



## 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

SEPTEMBER 15, 2016

#### COMMISSIONERS PRESENT:

Raymond Yamin  
Paul Estefan  
Stan Watkins  
Rose Morrison

#### STAFF PRESENT:

Mary C. Sistrunk  
Jackie Elam  
Kathy Quallen  
Jennifer Delaney  
Devin Marra  
Kevin Barry  
Dionne Carr

#### ATTENDEE'S:

Lydia De Lucida  
Anne A Cumming  
Delores Lopez

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was held on September 15, 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 Watkins, the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-SEPTEMBER 2016 REGULAR MEETING:** The minutes of September , 2016 Regular Meeting were unanimously approved upon motion by Commissioner Watkins and second by Commissioner Morrison.

**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

**JULY, 2016 FINANCIALS, PHAS, CHECK REGISTER:** Financials, PHAS Indicator & Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

**RESOLUTION 1333** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to exercise the first (1<sup>st</sup>) 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 three (3) additional one (1) year terms. . Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1334** Housing Authority of the City of Danbury’s Board of Commissioners authorizes the Executive Director to exercise the fifth (5<sup>th</sup>) year option to extend the contract for Development Consulting Services with Millennium Real Estate Services LLC in the amount not to exceed (NTE) ten thousand dollars (\$10,000.00) in the aggregate over the contract term unless otherwise approved by HACD. . Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 1336** the Housing Authority of the City of Danbury’s Board of Commissioners authorizes the Executive Director to submit to the Department Of Housing And Urban Development the HACD’s Fiscal Year 2017 and Five Year 2017-2021 Agency Plan inclusive of all public hearing comments. . Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 1337** the Housing Authority of the City of Danbury’s Board of Commissioners has received and reviewed the 2016 Resident Surveys for the Transitional Living Program/Single Room Occupancy House and finds the assessment acceptable as presented. . Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 1338** that the Board of Commissioners of the Housing Authority of the City of Danbury authorizes The Executive Director to execute a Memorandum of Understanding with the Connecticut Coalition to End Homelessness, from the signing of the document by all parties through June 30, 2019, for purpose of reporting into the Connecticut Homeless Management Information System. . Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1339** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to maintain the current Payment Standards for its Housing Choice Voucher Program as established for towns covered in the Fairfield and Litchfield counties as follows, which became effective October 1, 2016: . Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

Danbury Litchfield

Efficiency:	\$967	\$ 743
One Bedroom:	\$1,202	\$ 876
Two Bedroom:	\$1,500	\$1,116
Three Bedroom:	\$1,878	\$1,414
Four Bedroom:	\$2,355	\$1,644

	<b>Current HACD</b>	<b>2017 HUD</b>	<b>2017 HACD Proposed</b>	<b>% of 2017</b>	<b>Difference</b>	<b>% of Difference</b>
	<b>Payment Standards</b>	<b>Final FMR</b>	<b>Payment Standards</b>	<b>Proposed FMR</b>	<b>Current vs. Proposed</b>	<b>Current to Proposed</b>
Efficiency	1051	888	967	109%	-84	-8%
One Bedroom	1320	1103	1202	109%	-118	-9%
Two Bedroom	1701	1377	1500	109%	-201	-12%

Three Bedroom	2021	1723	1878	109%	-143	-7%
Four Bedroom	2624	2161	2355	109%	-269	-10%

**Towns of: Danbury, Bethel, Brookfield, New Fairfield, Newtown, Redding, Ridgefield, Sherman**

**Towns of: Bridgewater, New Milford, Roxbury, Washington, Woodbury**

	Current HACD Payment Standards	2017 HUD Final FMR	2017 HACD Proposed Payment Standards	% of 2017 Proposed FMR	Difference Current vs. Proposed	% of Difference Current to Proposed
Efficiency	740	695	743	107%	3	1%
One Bedroom	871	868	876	101%	5	1%
Two Bedroom	1112	1095	1116	102%	4	1%
Three Bedroom	1410	1400	1414	101%	4	1%
Four Bedroom	1651	1509	1644	109%	-7	-1%

**Housing Authority of the City of Danbury**  
**Housing Choice Voucher**  
**Federal Section 8 Program**  
**2017 Payment Standards**

**Towns Of:**

**Danbury, Bethel, Brookfield, New Fairfield, Newtown, Redding, Ridgefield, Sherman**

Studio	\$967
One Bedroom	\$1202
Two Bedroom	\$1500
Three Bedroom	\$1878
Four Bedroom	\$2355

**Towns of:**

**Bridgewater, New Milford, Roxbury, Washington, Woodbury**

Studio	\$743
One Bedroom	\$876
Two Bedroom	\$1116
Three Bedroom	\$1414
Four Bedroom	\$1644

