



THE HOUSING AUTHORITY OF THE CITY OF DANBURY

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

M. CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES BOARD OF COMMISSIONERS REGULAR MEETING OCTOBER 15, 2015

COMMISSIONERS PRESENT:

Domenico Chieffalo
Raymond Yamin
Paul Estefan
Stan Watkins
Rose Morrison

STAFF PRESENT:

Mary C. Sistrunk
Jackie Elam
Kathy Quallen
Jennifer Delaney
Michael Dapolite
Karen Latham
Dionne Carr
Kevin Barry

ATTENDEES:

Dan Casagrande
Donn Swift

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was held on Thursday, October 15, 2015 at 5:00 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 Watkins and second by Commissioner Estefan, the meeting was call to order.

EXECUTIVE SESSION: Discussion of HACD's legal cases, upon motion by Commissioner Estefan and second by Commissioner Watkins the executive session was unanimously adopted.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-OCTOBER 2015 REGULAR MEETING: The minutes of October, 2015 Regular Meeting were unanimously approved upon motion by Commissioner Watkins and second by Commissioner Yamin.

RESIDENT COUNCIL REPORT: NONE

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

AUGUST, 2015 FINANCIALS, PHAS INDICATORS & CHECK REGISTER: Financials, PHAS Indicator and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 1268 Housing Authority of the City of Danbury's Board of Commissioners authorize the Executive Director to exercise the third year option to extend the contract for Boiler Preventative Maintenance and Services awarded to Foley's Plumbing & Heating for a one (1) year term, from October 1, 2015 to September 30, 2016 with the option to renew for one (1) one (1) year term in the amount of seventy five thousand dollars (\$75,000.00). Upon motion by Commissioner Yamin and second by Commissioner Watkins, the resolution was unanimously adopted.

RESOLUTION 1269 Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a contract for Energy Performance Consulting with Facility Strategies Group, Inc. in an amount not-to-exceed forty thousand dollars (\$40,000.00) for a three (3) year term, with the option to extend for two (2) additional one (1) year terms. Upon motion by Commissioner Yamin and second by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1270 Housing Authority of the City of Danbury Board of Commissioners accepts the audited Financial Statements and authorizes the Executive Director to submit the Fiscal Year 2014 Financial Statement to the State of Connecticut and the Department of Housing and Urban Development. Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1271 Housing Authority of the City of Danbury 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 CT0128L1E051305, for the reporting year July 1, 2014 through June 30, 2015. Upon motion by Commissioner Yamin and second by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1272 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to enter into a contract with Jennings Oil Company, to provide #2 fuel oil at a fixed rate of \$2.099 per gallon for a term of one (1) year. Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1273 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, 2015. Upon motion by Commissioner Watkins and second by Commissioner Morrison the resolution was unanimously adopted.

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

	HUD Proposed <i>100% FMR</i>	HACD Current 2015	HACD Proposed 2016	Change from Current
Studio	\$1,107	\$1,027	\$1,107	\$80
One Bedroom	\$1,376	\$1,170	\$1,376	\$206

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

	HUD Proposed <i>100% FMR</i>	HACD Current 2015	HACD Proposed 2016	Change from Current
Studio	\$679	\$790	\$679	-\$111
One Bedroom	\$871	\$802	\$871	\$69

Housing Authority of the City of Danbury
 SHELTER PLUS CARE PROGRAMS
2016 Payment Standards

Towns Of:

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

Studio	\$1,107
One Bedroom	\$1,376

Towns of:

Bridgewater, New Milford, Roxbury, Washington, Woodbury

Studio	\$679
One Bedroom	\$871

RESOLUTION 1274 the Board of Commissioners for the Housing Authority of the City of Danbury has received and reviewed the 2015 Resident Surveys for the Transitional Living Program/Single Room Occupancy House and finds the assessment acceptable as presented. Upon motion by Commissioner Morrison and second by Commissioner Walkins the resolution was unanimously adopted.

RESOLUTION 1275 the Housing Authority of the City of Danbury Board of Commissioners authorize the Executive Director to execute 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, 2015: Upon motion by Commissioner Yamin and second by Commissioner Watkins the resolution was unanimously adopted.

