000.00) for a one (1) year term, with the option to extend for two (2) additional one (1) year terms. Upon motion, the meeting was called to order by Commissioner Zeh and seconded by Commissioner Watkins.

B. RESOLUTION 141 authorizes the Executive Director to establish the newly hired Chief Financial Officer, Ms. Kathleen Quallen, signature authority for approving
procurement expenditures up to a maximum amount of $10,000.00, per expenditure, in accordance with its Procurement Policy. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Yamin.

C. RESOLUTION 142 authorizes the Executive Director to give Kathleen Quallen, in her capacity as Chief Financial Officer, authorization to access the following accounts: Wells Fargo, Bank of America, Union Savings, and Chase, and that the Executive Director is authorized to provide appropriate approvals and authorizations to these banks to permit her to do so. Upon motion, the meeting was called to order by Commissioner Yamin and seconded by Commissioner Watkins.

CHAIRMAN'S REPORT – WELCOME TO NEW CFO, KATHY QUALLEN.

NEW BUSINESS - NONE

ADJOURNMENT The adjournment (6:05 PM) of the Special Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Watkins seconded by Commissioner Yamin.