**RESOLUTION 1340** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to establish the Shelter Plus Care Program's Payment Standards for the Danbury and Litchfield geographical area at 100% of the FMR effective October 1, 2016. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

Towns of: Danbury, Bethel, Brookfield, New Fairfield, Newtown, Redding, Ridgefield, Sherman

	HUD Proposed 100% FMR	HACD Current 2016	HACD Proposed 2017	Change from Current
Studio	\$888	\$1121	\$888	-\$233
One Bedroom	\$1103	\$1393	\$1103	-\$290

Towns of: Bridgewater, New Milford, Roxbury, Washington, Woodbury

	HUD Proposed 100% FMR	HACD Current 2016	HACD Proposed 2017	Change from Current
Studio	\$695	\$687	\$695	\$8
One Bedroom	\$868	\$881	\$871	-\$13

## Housing Authority of the City of Danbury SHELTER PLUS CARE PROGRAMS 2017 Payment Standards

**Towns Of:**

**Danbury, Bethel, Brookfield, New Fairfield, Newtown,  
Redding, Ridgefield, Sherman**

Studio	\$888
One Bedroom	\$1103

**Towns of:**

**Bridgewater, New Milford, Roxbury, Washington, Woodbury**

Studio	\$95
One Bedroom	\$868

**RESOLUTION 1341** 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 CT0128L1E051406, for the reporting year July 1, 2015 through June 30, 2016. . Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 1342** the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a contract for cleaning services with Horizon Services Company in an amount not-to-exceed twenty two thousand dollars (\$22,000.00) for a one (1) year term, with the option to extend for four (4) additional one (1) year terms. . Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 1343** the HACD Board of Commissioners accepts the audited financial statements and authorizes the Executive Director to submit the Fiscal Year 2015 Financial Statement to the State of Connecticut and the Department of Housing and Urban Development. . Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

**RESOLUTION 1344** the Board of Commissioners of the HACD authorizes the Executive Director to put Forth a formal request to CHFA to increase the current base rents for the Moderate Rental program to be effective no sooner than January 1, 2017. . Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

Unit Size by Bedroom	Current Base Rent	Proposed Increase	Amount of Increase
2	335	368	33
3	344	377	33
4	353	386	33

### ANALYSIS OF CURRENT FAMILIES

Unit Size by Bedroom	Current Base Rent	Proposed Increase	Amount of Increase	Number of Families Affected	Number of Families fully affected by increase	Number of Families 1% - 9% Affected	Number of Families not Affected
2	335	368	33	59	50 (9.85%)	9	130
3	344	377	33	16	15 (9.59%)	1	44
4	353	386	33	4	3 (9.35%)	1	7

Total Households: 26079 families will experience an increase of \$33.00, which is less than 10% of the current rental amount.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** 3 8<sup>th</sup> Ave Housing is complete, working with WESTCONN & TBICO for lease up and open house will be in mid Oct. 2016

**ADJOURNMENT:** The HACD Meeting was adjourned by 6:32 pm upon motion by Commissioner Estefan, seconded by Commissioner Yamin.



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#### ATTENDEE'S:

Lydia De Lucida  
Anne A Cumming  
Delores Lopez

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the DHA CORP was held on September 15, 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 Watkins and second by Commissioner Yamin, the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-SEPTEMBER 2016 REGULAR MEETING:** The minutes of September, 2016 Regular Meeting was unanimously approved upon motion by Commissioner Watkins and second by Commissioner Estefan.

**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

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

**RESOLUTION 204** DHA CORP's Board of Commissioners authorizes the Executive Director to exercise the fifth (5<sup>th</sup>) year option to extend the contract for Development Consulting Services with Millennium Real Estate Services LLC in the amount not to exceed (NTE) ten thousand dollars (\$10,000.00) in the aggregate over the contract term unless otherwise approved by HACD. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

**RESOLUTION 205** DHA CORP's Board of Commissioners authorizes the Executive Director to submit to Execute a contract for banking services with the Saving Bank of Danbury. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The DHA CORP Meeting was adjourned by 6:37 pm upon motion by Commissioner Watkins, seconded by Commissioner Estefan



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#### **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



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

**RESOLUTION 252** HACD CORP's Board of Commissioners authorizes the Executive Director to exercise the first (1st) 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 three (3) additional one (1) year terms. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

**RESOLUTION 253** HACD CORP's Board of Commissioners authorizes the Executive Director to maintain the current Payment Standards for its Housing Choice Voucher Program as established for towns covered in the Fairfield and Litchfield counties as follows, which became effective October 1, 2016: Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted.

	Danbury Litchfield	
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**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The HACD CORP Meeting was adjourned by 6:42 pm upon motion by Commissioner Watkins, seconded by Commissioner Estefan