MINUTES

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Seymour Housing Authority

➢ 930th Annual Meeting

The 930th Meeting, an Annual meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multipurpose Room located at 26 Smith Street, Seymour, on Wednesday December 4, 2013 and was called to order by Chairperson White at 5:30 p.m.

➢ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Horelick and White.

Also present was Secretary and Executive Director David Keyser, and Attorney Gregory Stamos.

➢ Election of Officers

At this point, Commissioner White stepped down to vacate the seat of Chairman and turned the meeting over to Vice-Chairperson Horelick.

Vice-Chairperson Horelick announced the vacancy in the seat of Chairman and opened the nominations for Chairman of the Seymour Housing Authority.

Commissioner Bellucci nominated Commissioner White as Chairman of the Seymour Housing Authority.

Commissioner Horelick seconded the nomination.

Vice-Chairperson Horelick acknowledged the nomination and its second and asked if there were any further nominations for Chairman?

Hearing none, Vice-Chairperson Horelick again asked if there were any other nominations for Chairman?

Hearing none, Vice-Chairperson Horelick asked a third time if there were any other nominations for Chairman.

Hearing none, Vice-Chairperson Horelick declared the nominations closed and asked the Secretary to cast one unanimous vote for Commissioner White as Chairperson of the Seymour Housing Authority. Vice-Chairman Horelick declared Commissioner White as Chairman and turned the meeting back over to her.

Chairperson White opened the nominations for Vice-Chairperson of the Seymour Housing Authority.

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Commissioner Bellucci nominated Commissioner Horelick as Vice-Chairperson of the Seymour Housing Authority.

Commissioner Dota seconded the nomination.

Chairperson White acknowledged the nomination and its second and asked if there were any further nominations for Vice-Chairman?

Hearing none, Chairperson White again asked if there were any other nominations for Vice-Chairman?

Hearing none, Chairperson White asked a third time if there were any other nominations for Vice-Chairman?

Hearing none, Chairperson White declared the nominations closed and asked the Secretary to cast one unanimous vote for Commissioner Horelick as Vice-Chairperson of the Seymour Housing Authority. Chairperson White declared Commissioner Horelick as Vice-Chairperson.

Chairperson White opened the nominations for Treasurer of the Seymour Housing Authority.

Commissioner Bellucci nominated Commissioner Dota as Treasurer of the Seymour Housing Authority.

Commissioner Horelick seconded the nomination.

Chairperson White acknowledged the nomination and its second and asked if there were any further nominations for Treasurer?

Hearing none, Chairperson White again asked if there were any other nominations for Treasurer?

Hearing none, Chairperson White asked a third time if there were any other nominations for Treasurer?

Hearing none, Chairperson White declared the nominations closed and asked the Secretary to cast one unanimous vote for Commissioner Dota as Treasurer of the Seymour Housing Authority. Chairperson White declared Commissioner Dota as Treasurer.

Chairperson White opened the nominations for Assistant Treasurer of the Seymour Housing Authority.

Commissioner Dota nominated Commissioner Bellucci as Assistant Treasurer of the Seymour Housing Authority.

Commissioner Horelick seconded the nomination.

Chairperson White asked if there were any other nominations for Assistant Treasurer.

Hearing none, Chairperson White again asked if there were any other nominations for Assistant Treasurer?

Hearing none, Chairperson White asked a third time if there were any other nominations for Assistant Treasurer?

Hearing none, Chairperson White declared the nominations closed and asked the Secretary to cast one unanimous vote for Commissioner Bellucci as Assistant Treasurer of the Seymour Housing Authority. Chairperson White declared Commissioner Bellucci as Assistant Treasurer.

➢ Annual Report

See Exhibit 1

The Executive Director discussed and explained the pertinent facts from the Annual Report.

➢ 2012 Meeting Schedule

Chairperson White introduced the 2014 Meeting Schedule and asked the Commissioners if there were any conflicts, comments or questions relative to the proposed schedule. (See Exhibit II).

After a brief moment of review, Commissioner Bellucci motioned to adopt the 2014 Meeting Schedule as presented. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick, and White. Chairperson White declared the motion carried.

