



**MINUTES OF THE MAY 21, 2009
BOARD OF COMMISSIONERS
REGULAR MEETING**

COMMISSIONERS PRESENT:

Domenico Chieffalo
Raymond Yamin
Stanley Watkins
Mary Teicholz
Jim Zeh

ATTENDEES:

Lorraine Coffey	Jodie Seigel
Kevin Barry	Irene Hernandez
Richard Knapp	Kierra Keller
Alan Durnin	Ella Fraser
Peter Green	Jessie Marengo
Stephen Ball	Jackie Elam
Colleen Madson	Susan Tiso
Deborah Gottschalk	Dan Zeman
Kim Nolan	M. Carolyn Sistrunk

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2009 MAY 26 A 11:42

BY: 

CALL TO ORDER

The Regular Board of Commissioners Meeting for the Housing Authority of the City of Danbury was called to order at 5:30 p.m. at HACD Main Office, 2 Mill Ridge Road, Danbury, Connecticut. Upon motion by Mary Teicholz and second by Jim Zeh the meeting was called to order.

PUBLIC COMMENTS: Jim Zeh commented that he is getting questioned on which properties belong to which entities. The Board Chairman, explained that it has been posted on line and that it was included in one of the previous packages that he received. Carolyn Sistrunk added that Housing Authority includes all properties except SRO, 98 Elm Street and Ives Manor.

Peter Green, Crosby Manor, June meeting I will be videotaping that meeting. Peter states that he has setup on Comcast channel 23. Setup as follows the front will be approximately 12 frames might be doing video, stills on building of Housing Authority, approximately 48 seconds of the 12 frames and then music along those 12 frames. Then will go to the meeting directly, it's going to be unedited, I will probably put credits of who I am shooting, etc, etc. The end will be very



simple, about 40 seconds in length. Laveda and Iris will go down to the studio and pick out the music for me. The girls will help me out with the music and I will be doing the taping. There might be 12 frame of building or might be 3 or 4 seconds of 12 shots. Second item is that with it being Memorial Day, we salute the fallen heroes, but I would like to take the time to salute our living heroes. At Crosby Manor there is in my building, Richard Cooper served in US Air Force, James Randy served in US Air Force, Jim Zeh served in US Army, Bob Hadden served in US Air Force, Phil Rubino don't know what branch he served in, and Fred Montasi served in the 50's don't know what branch and of course myself served in the US Air Force. I don't consider myself a hero, I consider a hero the ones that don't come back. Board Chairman thanked Peter for his comments and input. He then proceeded to ask if there were any other comments.

John Ward, Section 8. There seems to be very little or no information coming from the Housing Authority about Home Ownership Vouchers. Debbie McKenzie who is part of the Housing Development Fund told me that Danbury City Welfare Department has been trying for the same amount of time to get someone to return her calls and a contact here, but no one response. The Board Chairman stated that we are not going to respond tonight. Here's what I want you to do, write down this phone number, Carolyn Sistrunk interjected that it is Jackie Elam. Jackie Elam gave him her direct line at Section 8 203-448-2172. The Board Chairman told John to have Debbie call Jackie directly. John states that he just is saying that no one is responding. Today he finally got someone to send out an application. They are always steering towards the Renaissance and that according to all the rules that I have seen on the HUD website that it is not correct. They can use it for any property that meets the guidelines. When I talk to Savings Bank of Danbury they have only been told about the Renaissance too. The Board Chairman states again that Jackie will take care of it.

The Chairman asks if there are any other public comments. There are none, we will continue on with the meeting and I thank you all for coming.

RESIDENT COUNCIL REPORT

Ms. Ella Fraser, President of Resident Council, commented that they had training on the 11th of May that was a success. We are planning to re-do the by-laws. We are also looking at getting a consultant and volunteer. We currently have a volunteer now, but an additional one to walk alongside the one that we already have. The Board Chairman asked if the training was the one that they went to in Washington. Ella Fraser stated that it was the one where the Volunteer Center sent someone over. It was helpful. Also thank you for sending us to Washington.

APPROVAL OF MINUTES

Upon motion by Mary Teicholz and second by Ray Yamin the minutes of the April 16, 2009 regular meeting were approved.



