



## THE HOUSING AUTHORITY OF THE CITY OF DANBURY

DOMENICO CHIEFFALO, CHAIRMAN  
RAYMOND YAMIN, VICE CHAIRMAN  
STANLEY WATKINS, TREASURER  
JAMES ZEH, COMMISSIONER  
PAUL ESTEFAN, COMMISSIONER

M. CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

### MINUTES

#### BOARD OF COMMISSIONERS

#### RESCHEDULED MEETING

APRIL 22, 2015

#### COMMISSIONERS PRESENT:

Domenico Chieffalo  
Raymond Yamin  
Paul Estefan

#### STAFF PRESENT:

Mary C. Sistrunk  
Kathy Quallen  
Jackie Elam  
Michael Dapolite  
Devin Marra  
Jennifer Delaney  
Kevin Barry  
Dionne Carr  
Kim Nolan  
Steve Ball

**CALL TO ORDER** The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury for Thursday, April 16, 2015 at 5:30pm, was cancelled due to not being able to establish a quorum. The Rescheduled Meeting of the Board of Commissioner was held on Wednesday, April 22, 2015 at 12:00 pm, at 2 Mill Ridge Road, 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 Yamin, the HACD meeting was call to order.

**PUBLIC COMMENTS:** The voluntary compliance ADA for Wooster Manor and vacancy four units has been approved and the supplies will be order and the work will began shortly.

**APPROVAL OF MINUTES-APRIL 2015 REGULAR MEETING:** The minutes of April, 2015 Regular Meeting were unanimously approved, upon motion by Commissioner Estefan and second by Commissioner Yamin.

**RESIDENT COUNCIL REPORT:** NONE

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

**FEBRUARY, 2015 FINANCIALS, PHAS INDICATOR, CHECK REGISTER REPORTS:** Financials reviewed by Kathleen Quallen-Chief Financial Officer

**RESOLUTION 1240** Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a contract for general legal counsel with Cramer & Anderson LLP in an amount not-to-exceed eighty thousand dollars (\$80,000.00) for a one (1) year term, with the option to extend for four (4) additional one (1) year terms. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1241** the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a contract with Stanley Construction LLC in the amount \$106,550.00 to undertake the "Vacancy Reduction Project – 2014 CDBG" project. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1242** the Board of Commissioners for the HACD has received and reviewed the 2014 Resident Surveys for the Transitional Living Program/Single Room Occupancy House and finds the assessment acceptable as presented. Western Ct provided services for 20 individuals, every year a resident satisfaction survey is done. Seventeen responded pretty favorable with what the programs has to offer-content, living condition. One individual responded it was for Hispanic and shared the information with the Board as unsatisfactory survey, do not have to enter any action plan. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1243** the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a contract for a workers compensation broker with Hodge Insurance Agency in an amount not-to-exceed fifty five thousand dollars (\$55,000.00) for a one (1) year term, with the option to extend for four (4) additional one (1) year terms. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1244** BE IT RESOLVED, SUBJECT TO HUD AND THE STATE OF CONNECTICUT'S (CHFA, DOH) REVIEW, THAT THE BOARD OF COMMISSIONERS AUTHORIZES THE EXECUTIVE DIRECTOR:

1. To submit a Project Based Assistance Proposal to the Department of Housing and Urban Development for twenty (20) Housing Choice Vouchers for the 58-unit Fairfield Ridge Project at the following addresses:

1	Fairfield Ridge
2	Fairfield Ridge
10	Fairfield Ridge
18	Fairfield Ridge
23	Fairfield Ridge
26	Fairfield Ridge
35	Fairfield Ridge
37	Fairfield Ridge
42	Fairfield Ridge
55	Fairfield Ridge
60	Fairfield Ridge
65	Fairfield Ridge
3	Putnam Drive

8	Putnam Drive
13	Putnam Drive
14	Putnam Drive
16	Putnam Drive
17	Putnam Drive
18	Putnam Drive
20	Putnam Drive

2. To submit a 4% Tax Credit application to the State of Connecticut for the redevelopment of 58-unit Fairfield Ridge project that will include 20 unit project based Housing Choice Vouchers, pending HUD review, as financing mechanism for the subject application. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1245** the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to implement Resident Participation Plan for Fairfield Ridge 58 units' rehab/redevelopment. The tax credit application requires a RPP with very pacific language to be reviewed by HUD and be included with the application. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1246** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes The Executive Director to revise the lottery draws date to May 15, 2015, allowing ample time to notify the public and complete the entering of paper applications. Upon motion by Commissioner Yamin and second by Commissioner Estefan the resolution was unanimously adopted.