➢ Adjournment

Chairperson White asked for a motion to adjourn the 930th meeting, an Annual Meeting of the Seymour Housing Authority.

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At 5:45 P.M. Commissioner Horelick motioned to adjourn the 930th Meeting of the Seymour Housing Authority. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick, and White. Chairperson White declared the motion carried and the 930th Meeting, an Annual Meeting adjourned.

Submitted by:

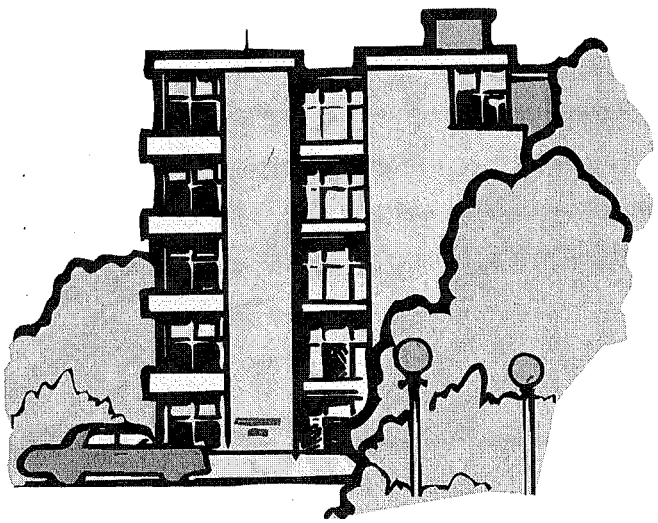
David J. Keyser, Secretary and
Executive Director

MINUTES
Exhibit I

2013

SEYMOUR HOUSING AUTHORITY

Annual Report



Section

1

Mission

The Seymour Housing Authority continued to facilitate the transformation of the Authority and to prepare for its future and to live up to the Authority's Mission Statement as follows:

MISSION STATEMENT

It is the mission of the Housing Authority of the Town of Seymour to: affirmatively further fair housing; assist low and moderate-income families to meet their housing or housing assistance needs; provide safe, decent and affordable housing; and, to advocate and promote housing opportunities in the rental, homeownership and assisted living affordable housing markets for the Seymour community and the jurisdiction for which it serves.

This simple statement describes the character of the Seymour Authority, our vision and sets the tone for how we will conduct business. By adopting this statement, the Board of Commissioners affirmed our commitment to grow and change as our industry evolves.

ESSENTIALS

The Seymour Housing Authority has been providing low cost family housing to the Seymour community since 1948.

The Seymour Housing Authority has also provided housing to the low-income elderly population since 1970 its residents are predominately from the Town of Seymour and the Naugatuck Valley. Approximately 15% come from other Cities and Towns in Connecticut and 2% come from places outside of Connecticut. This Housing Authority comprises a total of 201 public housing units and 56 PILOT Demonstration Assisted Living units. The Public Housing units are comprised of 120 elderly units in two complexes, and 81 are moderate rental family units. In the past few years we have expanded our operation to provide Professional Management Services to two clients. Bank Street Senior apartment's houses twelve seniors above retail space down town in Seymour. The Seymour Housing Authority is sponsor and property manager to the affordable housing units and responsible for compliance with the Federal Home Loan Bank and State Department of Economic and Community Development programs. The Seymour Housing Authority has also been professionally managing Crestview Ridge, a 34 unit State Elderly Program for the Oxford Housing Authority.

With a waiting list wait of twelve months; the total housing authority population in its Senior Housing comprises of 69% Elderly (over the age of 62) and 31% of the population qualifies as Young Disabled (under the age of 62) household members. Seymour Housing Authority houses 131 individuals in its two conventional senior housing complexes with 79 seniors between the ages of 62 and 100. The age

mix is currently 60% elderly and 40% non elderly residents currently in occupancy. In comparison, during 2007, 73% were elderly and 26.67% of the total population qualified as Young Disabled (under the age of 62) and in 2006, 5% of the total population met the criteria as Disabled Residents.

