



## 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

FEBRUARY 21, 2019

#### COMMISSIONERS PRESENT:

Ray Yamin  
Stan Watkins  
Paul Estefan  
Rose Morrison

#### STAFF PRESENT:

Mary C. Sistrunk  
Jeffrey Pagelson  
Jackie Elam  
Jennifer DaSilva  
Jessie Castro  
Devin Marra  
Kevin Barry  
Dionne Carr  
Kim Nolan

#### ATTENDEES:

Nick Hannigan  
Nicole Hannigan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the DHA CORP was held on February 21, 2019 at 5:30 pm, at HACD Agency 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.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-FEBRUARY 2019 REGULAR MEETING:** The minutes of Feb. 2019 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 & Jessie Castro-Asset Managers, HCV Housing reviewed by Jennifer DaSilva Sec8 Manager & Jackie Elam Chief Operating Officer

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

RECEIVED FOR RECORD  
DANBURY TOWN CLERK  
2019 MAR 25 A 8:21

BY: JRC

**RESOLUTION 226** the DHA CORP's Board of Commissioners authorizes the Executive Director to exercise The fourth (4th) and final option to extend the contract for general legal counsel with Cramer & Anderson, LLP in the amount not to exceed five thousand dollars (\$5,000.00). Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted

**RESOLUTION 227** DHA CORP's Board of Commissioners authorizes the Executive Director to execute a contract for audit services with CliftonLarsonAllen LLP in an amount not-to-exceed eighteen thousand nine hundred thirty dollars (\$18,930.00) for a two (2) year contract term, with the option to extend for three (3) additional one (1) year contract terms. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**ADJOURNMENT:** The DHA CORP Meeting was adjourned by 6:45 pm upon motion by Commissioner Watkins, seconded by Commissioner Estefan.



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### MINUTES

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Jennifer DaSilva  
Jessie Castro  
Devin Marra  
Kevin Barry  
Dionne Carr  
Kim Nolan

#### ATTENDEES:

Nick Hannigan  
Nicole Hannigan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD was held on February 21, 2019 at 5:30 pm, at HACD Agency 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 verbally by Commissioner Morrison, the meeting was call to order.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-FEBRUARY 2019 REGULAR MEETING:** The minutes of Feb. 2019 Regular Meeting was unanimously approved upon motion by Commissioner Watkins and second by Commissioner Yamin.

**RESIDENT COUNCIL REPORT:** Discuss Easter Egg Hunt on April 13<sup>th</sup> 2019 rain date April 20<sup>th</sup> get flyers out by March

**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

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

RECEIVED FOR RECORD  
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BY: JRC

**RESOLUTION 1493** the Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to submit the 2018 Section 8 Management Assessment Program Certification to the U.S. Department of Housing and Urban Development with 150 out of a possible 155 points, with an anticipated designation of High Performer once reviewed by HUD. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted

**RESOLUTION 1494** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to submit a formal Contract Renewal Request for a five year term, and to enter into a contract with Navigate Affordable Housing Partners, for the 25 Units Project-Based Section 8 Moderate Rehabilitation, Fairfield Ridge housing program to begin on 07/01/2019 and end on 06/30/2024. The request will include a 3.1% increase to the contract rents, to become effective July 1, 2019.

Unit Size	Current Contract Rent	Proposed Contract Rent	Difference
2 bedroom	\$831	\$857	\$26
3 bedroom	\$911	\$939	\$28

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

**RESOLUTION 1495** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to update the Glen Apartments Tenant Selection Plan to include the following language in Section 3.0; "Families may choose to be placed on the waiting list for a unit one size smaller than that designated on the chart. This will only be permitted if the square footage requirements per person are met as stated in the Building Codes. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted

**RESOLUTION 1496** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to open the Glen Apartments State Elderly Housing Program studio/zero (0) bedroom wait list on Tuesday, March 5", 2019 at 8:00AM. The wait list will remain open until further notice. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted

**RESOLUTION 1497** the Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to exercise the fourth (4th) and final option to extend the contract for general legal counsel with Cramer & Anderson, LLP in the amount not to exceed seventy four thousand six hundred dollars (\$74,600.00). Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted

**RESOLUTION 1498** Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to exercise the second (2nd) and final year option to extend the contract for architectural, engineer, planning and management services awarded to J. D 'Amelia and Associates, LLC in the amount not to exceed fifty thousand dollars (\$50,000.00) per project. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted

**RESOLUTION 1499** the Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to execute a contract for audit services with CliftonLarsonAllen LLP in an amount not-to-exceed forty five thousand two hundred thirty five (\$45,235.00) for a two (2) year contract term, with the option to extend for three (3) additional one (1) year contract terms. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted

**RESOLUTION 1500** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to adopt and implement the Flat Rent structure according to the proposed schedule to become effective May 1, 2019.