DEPARTMENTAL HIGHLIGHTS - None

EXECUTIVE DIRECTORS REPORT

Carolyn Sistrunk states that she would like everyone to just refer to the Executive Directors Report in the book. I will take any questions. I would like to take this time to introduce Steve Ball, who is our consultant working on our capital projects, to give you an update on all the capital projects that are going to be underway this summer.

Steve Ball, from James D'Amelia & Associates, we are hired by the Danbury Housing Authority to assist the capital fund program and miscellaneous grant programs for modernization. Currently we have just received the final sign off from the City Planning to redo the parking lots at both Wooster Manor and Putnam Towers. The existing parking lots will be resurfaced, installing new curbing, landscaping, and deeming 16 spaces at Putnam and 18 additional spaces at Wooster which should help alleviate some of the parking issues at both sites. Also, we continuously received REACT findings regarding paving at those sites. Once this project is complete this issue will go away. We are currently about 80% complete with the new roof at Ives Manor. The project has been received very well and the contractor who won the bid is a very good contractor. The project is coming in with minor change orders, but we are also receiving credits for items that we were able to identify different ways to approach things. Right now it is a net wash, but we do have one issue on that project. There was a chilling tower on the roof and there was a structure report that the structural supports are rotting away and were below the surface roof and were not visible until they removed the roof structure. We probably will address that as a contingency and it will probably come in as a contingency. We have a structural engineer coming out to access the situation and the direction we should go. We are currently in design for Wooster Manor and Putnam Towers to redo the entrance halls, community rooms and to correct the non-compliant ADA bathrooms at both sites. We have preliminary design plan and Carolyn has given us the ok to move forward with final design for bid documents and that project will be going out to bid some time later this summer and probably will completed by the end of this year. Finally we have prepared a grant application for various State Moderate Rental properties to address the problems with the roof. It is not a grant, but a deferred payment loan, no payments no interest. Awarded \$672,320 went out to bid, and the low bid was BRD Builders which was \$552,375. We will be able to get all the roofs at Mill Ridge, Mill Ridge Ext, Fairfield Ridge and Coalpit completed under this program. We are in the preliminary stages of the waterproofing project of the exterior of Wooster Manor and that project is currently in design and would be funded under the Capital Funding Program not be operating. The federal government has issued no-risk for stimulus funds on a competitive basis the Housing Authority wishes to apply for these funds. The Housing Authority anticipates potentially trying to get funds to address the heating system at Laurel Gardens to be more energy efficient, green with higher efficiency and if we receive those funds which would then potentially lower operating costs for the Housing Authority and save natural resources. We



anticipate applying for those funds. With the stimulus funds, the federal government is requiring that we enact a resolution to adopt stimulus package procurement policy which basically waives local and state preferences in obligations that the Housing Authority may have in order to get funds out on the street quicker. They want to have funds obligated in a timely manner so that way the money will go into the economy quicker. Also they want to implement “buy American” clause in the procurement policy so materials used are either manufactured in the United States or by one of our trading partners. The Board Chairman announces that it is Resolution 798 and will be an add on to agenda. Steve Ball adds that it is federal notice PIH2009-12. Basically our procurement policy will not be effected except the “buy American” clause.

Carolyn Sistrunk, Executive Director, states that there will be a bee-hive of contract activity. As commissioners this will be one of those times that you will have to calm down the number of calls you get because it will be messy. We expect the work here at State Moderate Rentals to begin around June 12th. When you think about the staging and materials hauling to and from 290 units it is going to be pretty busy. With the schools up here, we know and will try to get as much notice as possible out, but it is going to be awful. We thought we got out as much notice on the Ives Manor project with the roof work that is going on now, but there is still as many complaints as if we never gave a days notice. We know that when this work begins effects people with their homes, while it sounds ok in concept, when it happens there is noise, staging issues, but at the end of the day, we are making a major capital improvement at these properties. The Board Chairman adds that send out notices in advance to be patient, do a PR initiative before it all starts.

Carolyn also announces that we have a new Procurement Director, Deborah Gottschalk. She is an attorney by trade in contractual background exactly what we need. She is handling everything in terms of our procurement systems from being revamped, restored, and restructured and to operating properly. I will tell you that her presence is a welcome relief for this Executive Director.