The Moderate Rental family housing with a waiting list of 5 years for 2 bedroom and 2 years for 3 bedroom apartments, the Housing Authority currently provides State Moderate Rental homes for 224 people with 14 children between the ages of 0 and 4; 55 children between the ages of 5 and 13; 21 children between 14 and 17 years of age; and, 94 adults between the ages of 18 and 64. There are 8 people between the ages of 65 and 85 years old. The racial composition is 191 Whites, 28 Blacks and 5 Indians. There are 184 Non-Hispanic individuals and 40 Hispanic individuals.

The region from which Seymour market draws is located in New Haven County. Seymour is a suburban community located in south central Connecticut and bounded on the north by the Cities of Naugatuck and Waterbury; on the west by the Town of Woodbridge; on the South by the Cities of Ansonia and Shelton; and, on the East by the Towns of Oxford and Southbury. The area includes a variety of medium sized Cities and suburban Towns that are referred to as the Naugatuck Valley. This area surrounds the Naugatuck River and is just emerging into a very appealing area to households migrating from Fairfield County to find more reasonable housing as vacant land and older communities have been developed into more affordable housing. Of the 160 individuals currently on the waiting list, about 15% of the applicants on the waiting list come from Seymour, approximately 29% come from the surrounding Naugatuck Valley Towns (Naugatuck, Beacon Falls, Ansonia, Derby and Shelton), and 13% come from Bridgeport. Approximately 35% of the applicants come from other towns in Connecticut and 8% come from out of State.

Section

2

Occupancy

In reviewing the Seymour Housing Authority's vacancy statistics, comparisons to State of Connecticut Statistics versus the National statistics in the multi-family rental market can place our achievements into prospective.

The U.S. Bureau of Census had published the following since 2005:

Table 3. Rental Vacancy Rates, by State:

	2005	2006	2007	2008	2009	2010	2011	2012	2013 3rd quarter
United States.....	9.8	9.7	9.8	10.1	11.1	9.4	10.2	8.7	8.3
Connecticut.....	8.3	7.9	8.0	9.0	8.1	11.6	10.2	6.3	5.9

The homeownership rate of 65.3 percent was 0.2 percentage points (+/-0.4)* lower than the third quarter 2012 rate (65.5 percent) and 0.3 percentage points (+/-0.4)* higher than the rate last quarter (65.0 percent).

Callahan House remained fully occupied during November 2013. Callahan House has experienced 65 vacancy days since January 1, 2013 and has averaged 5.9 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 80 units X 365 days = 29,200 days available; 65days/ 29200 days available = 0.222% percentage through November 30, 2013.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. For the 2014 subsidy calculation, we have experienced 45 days and have 303 days to use for the balance of the subsidy year calculation (July 1, 2013 to June 30, 2014

CALLAHAN HOUSE **VACANCY/TURNOVER DAYS** **2013**

FEDERAL ELDERLY Vacancy Turnover Days 2013

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
2T	DosSantos	1/31/2013	Leavitt	2/1/2013	1
3P	Auclair	2/28/2013	Rich	3/15/2013	15
3U	Murzak	3/6/2013	Bresloff	3/11/2013	5
4S	Wityak	6/30/2013	Georgette	7/1/2013	1
4R	Michaud	6/30/2013	Marino	7/1/2013	1
4E	Amodio	6/30/2013	Frano	7/1/2013	1
3R	Kain	7/31/2013	Albro	9/1/2013	31
3U	Bresloff	9/30/2013	Kiley	10/1/2013	1
4T	Abrams	9/30/2013	Coker	10/1/2013	1
1K	Coker	10/1/2013	Kulenski	10/4/2013	3
3T	Kulenski	10/4/2013	Zorawksi	10/9/2013	5

Average number of vacancy days per vacancy 5.9

We realized a diminished result in vacancy rate in comparison to 2011. In 2011 Callahan House had 14 vacancies, experienced 180 vacancy days, averaged 13.125 days per vacancy and had a vacancy percentage of 0.7191 percentage through December 31, 2011. In comparison, Callahan House experienced 11 vacancies, experienced 65 vacancy days and averaged 5.9 days per vacancy and had a vacancy percentage of 0.222% through November 30, 2013,

The Seymour Housing Authority has maintained its vacancy standings for the Rev. Callahan House well below the National and State Averages exceeding 8% over the past nine years. The following summarizes our success:

