



## 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

JULY 26, 2018

#### COMMISSIONERS PRESENT:

Domenico Chieffalo  
Ray Yamin  
Stan Watkins  
Paul Estefan

#### STAFF PRESENT:

Mary C. Sistrunk  
Jackie Elam  
Jeffrey Pagelson  
Jennifer DaSilva  
Jessie Castro  
Michael Dapolite  
Devin Marra  
Dionne Carr  
Estela Francis

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD was held on July 26, 2018 at 5:30 pm, at Laurel Garden 385 Main 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 Watkins, the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-JULY 2018 REGULAR MEETING:** The minutes of July 2018 Regular Meeting was unanimously approved upon motion by Commissioner Estefan and second by Commissioner Yamin.

**RESIDENT COUNCIL REPORT:** Reviewed the 2019-2023 Annual Plan & Five (5) Year Plan

**AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:** Public Housing reviewed by Michael Dapolite & Jessie Castro-Asset Managers, HCV Housing reviewed by Jennifer DaSilva Sec8 Manager & Jackie Elam Chief Operating Officer

**MAY, 2018 FINANCIAL REPORTS:** All Reports reviewed by Jeffrey Pagelson Chief Financial Officer

**RESOLUTION 1436** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to approve and implement the proposed amendments to the language of its Section 8 Administrative Plan specifically adding Mainstream Housing Choice Vouchers preference and portability, effective immediately. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1437** the Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to submit the Annual Progress Report to the U.S. Department of Housing & Urban Development for Shelter Plus Care Grant CT0003L1E051609, for the reporting year May 1, 2017 through April 30, 2018. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1438** the Housing Authority of the City of Danbury's Board of Commissioners authorize The Executive Director to submit to the Department Of Housing And Urban Development the HACD's Fiscal Year 2019 and Five Year 2019-2023 Agency Plan inclusive of all public hearing comments. Upon motion by Commissioner Yamin and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1439** Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute and submit the 2018-2019 Resident Service Coordinator Management Plan and expenditures. This will allow the agency to receive an award of \$21,200 for a period of July 1, 2018 thru June 30, 2019 Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1440** Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to enter into a Pest Control Services contract with EB Exterminating for a one (1) year term, from August 1, 2018 to July 31, 2019 with the option to extend for four (4) one (1) year terms in a not to exceed amount of twenty five thousand one hundred sixty five dollars (\$25,165.00). Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1441** the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to exercise the third (3rd) year option to extend the contract for Plumbing Services with Foley's Plumbing & Heating in an amount not-to-exceed thirty five thousand dollars (\$35,000.00) for one (1) year, with the option to extend for one (1) additional year term. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1442** the Board of Commissioners of the HACD hereby authorizes the Executive Director or the Chief Financial Officer to submit the unaudited quarterly financial statements for the quarter ended 06/30/18 to CHFA. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 1443** Housing Authority of the City of Danbury's Board of Commissioners authorizes the Evaluation Committee to further its review and negotiations of the top three responders and submit its final recommendation to the Executive Director to initiate a contract or contracts to begin August 1, 2018 to fulfill an immediate need for information technology support and service. BE IT FURTHER RESOLVED, that the initial term of the contract(s) shall be for two (2) years with the option to extend for three (3) additional one year periods at a not to exceed amount of one-hundred ten thousand dollars (\$110,000) per year. Resolution 1443 amended be it resolved, that the BOC for the Housing Authority of the City of Danbury authorizes the evaluation Committee to further its review & negotiations of the top 3 responders and submit recommendation to the E.D. to execute a managed I.T. Services for level 1&2 services outlined in the RFP at NTE amount \$50,000/yr which shall include the initial needs assessment. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The HACD Meeting was adjourned by 6:27 pm upon motion by Commissioner Yamin, seconded by Commissioner Estefan.



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Devin Marra  
Dionne Carr  
Estela Francis

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the DHA was held on July 26, 2018 at 5:30 pm, at Laurel Garden 385 Main Street 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 Watkins, the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-JULY 2018 REGULAR MEETING:** The minutes of July 2018 Regular Meeting was unanimously approved upon motion by Commissioner Watkins and second by Commissioner Estefan.

**RESIDENT COUNCIL REPORT:** Reviewed the 2019-2023 Annual Plan & Five (5) Year Plan

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

Public Housing reviewed by Michael Dapolite & Jessie Castro-Asset Managers, HCV Housing reviewed by Jennifer DaSilva Sec8 Manager & Jackie Elam Chief Operating Officer

**MAY, 2018 FINANCIAL REPORTS:** All Reports reviewed by Jeffrey Pagelson Chief Financial Officer

**RESOLUTION:** NONE

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The DHA Meeting was adjourned by 6:30 pm upon motion by Commissioner Watkins, seconded by Commissioner Estefan.



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**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD CORP was held on July 26, 2018 at 5:30 pm, at Laurel Garden 385 Main Street Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and / or comments. Upon motion by Commissioner Watkins and second by Commissioner Estefan, the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-JULY 2018 REGULAR MEETING:** The minutes of July 2018 Regular Meeting was unanimously approved upon motion by Commissioner Watkins and second by Commissioner Estefan.

**RESIDENT COUNCIL REPORT:** Reviewed the 2019-2023 Annual Plan & Five (5) Year Plan

**AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:** Public Housing reviewed by Michael Dapolite & Jessie Castro-Asset Managers, HCV Housing reviewed by Jennifer DaSilva Sec8 Manager & Jackie Elam Chief Operating Officer

**MAY, 2018 FINANCIAL REPORTS:** All Reports reviewed by Jeffrey Pagelson Chief Financial Officer

**RESOLUTION 279** HACD CORP's Board of Commissioners authorizes the Executive Director to enter into a Pest Control Services contract with EB Exterminating for a one (1) year term, from August 1, 2018 to July 31, 2019 with the option to extend for four (4) one (1) year terms in a not to exceed amount of nine Hundred and ninety dollars (\$990.00). Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 280** HACD CORP Board of Commissioners authorizes the Executive Director to exercise the third (3rd) year option to extend the contract for Plumbing Services with Foley's Plumbing & Heating in an amount not-to-exceed five hundred dollars (\$500.00) for one (1) year, with the option to extend for one (1) additional year term. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 281** Board of Commissioners for the HACD CORP authorizes the Evaluation Committee to Further its review and negotiations of the top three responders and submit its final recommendation to the Executive Director to initiate a contract or contracts to begin August 1, 2018 to fulfill an immediate need for information technology support and service. **BE IT FURTHER RESOLVED**, that the initial term of the contract(s) shall be for two (2) years with the option to extend for three (3) additional one (1) year periods at a not to exceed amount of two thousand dollars (\$2,000) per year. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The HACD CORP Meeting was adjourned by 6:35 pm upon motion by Commissioner Estefan, seconded by Commissioner Yamin.