



THE HOUSING AUTHORITY OF THE CITY OF DANBURY

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

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES

BOARD OF COMMISSIONERS

REGULAR MEETING

November 20, 2014

COMMISSIONERS PRESENT:

Domenico Chieffalo
Raymond Yamin
Stan Watkins
Paul Estefan
James Zeh

STAFF PRESENT:

Mary C. Sistrunk
Kathy Quallen
Jackie Elam
Kevin Barry
Michael Dapolite
Jennifer Delaney
Benjamin Gold
Dionne Carr
Kim Nolan

ATTENDEES:

Rose Morrison

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was held on November 20, 2014 at 5:30pm, 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 Zeh, The HACD meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-NOVEMBER, 2014 REGULAR MEETING: The minutes of November 2014 Regular Meeting were unanimously approved. Upon motion by Commissioner Estefan and second by Commissioner Yamin.

RESIDENT COUNCIL REPORT: City Wide Resident Council annual meeting went really well, a good turnout. President Rose Morrison joins the Tenant Safety Ambassadors for tenant safety and security issues. Resident Council will be at the Publicly-Assisted Housing Resident Network (PHRN) education session on 12/6/14 about the new law CT-General Statutes 8-64c. HACD Senior Holiday Party is 12/9/14.

AUTHORITY MANAGEMENT REPORTS PH & HCV PROGRAMS: Public Housing Report reviewed by Michael Dapolite-Asset Manager, HCV Housing Report reviewed by Jackie Elam Chief Operating Officer.

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

RESOLUTIONS

RESOLUTION 1205 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to submit an application to HUD for participation in the Energy Performance Contract Incentive Program; and BE IT FURTHER RESOLVED, that upon written approval from HUD, the Board of Commissioners authorizes the Executive Director to negotiate contract terms and execute a contract with a the Connecticut Housing Finance Authority; and negotiate contract terms and execute an Energy Services Agreement with Johnson Controls, Inc. Upon motion by Commissioner Zeh and second by Commissioner Estefan the resolution was unanimously adopted.

RESOLUTION 1206 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to utilize the State of Connecticut's Copy Machine Services Contract #12PSX0026, preferred contractor A&A Office Systems, Inc, for a combined fleet amount of \$944.30 per month for a total not to exceed contract amount of \$56,658.00 for five (5) years commencing December 15, 2014 and ending December 14, 2019. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted.

RESOLUTION 1208 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to execute a Memorandum of Understanding with WCSU & TBICO to acquire and rehabilitate the 3 8th Avenue facility HACD is the manager of the housing and agrees as the owner of housing, that veteran and their families' rights are respected and complied with not only as a matter of principle, but as a matter of practice. HACD's role will be that of landlord dealing with tenant issues and the administration of the housing aspect of the program. Upon motion by Commissioner Yamin and second by Commissioner Zeh the resolution was unanimously adopted.

RESOLUTION 1209 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to submit to:

1. Issue a Request For Proposal to Project-Base up to twenty vouchers from its Housing Choice Voucher portfolio, bringing the Project-Based Voucher program to 64 voucher units; and
2. Pursuant to the proposed Request for Proposal, submit a Project-Based Voucher Assistance Proposal for certain units in its State Moderate Rental housing program - a 290-unit family development; and
3. Authorizes HACD CORP, HACD's development non-profit, to administer the proposed Project-Based Voucher Assistance for State Moderate Rental housing units if selected; and
4. In accordance with Request for Proposal and in accordance with the provision that the Housing Authority may to submit a proposal, submit the proposal to the Department of Housing and Urban Development for review and approval.

Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted.

RESOLUTION 1210 the Board of Commissioners for the HACD authorizes the Executive Director to change the employee medical insurance to a high deductible plan with an HRA to reimburse employee deductible. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted.

RESOLUTION 1211 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to commence the process of requesting a Base Rent increase to State Moderate Rental units identified by the CT Housing Finance Authority as eligible to participate in the State Rental Assistance Program, retroactively affective July 1, 2014. BE IT FURTHER RESOLVED, that the Board of Commissioners approve the proposed increase as follows: two-bedroom units from \$335 to \$368, three-bedroom units from \$344 to \$417, and four-bedroom units from \$353 to \$464, in accordance with CHFA's RAP Analysis/Rent Proforma. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted.

RESOLUTION 1212 the Housing Authority of the City of Danbury Board of Commissioners of the HACD authorizes the Executive Director to commence the process of requesting a Base Rent increase to State Elderly Housing units (Glen Apartments) identified by the CT Housing Finance Authority as eligible to participate in the State Rental Assistance Program, retroactively affective July 1, 2014. BE IT FURTHER RESOLVED, that the Board of Commissioners approve the proposed increase as follows: efficiency units from \$335 to \$485 and one-bedroom units from \$340 to \$490, in accordance with CHFA's RAP Analysis/Rent Proforma. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted.

RESOLUTION 1213 the Board of Commissioners of the HACD authorizes the Executive Director to trade, sell, donate or dispose of the vehicles in accordance with the HACD Disposition Policy. Vehicles identified are: 2000 Dodge Neon VIN #1B3ES46C2YD713173; 97 Dodge Neon VIN #1B3ES27COVD164992; 1998 Dodge Dakota VIN #1B7GG22Y6XS139590. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted.

RESOLUTION 1214 the Board of Commissioners of the Housing Authority of the City of Danbury hereby authorizes the Executive Director to proceed on a month to month basis with Winters Bros. Waste Systems, LLC, for Refuse Services from December 1, 2014 until December 31, 2014 for a not to exceed amount of \$5,657.13 while HACD completes its procurement process. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: HACD Holiday Luncheon Event will be December 18, 2014 at Black Angus Grill

ADJOURNMENT: The HACD Meeting was adjourned by 6:10 pm upon motion by Commissioner Estefan, seconded by Commissioner Yamin.



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ATTENDEES:

Rose Morrison

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the DHA CORP was held on Thursday, November 20, 2014 at 5:30pm, at HACD 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 DHA Corp meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-NOVEMBER, 2014 REGULAR MEETING: The minutes of November 2014 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: Public Housing Report reviewed by Michael Dapolite-Asset Manager, HCV Housing Report reviewed by Jackie Elam-Chief Operating Officer.

OCTOBER, 2014 FINANCIALS: Financials, reviewed by Kathleen Quallen Chief Financial Officer.

RESOLUTION 215 the Board of Commissioners of the HADC CORP hereby authorizes the Executive Director to proceed on a month to month basis with Winters Bros. Waste Systems, LLC, for Refuse Services from December 1, 2014 until December 31, 2014 for a not to exceed amount of \$5,657.13 while HADC completes its procurement process. Upon motion by Commissioner Estefan and second by Commissioner Yamin the resolution was unanimously adopted.

CHAIRMAN REPORT: NONE

NEW BUSINESS: NONE

ADJOURNMENT: The DHA CORP Meeting was adjourned by 6:14pm upon motion by Commissioner Estefan Seconded by Commissioner Zeh.



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PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-NOVEMBER, 2014 REGULAR MEETING: The minutes of November 2014 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: Public Housing Report reviewed by Michael Dapolite-Asset Manager, HCV Housing Report reviewed by Jackie Elam-Chief Operating Officer.

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CHAIRMAN REPORT: NONE

NEW BUSINESS: NONE

ADJOURNMENT: The HACD CORP Meeting was adjourned by 6:19pm upon motion by Commissioner Estefan Seconded by Commissioner Zeh.