Year	Vacancies	Total Vacant Days	Average days Per vacancy	Percentage
2004	16	229	14.31	0.7842%
2005	8	88	11.00	0.3013%
2006	13	146	11.31	0.5034%
2007	5	70	14	0.2397%
2008	6	126	21	0.4135%
2009	13	250	19.23	0.8561%
2010	10	246	24.6	0.8424%
2011	16	210	13.125	0.7191%
2012	14	180	12.86	0.6164%
2013	11	65	5.9	0.222%

AARP reports that resident turnover is relatively low in subsidized housing for older persons. Older residents in those properties are, as a group, less mobile than younger renters. Older residents are more frequently on fixed incomes and retired, while younger families are more likely to be pursuing jobs or education. Many older persons who have aged in place may be frail or have other age related issues that make it difficult to move.

Norman Ray House remained fully occupied during November 2013. Norman Ray House has experienced 100 vacancy days since January 1, 2013 and has averaged 14.28 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 40 units X 365 days = 14600 days available; 100 days/ 14600 days available = 0.6847% percentage through November 30, 2013.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 = 480 unit months available (UMA). 480 X 3% = 14 UMA or 168 days. For the 2014 subsidy calculation, we have experienced 16 days and have 152 days to use for the balance of the subsidy year calculation (July 1, 2013 to June 30, 2014) balance of the subsidy year calculation.

NORMAN RAY HOUSE **VACANCY/TURNOVER DAYS 2013**

FEDERAL ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
18	LaTorre	12/15/2012	Allen	1/2/2013	2
1	Wiatryzk	2/8/2013	Franko	5/1/2013	81
37	Volosin	4/30/2013	Jones	5/1/2013	1
2	Franko	5/1/2013	Marcil	8/1/2013	1
4	Jones	5/1/2013	Carasone	8/7/2013	8
28	Fulliero	10/9/2013	DeFonce	10/14/2013	5
17	Kucher	10/16/2013	Minto	10/18/2013	2

Average number of vacancy days per vacancy: 14.28

We experienced 7 vacancies, 100 days vacant average turn around days of 14.28 and a vacancy percentage of 0.6847% for 2013. The results of 2011 Norman Ray Hosue experienced 9 vacancies, 154 days vacant, average turnaround time of 17.11days and a vacancy percentage of 1.054%. 2013 was an improvement over 2011.

The Seymour Housing Authority has maintained its vacancy standings for the Norman Ray House over the six three years. The following summarizes our success:

Year	Vacancies	Total Vacant Days	Average days Per vacancy	Percentage
2004	8	163	14.31	**0.7842%**
2005	8	108	13.5	**0.7397%**
2006	7	117	16.71	0.80136%
2007	7	139	19.86	0.9505%
2008	13	391	30.08	2.6780%
2009	6	147	24.50	1.0068%
2010	11	383	34.82	2.6232%
2011	9	154	17.11	1.054%
2012	3	23	7.67	0.1575%
2013	7	100	14.28	0.6847%

One unit remained vacant at Moderate Rental during November 2013. We have one move out notice for December 10, 2013. Moderate Rental has experienced 255 vacancy days since January 1, 2013 and averaged 25.50 days per vacancy through November 30, 2013. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 81 units X 365 days = 29,565 days available; 255 days/ 29565 days available = 0.8625% percentages through November 30, 2013.

STATE MODERATE RENTAL **VACANCY/TURNOVER DAYS** **2013**

FAMILY HOUSING

UNIT	Base Rent	**PRIOR** RESIDENT	MOVE-OUT	TENANT	**NEXT** IN-DATE	No Of Days
16S	417	Miller	1/5/2013	Serrano	2/1/2013	27
21S	420	Andreucci	1/31/2013	Davenport	2/15/2013	15
40C	430	Lein	1/31/2013	Kirpas	2/5/2013	5
12C	414	Serano	2/1/2013	Teal	2/26/2013	26
4B	430	Rodriquez	3/6/2013	Ouakina	3/15/2013	9
35C	430	Silva	4/5/2013	Gerena	4/19/2013	14
7S	420	Bristol	5/31/2013	Arcano	7/1/2013	30
30C	430	Edwards	7/12/2013	Reid	9/17/2013	67
20C	427	Rodriquez	9/30/2013	Vacant		61
2S	427	Kiley	9/30/2013	Szabo	10/1/2013	1

Average number of vacancy days per vacancy: 25.5

The Vacancy Loss is approximately $3,605 January 1 through November 30, 2013. We had $9,167 budgeted for Vacancy Loss through November 30, 2013.