Unit Size	Current Flat Rent	2018 FMR	80% FMR/New Flat Rent	Difference
0	\$711	\$1,026	\$820	\$206
1	\$883	\$1,280	\$1,024	\$141
2	\$1,102	\$1,609	\$1,287	\$185
3	\$1,379	\$2,017	\$1,613	\$234
4	\$1,729	\$2,512	\$2,009	\$280

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

**RESOLUTION 1501** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to establish the attached Utility Allowance schedule, for Federal Public Housing Scattered Site units, effective March 1, 2019. Upon motion by Commissioner Estefan and second verbally by Commissioner Morrison the resolution was unanimously adopted

**RESOLUTION 1502** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to open the Laurel Gardens two and three bedroom wait lists and the Eden Drive two bedroom wait list on for Monday, April 1st, 2019 at 8:00 AM, and shall remain open until further notice. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted

**RESOLUTION 1503** the Board of Commissioners of the HACD hereby authorizes the Executive Director to submit the annual unaudited FDS Schedule report for the year ended December 31, 2018. Upon motion by Commissioner Estefan and second verbally by Commissioner Morrison the resolution was unanimously adopted

**RESOLUTION 1504** 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 December 31, 2018 to CHFA. Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted

**RESOLUTION 1505** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to utilize the debit card for online purchases and for purchases where the issuance of a check, electronic fund transfer payment or wire transfers as modes of payment are not practicable, and in compliance with the Housing Authority existing procurement policy. 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 Meeting was adjourned by 6:40 pm upon motion by Commissioner Watkins, seconded by Commissioner Estefan.



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MARY C. SISTRUNK, EXECUTIVE DIRECTOR

BOARD OF COMMISSIONERS

REGULAR MEETING

MARCH 21, 2019

The Regular Meeting of the Board of Commissioners for the **DHA CORP** will be held on Thursday, March 21, 2019 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.

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. APPROVAL OF MINUTES-FEBRUARY 2019 REGULAR MEETING
- IV. RESIDENT COUNCIL REPORT
- V. AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING
- VI. AUTHORITY MANAGEMENT REPORT HOUSING CHOICE VOUCHER PROGRAM
- VII. JANUARY, 2019 FINANCIALS
- VIII. **RESOLUTION 228** the DHA CORP's Board of Commissioners authorizes the Executive Director to execute a contract for fee accountant services with BDO USA, LLP in an amount not-to-exceed fifty nine thousand one hundred sixty dollars (\$59,160.00) for a one (1) year contract term, with the option to extend for four (4) additional one (1) year contract terms.  
  
**RESOLUTION 229** DHA CORP's Board of Commissioners authorizes the Executive Director to execute a contract for security services with Silent Watchman in an amount not-to-exceed two thousand eight hundred dollars (\$2,800.00) for a one (1) year contract term, with the option to extend for four (4) additional one (1) year contract terms
- IX. CHAIRMAN REPORT
- X. NEW BUSINESS
- XI. ADJOURNMENT

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MARY C. SISTRUNK, EXECUTIVE DIRECTOR

**BOARD OF COMMISSIONERS**

**REGULAR MEETING**

**MARCH 21, 2019**

The Regular Meeting of the Board of Commissioners for the **HACD CORP** will be held on Thursday, March 21, 2019 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.

**AGENDA**

- I. CALL TO ORDER**
- II. PUBLIC COMMENTS**
- III. APPROVAL OF MINUTES-FEBRUARY 2019 REGULAR MEETING**
- IV. RESIDENT COUNCIL REPORT**
- V. AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING**
- VI. AUTHORITY MANAGEMENT REPORT HOUSING CHOICE VOUCHER PROGRAM**
- VII. JANUARY, 2019 FINANCIALS**
- VIII. RESOLUTION 300** HACD CORP's Board of Commissioners authorizes the Executive Director to execute a contract for fee accountant services with BDO USA, LLP in an amount not-to-exceed fifty nine thousand one hundred sixty dollars (\$59,160.00) for a one (1) year contract term, with the option to extend for four (4) additional one (1) year contract terms.  
  
