



**MINUTES OF THE AUGUST 20, 2009  
BOARD OF COMMISSIONERS  
REGULAR MEETING**

**COMMISSIONERS PRESENT:**

Domenico Chieffalo  
Raymond Yamin  
Stanley Watkins  
Mary Teicholz  
Jim Zeh

**ATTENDEES:**

Carolyn Sistrunk  
Colleen Madson  
Ella Fraser  
Jackie Elam  
Deborah Gottschalk  
Richard Knapp  
Elidia Reyes  
Roberta Severino  
Mercedes H. Jenao  
Rose Morrison

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**CALL TO ORDER**

The Regular Board of Commissioners Meeting for the Housing Authority of the City of Danbury was called to order at 5:33 p.m. at Putnam Towers, 25 Beaver Street, Danbury, Connecticut. Upon motion by Stan Watkins and second by Mary Teicholz the meeting was called to order.

**PUBLIC COMMENTS:** Resident Commissioner Jim Zeh informed everyone that Crosby Manor had their official National Night Out Against Crime on August 4<sup>th</sup>, 2009. In October we have a Halloween party, November we have a pizza party and December we have our Christmas party. HACD office will email those items to all the Board Commission

**RESIDENT COUNCIL REPORT**

Ms. Ella Fraser, Resident Council President. Resident Council just came off of vacation for the month of July. We have not done much during the summer. We do have a new member. Very happy to see so many tenants at the senior picnic today. Thank you all very much for cooking, and gifts.



## **APPROVAL OF MINUTES**

Upon motion by Jim Zeh and second by Stan Watkins the minutes of the July 16, 2009 regular meeting were approved.

## **DEPARTMENTAL HIGHLIGHTS - Capital Project Update**

Richard Knapp, Asset Manager, shared that the roofing project got off to a slow start. The units are done at Mill Ridge. They are now over at Fairfield Ridge and approximately halfway done. With good weather they should be done by the end of next week. They will come in on time and may be under budget. There were a couple of buildings that they thought they would have to do, but didn't. There was also a question of the flashing around the chimneys, but it was corrected.

Carolyn Sistrunk, Executive Director, shared that the paving contract is on the agenda for tonight and our timeline pending approval tonight to send to HUD because it is over \$100,000. There is one bidder. They are well qualified and have done this for other housing authorities. We did not get the bids that we thought we would get for various reasons. We did do an after the fact with some of the folks who came for the walk through to find out to why they didn't bid. They thought the complexity of the project in terms of sequencing of doing one part, the folks parking in one part and then the other part made it a little difficult. We are pleased to have the plan moving forward and to have that done in September.

Also on tonight is the stimulus money for scattered sites roofing and windows replacement that we have on tap. We have about six (6) properties that are currently vacant because of capital issues and so this work of \$29,900 worth will get those units back on line. Eden Drive we have plans to put in new fencing in the front, back and I have asked them to redo all the steps from scratch. If you notice the steps are in disrepair and we have asked them to take up the concrete courts in between the buildings and make it more park-like. I should have the specs on Friday. The engineer will be out at the properties with our consultant who is working with us on Friday and hopefully we will have something to show you soon in terms of what that is going to look like. We have a lot of stuff going on, which is all good stuff.

## **EXECUTIVE DIRECTORS REPORT**

We are in the mist of our year-end audit for 2008. We expect the auditors to be done with their work on Friday so we will have your report for the September board meeting. It is due at the end of September, so we are on schedule for that. We have as you see, on the AMR report we are doing much better. Collections is up, especially Richard's district. He has reduced his uncollectibles from \$159,000 to \$109,000 and I understand that the \$109,000 is going back over years, it is historical. He brought in a collection specialist who knows what she is doing and working with the tenants as well as collecting – way to go Richard. Other than that I am very pleased, I think the staff is doing an incredible job. Things are on target for where they need to



be. In terms for overall scattered site sales; we just had one more closing this week which was Farview. That leaves us with 3 pending, Oil Mill Road (vacant lot), Olive Street (tenant is trying to get a mortgage through the state), Boxwood Lane (they are working with Section 8 trying to get a Section 8 Homeownership Voucher). We have East Pembroke, Whitlock, Blackberry, Cleveland Street, and Montgomery. We will be looking at revising the pricing on those because we want them to move. I would say we are doing ok in the sales. We have reduced the debt down to approximately \$750,000. We have not sent is all in because they are not asking us to send it all in this year, but we are trying to pay it off as quickly as possible.

Financials for June 2009 – we have a modest cash flow of \$300,000. We projected that we would be at \$500,000, major difference being the utility costs. We have done fairly well in terms of what we anticipated with the budget and what we have actual gotten. Some of it is related to us actually getting the additional grants in which has increased our revenue flow.

## **RESOLUTIONS AND INFORMATIONAL ITEMS**

Board Chairman Chieffalo now entertains a motion to revise the agenda on the resolution section to include Resolution 807 and Resolution 808. Upon motion by Stan Watkins and second by Jim Zeh, the motion to revise the HACD agendas was unanimously accepted and revised.

- A. Resolution 804** authorizes the Executive Director to enter into an agreement with Casterline Associates, P.C. for a total amount not to exceed ninety-six thousand (\$96,000.00). The contract will commence on July 16, 2009 and shall end on June 30, 2010. Upon motion by Mary Teicholz and second by Ray Yamin the Resolution was adopted and approved.
- B. Resolution 805** authorizes the Executive Director to execute and enter into a Buyer Agreement with Coldwell Banker Residential Brokerage for a period commencing on August 24, 2009 through February 24, 2010, with an understanding that the contract is renewable and will be in effect until project completion. Upon motion by Stan Watkins and second by Jim Zeh the Resolution was adopted and approved.
- C. Resolution 806** authorizes the Executive Director to approve and implement the proposed amendments to the language of its Admissions & Certified Occupancy Policy, specifically relating the weighting of the Homeless Preference to assure compliance with both Federal and State regulations effective immediately. Upon motion by Jim Zeh and second by Mary Teicholz the Resolution was adopted and approved.
- D. Resolution 807** authorizes the Executive Director to execute a contract with Rocky's Home Improvement in the amount of Twenty-Nine Thousand Nine Hundred Fifty dollars (\$29,950.00) for the roof and window replacement at various scattered sites properties. Upon motion by Mary Teicholz and second by Stan Watkins the Resolution was adopted and approved.
- E. Resolution 808** authorizes the Executive Director to execute a contract with Empire Paving Inc in the amount of Three Hundred Fifty Five Thousand Dollars (\$355,000.00) for



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paving of the parking lots and parking space expansion at its two (2) federal properties, Putnam Towers and Wooster Manor pending final approval from the Department of Housing and Urban Development. Upon motion by Stan Watkins and second by Mary Teicholz the Resolution was adopted and approved.

**REPORT FROM THE CHAIRMAN OF THE BOARD OF COMMISSIONERS:**

Board Chairman shared that he is happy to see the activity in Danbury and the Housing Authority. We are getting units back on line and new units on line. Stimulus money is coming in and spending it as fast it comes in.

**NEW BUSINESS: NONE**

**ADJOURNMENT:**

Upon motion by Jim Zeh and second by Ray Yamin, it was approved to adjourn the meeting at 6:03 p.m.