In comparison to 2011 the Moderate Rental Program had 10 vacancies, experienced 224 vacancy days, averaged 22.4 days per vacancy, and had a vacancy percentage 0.7576%. 2013 experienced only a slight increase in vacancy.

The Seymour Housing Authority has maintained its vacancy standings for the Moderate Rental Program over the past six years. The following summarizes our success:

Year	Vacancies	Total Vacant Days	Average days Per vacancy	Percentage
2004	7	261	43.50	**0.8828%**
2005	9	290	32.22	**0.9808%**
2006	9	318	35.33	1.0755%
2007	19	977	51.42	3.038%
2008	8	518	64.75	1.7520%
2009	12	350	29.17	1.1838%
2010	13	439	33.76	1.4849%
2011	10	224	22.4	0.7576%
2012	9	202	22.44	0.6832%
2013	10	225	25.5	0.8625%

Two units remained unoccupied at Smithfield Gardens Assisted Living and we experienced one move out November 2013. We anticipate five move outs for December 2013. Smithfield Gardens has experienced 1,093 vacancy days since January 1, 2013 and averaged 84.08 days per vacancy. By using a standardized Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 56 units X 365 days = 20,440 days available; 1093 days/ 20,440 days available = 5.347% percentage through November 30, 2013.

SMITHFIELD GARDENS **VACANCY/TURNOVER DAYS** **2013**

ASSISTED LIVING

UNIT	Tax CR %	Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
109	60%	960	Quinn	11/26/2011	Patrigneli	1/25/2013	25
212	60%	960	Rogers	12/8/2012	Polese	2/22/2013	22
120	60%	960	Maher	12/21/2012	Franklin	2/26/2013	57
103	60%	960	Biagini	2/22/2013	Vargoshe	4/16/2013	52
116	50%	800	Namias	12/24/2012	Dimon	3/2/2013	61
224	50%	800	Wajdowicz	1/31/2013	Miline	4/26/2013	59
225	60%	800	Gregorio	3/20/2013	Bucko	6/28/2013	91
114	50%	800	Griffin	4/9/2013	Dorfman	9/14/2013	157
206	50%	800	Bulinski	4/26/2013	Turek	6/30/2013	65
101	60%	960	D'Aloia	5/26/2013	Dolan	9/18/2013	114
120	60%	960	Franklin	6/2/2013	Vacant		181
226	60%	960	French	7/24/2013	Santacroce	10/1/2013	39
115	50%	800	Teetman	8/4/2103	Tomascak	9/27/2013	53
202	60%	960	Giordano	8/15/2013	Vacant		107
126	50%	800	Kukel	11/20/2013	Vacant		10

Average number of vacancy days per vacancy: 84.08

The vacancy loss is approximately $25,997 since January 1, 2013 Through November 30, 2013. We budgeted $16,952 Vacancy Loss through November 30, 2013

The average occupancy of the Smithfield Gardens Assisted Living facility is approximately 26.93 months.

The average age of the residents is 85.2 years old as of November 2012, and the youngest resident is 66 and the oldest is 101.

Section

3

Affirmatively Furthering Fair Housing

State con Plan

PLANNING PROCESS

The Connecticut 2010-2015 Consolidated Plan for Housing and Community Development was developed in tandem with the State Long-Range Housing Plan. The State of Connecticut is committed to providing quality affordable housing, encouraging economic growth, and undertaking community redevelopment activities. Housing and community development needs in the state are great; however the resources available to address these needs are finite. The state recognizes that a realistic and comprehensive housing and community development strategy is vital to the future economic prosperity of Connecticut and that serious challenges continue to be present that must be addressed if Connecticut is to remain competitive and maintain its quality of life.