**RESOLUTION 301** HACD CORP's Board of Commissioners authorizes the Executive Director to execute a contract for security services with Silent Watchman in an amount not-to-exceed nine hundred sixty dollars (\$960.00) for a one (1) year contract term, with the option to extend for four (4) additional one (1) year contract terms.  
  
**RESOLUTION 302** Board of Commissioners for the HACD Corp hereby authorizes the Executive Director to adopt the Cost Allocation Plan effective April 1, 2019.
- IX. CHAIRMAN REPORT**
- X. NEW BUSINESS**
- XI. ADJOURNMENT**



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MARY C. SISTRUNK, EXECUTIVE DIRECTOR

BOARD OF COMMISSIONERS

REGULAR MEETING

MARCH 21, 2019

The Regular Meeting of the Board of Commissioners for the **Housing Authority of the City of Danbury** will be held on March 21, 2019 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.

AGENDA

- I CALL TO ORDER
- II PUBLIC COMMENTS
- III APPROVAL OF MINUTES-FEBRUARY 2019 REGULAR MEETING
- IV RESIDENT COUNCIL REPORT
- V AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING
- VI AUTHORITY MANAGEMENT REPORT HOUSING CHOICE VOUCHER PROGRAM
- VII JANUARY, 2019 FINANCIALS
- VIII PHAS INDICATOR REPORTS JANUARY 2019
- IX JANUARY, 2019 CHECK REGISTER
- X **RESOLUTION 1506** the Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director execute a contract for fee accountant services with BDO USA, LLP in an amount not-to-exceed fifty nine thousand one hundred sixty dollars (\$59,160.00) for a one (1) year contract term, with the option to extend for four (4) additional one (1) year contract terms.

**RESOLUTION 1507** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to execute a contract for security services with Silent Watchman in an amount not-to-exceed sixteen thousand four hundred sixty eight dollars (\$16,468.00) for a one (1) year contract term, with the option to extend for four (4) additional one (1) year contract terms

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BY: JRF

**RESOLUTION 1508** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to amend the MOU between the Housing Authority and the Housing First Collaborative (HFC) to provide and twenty (20) permanent housing options to homeless and disabled individuals and/or families from the By Name List (BNL) through the Mainstream Housing Choice Voucher program.

**RESOLUTION 1509** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to adopt the Cost Allocation Plan effective April 1, 2019.

- XI CHAIRMAN'S REPORT**
- XII NEW BUSINESS**
- XIII ADJOURNMENT**



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### MINUTES

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FEBRUARY 21, 2019

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#### STAFF PRESENT:

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#### ATTENDEES:

Nick Hannigan  
Nicole Hannigan

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD CORP was held on February 21, 2019 at 5:30 pm, at HACD Agency 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.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES-FEBRUARY 2019 REGULAR MEETING:** The minutes of Feb. 2019 Regular Meeting was unanimously approved upon motion by Commissioner Estefan and second by Commissioner Watkins.

**RESIDENT COUNCIL REPORT:** NONE

#### **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

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

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**RESOLUTION 297 HACD CORP** HACD CORP's Board of Commissioners authorizes the Executive Director to exercise the fourth (4th) and final option extends the contract for general legal counsel with Cramer & Anderson, LLP in the amount not to exceed seventy four hundred dollars (\$400.00). Upon motion by Commissioner Estefan and second by Commissioner Watkins the resolution was unanimously adopted

**RESOLUTION 298 HACD CORP** HACD CORP's Board of Commissioners authorizes the Executive Director to exercise the second (2nd) and final year option to extend the contract for architectural, engineer, planning and management services awarded to J. D'Amelia and Associates, LLC in the amount not to exceed fifty thousand dollars (\$50,000.00) per project. Upon motion by Commissioner Estefan and second verbally by Commissioner Morrison the resolution was unanimously adopted

**RESOLUTION 299 HACD CORP** HACD CORP's Board of Commissioners authorizes the Executive Director to execute a contract for audit services with CliftonLarsonAllen LLP in an amount not-to-exceed fourteen thousand two hundred eighty five dollars (\$14,285.00) for a two (2) year contract term, with the option to extend for three (3) additional one (1) year contract term. Upon motion by Commissioner Watkins and second by Commissioner Estefan the resolution was unanimously adopted

**CHAIRMAN'S REPORT:** NONE

**NEW BUSINESS:** NONE

**EXECUTIVE SESSION:** Board of Commissioners and General Council to explore personnel matters

**ADJOURNMENT:** The HACD CORP Meeting was adjourned by 7:15 pm upon motion by Commissioner Watkins, seconded by Commissioner Estefan.