Financials show that we achieved and realized a \$106,000 less than we projected on our budget, funding shortfalls. We have also experienced an \$114,000 more on utilities than expected on expenses. So in spite of the layoffs we still have the unknowns that occur in terms of shifting costs and funding shortfalls month to month. Overall we ended with a budget we thought we would have a small cash flow of \$105,000, but instead we have a negative cash flow. Comparing to last year, we feel pretty good as to where we are. We are just working and continually being vigilant with these financials. I’ll take any question you have and recommend your acceptance of the financials. The Board Chairman clarifies that year to date we were budgeted to be over and have a cash surplus of \$105,000, but instead we have a deficit of \$177,000. Carolyn Sistrunk, states that it comes from 2 sources, \$105,000 funding shortfall and



additional cost of \$114,000 in utilities. Upon motion by Jim Zeh and second by Stan Watkins the acceptance of the year-to-date March 2009 financials.

RESOLUTIONS AND INFORMATIONAL ITEMS

The Board Chairman entertained a motion to revise the agenda for two add-on resolutions, Resolution 797 and Resolution 798. Upon motion by Mary Teicholz and second by Ray Yamin the motion to amend the HACD agenda was accepted and revised.

A. **Resolution 790** authorizes the Executive Director to approve and implement the proposed amendments to the language of its Rent Collection Policy effective immediately. Upon motion by Jim Zeh and second by Mary Teicholz the Resolution was adopted and approved.

B. **Resolution 791** authorizes the Executive Director to submit the Annual Progress Report to the U.S. Department of Housing & Urban Development for Grant CT26C70-0003 for the reporting year March 1, 2008 through March 31, 2009. Upon motion by Mary Teicholz and second by Stan Watkins the Resolution was adopted and approved.

C. **Resolution 792** authorizes the Executive Director to submit the Annual Progress Report to the U.S. Department of Housing & Urban Development for Grant CT26C10-0001 for the reporting year March 1, 2008 through February 28, 2009. Upon motion by Mary Teicholz and second by Stan Watkins the Resolution was adopted and approved.

D. **Resolution 793** authorizes the Executive Director to retroactively adopt the 2009 Shelter Plus Care Payments, as set forth in this Resolution, to resolve a Concern as found during the Department of Housing & Urban Development's 2009 monitoring review, effective December 1, 2008. Upon motion by Stan Watkins and second by Ray Yamin the Resolution was adopted and approved.

E. **Resolution 794** authorizes the Executive Director to forward signed contract to Rocky's Home Improvement in the amount of Seventy Four Thousand Three Hundred Seventy Two dollars (\$74,372.00) for the replacement of roofs at four (4) units at Glen Apartments and seven (7) Roofs at State Moderate Rental. Upon motion by Jim Zeh and second by Stan Watkins the Resolution was adopted and approved.

F. **Resolution 795** authorizes the Executive Director to process an initial deposit of fifteen thousand six hundred ninety seven dollars and twenty-five cents (\$15,697.25) for the insurance coverage which was effective May 15, 2009 and authorizes the Executive Director to accept the insurance binder agreement presented by First American Insurance Agency in the total amount of sixty thousand dollars (\$60,000) for one (1) year period. Upon motion by Stan Watkins and second by Mary Teicholz the Resolution was adopted and approved.

G. **Resolution 796** authorizes the Executive Director to approve and implement the changes to the current employee handbook to be effective thirty (30) days from the adoption date (May 21, 2009). Upon motion by Ray Yamin and second by Stan Watkins the Resolution was adopted and approved.

H. **Resolution 797** authorizes the Executive Director to executed and submit all documents necessary for the submission of a joint NSP II application in the amount of Three Million Dollars (\$3,000,000.00). Also authorizes the Executive Director to become a consortium member along with the City of Danbury of the state wide NSP II consortium. Upon motion by Mary Teicholz and second by Ray Yamin the Resolution was adopted and approved.



I. **Resolution 798** authorizes the Executive Director to execute and implement the changes to the current procurement policy effective immediately according to the PIH2009-12. Upon motion by Jim Zeh and second by Mary Teicholz the Resolution was adopted and approved.

REPORT FROM THE CHAIRMAN OF THE BOARD OF COMMISSIONERS: NONE

NEW BUSINESS: NONE

ADJOURNMENT:

Upon motion by Mary Teicholz and second by Stan Watkins, it was approved to adjourn the meeting at 6:20p.m.