Overall Goals

The following strategic goals are of equal importance and form the basis of Connecticut's strategy:

I. Expanding the Supply of Quality Affordable Housing –

- Enhance suitable living environment, create decent housing, and provide economic opportunities for low- and moderate-income persons and address the shelter, housing and service needs of the homeless, those threatened with homelessness with an emphasis on preventing homelessness.

- Fair housing initiatives promote equal housing opportunity for all of Connecticut's citizens and increase housing choice opportunities through the application of responsible development principles and strategies.

- The state will work to preserve and increase the supply of quality affordable rental housing available to low- and moderate-income households and improve the ability of low- and moderate-income residents to access homeownership opportunities and, within available resources assist distressed households in maintaining homeownership. While increasing the supply of low- and moderate income homes available for ownership, the quality of the living environment can be improved by incorporating responsible development strategies such as mixed-use and transit-oriented developments. Most urban areas are natural mixed-use developments whereas suburban areas need to move away from the traditional single-use developments.

II. Public Housing –

- Resident initiatives. Connecticut does not have a state housing agency, as defined in Title 24, Part 5, Section 5.1 of the Code of Federal Regulations, administering federal public housing funds.

- Public housing needs. There are 107 Public Housing Authorities in Connecticut. The state's housing needs have been identified in the housing needs section of this plan. In Connecticut there are approximately 28,900 public housing units. Of that number 11,900 are federal housing units, those units supported by Annual Contribution Contracts and 17,000 are state-financed housing units which are not supported at all by federal dollars. Connecticut is one of four states with state-financed public housing, i.e. pre-housing finance authorities. Connecticut's first state-financed units were occupied in 1948 and the stock is among the oldest in the state. These state financed public housing units are managed primarily by local housing authorities and do not receive any federal support. It has been determined that the most immediate threat to the state's public housing units, mostly due to the age of the stock and its level of deferred maintenance, is its preservation. The objective identified below responds to the state's public housing needs.

III. Elderly and Frail Elderly –

- Create a continuum of affordable housing with support services and increase the supply of permanent supportive housing so that people with disabilities can live independently within their community of choice.
- Increase the number of elderly and frail elderly clients served by DSS.

- Connecticut has an aging population. In 2008, the number of homeowners 65 years old and older totaled almost 220,000 and there were almost 73,000 renters. The elderly population faces many challenges; the greatest is living independently and on a fixed income after retirement. This demographic is typically income-constrained, yet is forced to absorb increases in taxes, housing prices, and medical care costs. Demographic projections predict an astronomical increase in the elderly population in decades to come. The Connecticut State Data Center predicts a 72% increase in the population age 65 and older, compared to a 3% decline in the population ages 20-64 from 2005 to 2030.

- A major obstacle is keeping up with the demand for elderly housing as the eligible population increases. One of the greatest obstacles to elderly housing and services is the limited availability of state and federal resources. Unfortunately the need for elderly housing and services far exceeds the state and federal financial resources available to address them.

IV. Homelessness Prevention and Supportive Housing –

- The state will emphasize programs targeted at homelessness prevention and rapid rehousing and supportive housing as the primary means to prevent and end homelessness in Connecticut. The state will work to expand permanent supportive housing in Connecticut to break the cycle of long-term, chronic homelessness.

V. Persons with Disabilities -

- Increase the number of linkages among federal agencies, state agencies and consumers in providing resources to continue the successful keeping of families and those individuals with disabilities together, through placing them in stable living situations and providing them with appropriate counseling and other supportive services.

- Increase the accessibility of DMHAS provided client support services connected to affordable housing for individual with disabilities.

- Continue to provide for accessibility modifications.

- Expand accessibility modification activities to: 1) specifically target persons with disabilities who are ready and willing to leave nursing facilities and return to community living; 2) provide a full range of supportive services, including but not limited to employment training, social, health, recreational, housing and transportation services to ensure successful transition and long-term independence.

- Create a continuum of affordable housing with support services and increase the supply of permanent supportive housing so that the elderly can live independently within their community of choice

SEYMOUR HOUSING AUTHORITY'S IDENTIFIED NEED.

SEYMOUR HOUSING AGENCY PLAN

The Seymour Housing Authority is a Small Agency without sufficient resources to address all the needs identified in the State's goals for affordable housing.