	<u>Danbury</u>	<u>Litchfield</u>
Efficiency:	\$1,051	\$ 740
One Bedroom:	\$1,320	\$ 871
Two Bedroom:	\$1,701	\$1,112
Three Bedroom:	\$2,021	\$1,410
Four Bedroom:	\$2,593	\$1,651

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

	Current HACD Payment Standards	2016 HUD Proposed FMR	2016 HACD Proposed Payment Standards	% of 2016 Proposed FMR	Difference Current vs. Proposed	% of Difference Current to Proposed
Efficiency	1027	1107	1051	95%	24	2.5%
One Bedroom	1287	1376	1320	96%	33	2.5%
Two Bedroom	1662	1754	1701	97%	39	2.5%
Three Bedroom	1973	2197	2021	92%	48	2.5%
Four Bedroom	2497	2850	2593	91%	96	4%

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

	Current HACD Payment Standards	2016 HUD Proposed FMR	2016 HACD Proposed Payment Standards	% of 2016 Proposed FMR	Difference Current vs. Proposed	% of Difference Current to Proposed
Efficiency	821	679	740	109%	-75	-10%
One Bedroom	842	871	871	100%	29	3%
Two Bedroom	1081	1101	1112	101%	31	3%
Three Bedroom	1370	1425	1410	99%	40	3%
Four Bedroom	1617	1573	1651	105%	34	2%

Housing Authority of the City of Danbury
Housing Choice Voucher
Federal Section 8 Program

2016 Payment Standards

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

Studio	\$1051
One Bedroom	\$1320
Two Bedroom	\$1701
Three Bedroom	\$2021
Four Bedroom	\$2593

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

Studio	\$740
One Bedroom	\$871
Two Bedroom	\$1112
Three Bedroom	\$1410
Four Bedroom	\$1651

RESOLUTION 1276 Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a contract for cleaning services with K&P Facilities Maintenance 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 Yamin the resolution was unanimously adopted.

RESOLUTION 1277 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a partnership with Alden Torch Financial as the syndicator for the purchase of Low Income Housing Tax Credits for the Fairfield Ridge Project. Upon motion by Commissioner Estefan and second by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1278 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to exercise the third year option to extend the contract for Housing Quality Standard Inspection Services awarded to Elite Inspections, LLC for a one (1) year term, from November 20, 2015 to November 19, 2016 with the option to renew for one (1) one (1) year term in the amount of thirty seven thousand five hundred dollars (\$37,500). Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1279 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute and sell or dispose of the surplus of donated furniture to employees in accordance with the HACD's Disposition Policy. Upon motion by Commissioner Watkins and second by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1280 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to submit to the Connecticut Housing Finance Authority (CHFA) the HACD's 2016 Management Plans and Budgets for State Elderly. Upon motion by Commissioner Yamin and second by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1281the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to submit to the Connecticut Housing Finance Authority (CHFA) the HACD's 2016 Management Plans and Budgets for State Moderate Rental. Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1282 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to submit to the Connecticut Housing Finance Authority (CHFA) the HACD's 2016 Management Plans and Budgets for Section 8 Substantial Rehab (25 units). Upon motion by Commissioner Morrison and second by Commissioner Watkins the resolution was unanimously adopted.

RESOLUTION 1283 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to submit to the Connecticut Housing Finance Authority (CHFA) the HACD's 2016 Management Plans and Budgets for Section 8 Moderate Rehab (30 units). Upon motion by Commissioner Watkins and second by Commissioner Morrison the resolution was unanimously adopted.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: Annual Holiday Luncheon-Dec. 22, 2015 1pm

ADJOURNMENT: The HACD Meeting was adjourned by 6:35pm upon motion by Commissioner Watkins seconded by Commissioner Yamin.



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PAUL ESTEFAN, COMMISSIONER

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

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Karen Latham
Dionne Carr
Kevin Barry

ATTENDEES:

Dan Casagrande
Donn Swift

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the DHA CORP was held on Thursday, October 15, 2015 at 5:00 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 Watkins, the meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-OCTOBER 2015 REGULAR MEETING: The minutes of October, 2015 Regular Meeting were unanimously approved upon motion by Commissioner Yamin and second by Commissioner Watkins.

RESIDENT COUNCIL REPORT: NONE

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

AUGUST, 2015 FINANCIALS: Financials, PHAS Indicator and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTIONS: NONE

CHAIRMAN REPORT:NONE

NEW BUSINESS:NONE

ADJOURNMENT: The DHA CORP Meeting was adjourned by 6:36pm upon motion by Commissioner Watkins seconded by Commissioner Yamin.



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AUGUST, 2015 FINANCIALS: : Financials, PHAS Indicator and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

RESOLUTION 233 the HACD CORP 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, 2015: Upon motion by Commissioner Watkins and second by Commissioner Yamin the resolution was unanimously adopted.

	<u>Danbury</u>	<u>Litchfield</u>
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Studio	\$740
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Two Bedroom	\$1112
Three Bedroom	\$1410
Four Bedroom	\$1651

CHAIRMAN REPORT:NONE

NEW BUSINESS:NONE

ADJOURNMENT: The HACD CORP Meeting was adjourned by 6:40pm upon motion by Commissioner Watkins seconded by Commissioner Yamin.