



THE HOUSING AUTHORITY OF THE CITY OF DANBURY

DOMENICO CHIEFFALO, CHAIRMAN  
RAYMOND YAMIN, VICE CHAIRMAN  
STANLEY WATKINS, TREASURER  
ROSE MORRISON, COMMISSIONER  
PAUL ESTEFAN, COMMISSIONER

MARY C. SISTRUNK, EXECUTIVE DIRECTOR

**MINUTES  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MARCH 17, 2016**

**COMMISSIONERS PRESENT:**

Domenico Chieffalo  
Raymond Yamin  
Paul Estefan  
Stan Watkins  
Rose Morrison

**STAFF PRESENT:**

Kathy Quallen  
Jackie Elam  
Michael Dapolite  
Jennifer Delaney  
Kevin Barry  
Dionne Carr  
Estela Francis

**Attendees:**

Peter Green  
Maritaz Abba

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was held on Thursday, March 17, 2016 at 5:30 pm, at Wooster Manor 36 W. Wooster Street, Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Estefan and second by Commissioner Chieffalo, the meeting was call to order.

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES- MARCH 2016 REGULAR MEETING:** The minutes of March, 2016 Regular Meeting were unanimously approved upon motion by Commissioner Estefan and second by Commissioner Yamin.

**RESIDENT COUNCIL REPORT:** None

**AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:**  
Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam-  
Chief Operating Officer

**JANUARY, 2016 FINANCIALS:** Financials, PHAS Indicators and Check Register Reports reviewed by  
Kathleen Quallen Chief Financial Officer

**RESOLUTION 1310:** HACD's Board of Commissioners authorizes the Executive Director to exercise the second year option to extend the contract for accounting services awarded to BDO USA, LLP for a one (1) year term, from April 1, 2016 to March 31, 2017 with the option to renew for two (2) one (1) year options in the amount not-to-exceed one hundred and eight thousand and seven hundred and sixty dollars (\$108,760.00). Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1311** HACD's Board of Commissioners authorizes the Executive Director to exercise the first (1st) year option to extend the contract for a Hearing Officer awarded to James J. Skelton, Esq., Attorney at Law for a one (1) year term, from April 1, 2016 to March 31, 2017 with the option to renew for three (3) one (1) year options in the amount not to exceed ten thousand two hundred dollars (\$10,200.00). Upon motion by Commissioner Estefan and second by Commissioner Morrison, the resolution was unanimously adopted.

**RESOLUTION 1312** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to authorizes the Executive Director to execute the Letter of Agreement and participate in the Eversource Comprehensive Incentive Measures program at these Properties. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**CHAIRMAN REPORT:** None

**NEW BUSINESS:** None

**ADJOURNMENT:** : The HACD's Meeting was adjourned by 5:48 pm upon motion by Commissioner Watkins, seconded by Commissioner Yamin.



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**STAFF PRESENT:**

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Jackie Elam  
Michael Dapolite  
Jennifer Delaney  
Kevin Barry  
Dionne Carr  
Estela Francis

**Attendees:**

Peter Green  
Maritaz Abba

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the DHA CORP was held on Thursday, March 17, 2016 at 5:30 pm, at Wooster Manor 36 W. Wooster Street, Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Estefan and second by Commissioner Chieffalo, the meeting was call to order.

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES- MARCH 2016 REGULAR MEETING:** The minutes of March, 2016 Regular Meeting were unanimously approved upon motion by Commissioner Estefan and second by Commissioner Yamin.

**RESIDENT COUNCIL REPORT:** None

**AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:**

Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam-  
Chief Operating Officer

**JANUARY, 2016 FINANCIALS:** Financials Reports reviewed by Kathleen Quallen Chief Financial Officer

**RESOLUTION** — None

**CHAIRMAN REPORT:** None

**NEW BUSINESS:** None

**ADJOURNMENT:** : The DHA CORP Meeting was adjourned by 5:49 pm upon motion by Commissioner Estefan, seconded verbally by Commissioner Yamin.



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**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD CORP was held on Thursday, March 17, 2016 at 5:30 pm, at Wooster Manor 36 W. Wooster Street, Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Estefan and second by Commissioner Chieffalo, the meeting was call to order.

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES- MARCH 2016 REGULAR MEETING:** The minutes of March, 2016 Regular Meeting were unanimously approved upon motion by Commissioner Estefan and second by Commissioner Yamin.

**RESIDENT COUNCIL REPORT:** None

**AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:**

Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam-  
Chief Operating Officer

**JANUARY, 2016 FINANCIALS:** Financials Reports reviewed by Kathleen Quallen Chief Financial Officer

**RESOLUTION 242:** HACD CORP's Board of Commissioners authorizes the Executive Director to exercise the second year option to extend the contract for accounting services awarded to BDO USA, LLP for a one (1) year term, from April 1, 2016 to March 31, 2017 with the option to renew for two (2) one (1) year options in the amount not-to-exceed seven hundred dollars (\$700.00). Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 243** HACD CORP's Board of Commissioners authorizes the Executive Director to exercise the first (1st) year option to extend the contract for a Hearing Officer awarded to James J. Skelton, Esq., Attorney at Law for a one (1) year term, from April 1, 2016 to March 31, 2017 with the option to renew for three (3) one (1) year options in the amount not to exceed eight hundred dollars (\$800.00). Upon motion by Commissioner Watkins and second by Commissioner Estefan, the resolution was unanimously adopted.

**CHAIRMAN REPORT:** None

**NEW BUSINESS:** None

**ADJOURNMENT: :** The HACD CORP Meeting was adjourned by 5:55 pm upon motion by Commissioner Estefan, seconded verbally by Commissioner Yamin.