It is imperative that we maintain the existing aging housing stock as a viable resource for our community seek new sources of affordable housing to replace aging existing stock. Finding a sustainable source for supportive services for the aging population and growing disabled population will also be a focus for the Seymour Housing Authority. Ensuring that we affirmative further affordable and fair housing opportunities is consistent with our mission and the goals of the State's Consolidated Plan. The following represents the Seymour Housing Authority's goals more specifically:

NEED/GOAL 1: **MAINTAIN VIABLE HOUSING SUPPLY** - Preserve and increase the supply of quality affordable housing available to low- and moderate-income households for seniors and disabled.

NEED/GOAL 2: **AFFORDABLE HOUSING PLANNING**- Identify and apply for all available resources to assist in the development of housing.

NEED/GOAL 3: **SUPPORTIVE HOUSING** - Develop and implement strategies and solutions to address the supportive housing needs of the elderly, frail elderly and growing disabled population.

NEED/GOAL 4: **RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY** – Develop and maintain opportunity for resident support through community resources for low and moderate income households for seniors and disabled.

NEED/GOAL 5: **SECURITY AND SAFETY ISSUES** – Develop and maintain security and safety programs for low and moderate income households for seniors and disabled.

NEED/GOAL 6: **MARKET AFFORDABLE AND FAIR HOUSING OPPORTUNITIES** - Improve the ability of low- and moderate-income residents to access rental housing opportunities through affirmative marketing.

NEED/GOAL 7: **FAIR HOUSING** - Empower upward mobility for low- and moderate-income residents through fair housing.

Under Goal #1 The Seymour Housing Authority recognizes that housing opportunity is shrinking for its Seniors. Since 2006 the disabled population has grown from 5% to nearly 50% of the Senior Housing rent rolls in both Callahan and Norman Ray Houses. This growing population places many seniors at risk as a result of special needs and life styles of the younger population. We have experienced increased illegal narcotic activity, nuisance behavior, property damage, property damage causing nuisance to several residents and have held several grievance hearings. Many disabled require case work and support that is not available to them. The mixed population is not tolerable for the Seniors. For these reasons, the Seymour Housing Authority will seek to designate one building as elderly only to preserve housing stock for seniors. In doing so, non-senior applicants will be housed in the non-designated facility. We will affect changes to our Tenant Selection and Continued Occupancy Policy (TSCOP) that will allow seniors to transfer from one building to the designated building and allow transfers from the designated building to the un-designated building. The TSCOP would also be altered to allow disabled residents to transfer from the designated property, Rev. Callahan House to the non designated Norman Ray House. These transfers will not be made mandatory and will be based on resident choices. We will also seek funds from sources such as the ROSS Grant or other charitable foundations to fund a Resident Services Coordinator and provide a level of self sufficiency programs for the disabled.

Under Goal # 2 The Seymour Housing Authority has been informed that current legislation is proposed to defund the Operating Subsidy for the newly federalized project Norman Ray House, CT035000002 to be reverted back to a State of Connecticut Elderly project. Funding would have to be received by the State Department of Economic and Community Development from the State of Connecticut Elderly Rental Assistance Program Funding.

Under Goal # 2 The Seymour Housing Authority intends to purchase a single family or multi-family house to develop a Next Steps program for a supportive housing program.

ADDITIONAL INFORMATION:

Goals Obtained to further Fair Housing

- The obvious benefit to the promotion program will be to establish the Seymour Housing Authority as a household name in the community, as the low-income elderly housing provider of choice.

- Seymour Housing Authority continued to be a High Performer Status for its management of the LIPH Program
- Seymour Housing Authority continued to affirmatively market its property.
- Seymour Housing Authority continues to provide residents with Self Sufficiency/Improvement programs
- The Seymour Housing Authority has worked hard on tenant empowerment during 2013 and the following has been accomplished:

- Maintain a computer lab was set up for all the residents and applicants of the Seymour Housing Authority to use. We have five laptop computers that are hooked up to the internet for use. We have a volunteer available to help residents to access the internet to write email, search for family, or a job, or needed commodities.