**CHAIRMAN REPORT:** None

**NEW BUSINESS:** None

**ADJOURNMENT:** The HACD Meeting was adjourned by 12:45 pm upon motion by Commissioner Estefan, seconded verbally by Commissioner Yamin.

**ADJOURNMENT:** The HACD Meeting was reopen at 1:00 pm for Resolution 1246 to be adopted then the HACD meeting adjourned by 1:05 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 DHA Corp for Thursday, April 16, 2015 at 5:30pm, was cancelled due to not being able to establish a quorum. The Rescheduled Meeting of the Board of Commissioner was held on Wednesday, April 22, 2015 at 12:00 pm, at 2 Mill Ridge Road, Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Yamin and second by Commissioner Estefan, the DHA Corp meeting was call to order

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-APRIL 2015 REGULAR MEETING:** The minutes of April, 2015 Regular Meeting was unanimously approved, upon motion by Commissioner Yamin and second by Commissioner Estefan.

**RESIDENT COUNCIL REPORT:** NONE

**AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING & Housing Choice Voucher Program:** Public Housing Report reviewed by Michael Dapolite-Asset Manager, HCV Housing Report reviewed by Jackie Elam-Chief Operating Officer.

**FEBRUARY, 2015 FINANCIALS:** Financials reviewed by Kathleen Quallen- Chief Financial Officer

**RESOLUTION 194** that DHA Corp Board of Commissioners authorizes the Executive Director to execute a contract for general legal counsel with Cramer & Anderson LLP in an amount not-to-exceed eighty thousand dollars (\$80,000.00) for a one (1) year term, with the option to extend for four (4) additional one (1) year terms. Upon motion by Commissioner Yamin and second by Commissioner Chieffalo the resolution was unanimously adopted.

**CHAIRMAN REPORT:** None

**NEW BUSINESS:** None

**ADJOURNMENT:** The DHA CORP Meeting was adjourned by 12:57 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 for Thursday, April 16, 2015 at 5:30pm, was cancelled due to not being able to establish a quorum. The Rescheduled Meeting of the Board of Commissioner was held on Wednesday, April 22, 2015 at 12:00 pm, at 2 Mill Ridge Road, 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 Yamin, the HACD Corp meeting was call to order

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-APRIL 2015 REGULAR MEETING:** The minutes of April, 2015 Regular Meeting was unanimously approved, upon motion by Commissioner Yamin and second by Commissioner Estefan.

**RESIDENT COUNCIL REPORT:** NONE

**AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING & Housing Choice Voucher Program:** Public Housing Report reviewed by Michael Dapolite-Asset Manager, HCV Housing Report reviewed by Jackie Elam-Chief Operating Officer.

**FEBRUARY, 2015 FINANCIALS:** Financials reviewed by Kathleen Quallen- Chief Financial Officer

**RESOLUTION 228** that HACD Corp Board of Commissioners authorizes the Executive Director to execute a contract for general legal counsel with Cramer & Anderson LLP in an amount not-to-exceed eighty thousand dollars (\$80,000.00) for a one (1) year term, with the option to extend for four (4) additional one (1) year terms. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 229** HACD CORP's Board of Commissioners authorizes the Executive Director to execute a contract for a workers compensation broker with Hodge Insurance Agency in an amount not-to-exceed fifty five thousand dollars (\$55,000.00) for a one (1) year term, with the option to extend for four (4) additional one (1) year terms. Upon motions by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**CHAIRMAN REPORT:** None

**NEW BUSINESS:** None

**ADJOURNMENT:** The HACD CORP Meeting was adjourned by 1:00 pm upon motion by Commissioner Estefan, seconded verbally by Commissioner Yamin.