- Successfully applied and was granted the ROSS grant from HUD. A three year grant totaling $246,000. This grant was awarded to the Callahan House Tenants Association. Specifically, we will be hiring an Resident Services Coordinator. The Resident Services Coordinator's initial chief task will be to bridge the gap that exists between the "Housing" community and the greater community by reaching out to various agencies, support centers and community leaders to do community building to bridge the gap in services. The Agencies considered as vital to reach are, but not limited to, Area enrichment programs, local banks, Seymour & other Local Police Departments, Department of Correction and probation, Recreational Services, Chamber of Commerce, Community Development Agencies, Private Industry Council, Local/State Health & Human Services, Higher Education and Continuing Education facilities, Local School Districts, Social Services Organizations, such as, TEAM Inc. in Derby and BC Care. The Resident Services Coordinator will strengthen and develop an advisory board of community leaders and residents that impact SHA residents. The Resident Services Coordinator will also provide outreach, case management, develop communication between systems, create a forum and clearinghouse for discussion, perform an ongoing needs assessment, provide planning and program development, community education and awareness. Activities include advocacy for the residents as individuals and groups. The budget for the program includes $210,000 (Salary and fringe benefits at a rate of $70,000/year for three years) full time employment one salaried individual including fringe benefits for a Resident Services Coordinator. Also in the budget is $30,000 ($10,000/year for three years) for Administrative costs and $6,000 ($2,000/year for three years) for training costs.

- During 2013 Smithfield Gardens Assisted Living was audited by an Independent Auditor. The complex also received a Management Review from Connecticut Housing Finance Authority (CHFA) Asset Manager. Our Tax Credit Partner, National Development Corporation (NDC) also performed a compliance and site review. In addition, Spectrum Services performed a Tax Credit Compliance Review. All of these audits and reviews resulted in favorable rating and minimal or no deficiencies. Any minimal deficiencies have been resolved.

- During 2013 State Moderate Rental program units were audited by an Independent Auditor. The units also received a Management Review from Connecticut Housing Finance Authority (CHFA) Asset Manager. These reviews resulted in favorable ratings and minimal deficiencies. Any minimal deficiencies have been resolved.

- Staff training included the following during 2013:

David Keyser, PHM - Executive Director

Grievance Hearings - February 2013
Preparing for State Funds – March 2013
Fair Housing – March 2013
How to improve customer service – June 2013
Legislative Update – August 2013
State Consolidated Application Overview – August 2013
HUD Compliance Overview – August 2013
Best Practices in Emergency Planning - August 2013
CHFA Successful Re-development – August 2013
Understanding & Using Capital Plan Report – August 2013
CHFA/DOH Grant Funding Start to Finish – August 2013

Donna DeSantis – Deputy Director/MRC Director

Housing Credits 505 -8823 Guide Review – January 2013
CHFA Compliance Monitoring Conference – April 2013

Donna Lane, PHM - Property Manager

Tenant Selection – January 2013
Grievance Hearings - February 2013
Preparing for State Funds – March 2013
Fair Housing – March 2013
Fair Housing – August 2013
CHFA/DOH Grant Funding Start to Finish – August 2013
Tax Credit Training - October 2013

Theresa Schremmer – Jr. Occupancy Specialist

Fair Housing Training – March 2013
How to improve customer service – June 2013
State Consolidated Application Overview – August 2013
HUD Compliance Overview – August 2013
Best Practices in Emergency Planning - August 2013
CHFA Successful Re-development – August 2013
Understanding & Using Capital Plan Report – August 2013
CHFA/DOH Grant Funding Start to Finish – August 2013
PHM Certification – Nan McKay – October 2013

John Grazioli, Maintenance Coordinator

Conn Nahro/Spring Maintenance training – May 2013
Preparing for State Funds – March 2013
UPCS Fundamentals – September 2013

Brittany Hannon, PHM - Occupancy Specialist

How to improve customer service – June 2013
Occupancy Standards – June 2013

Lisa Gomes, Office Manager

Grievance Hearings - February 2013
How to improve customer service – June 2013

Denise Durrschmidt, RSC

Choices Training – September 2013
Conference for Well Care & Social Workers – November 2013

Melanie Poirier, Activities Coordinator

Grievance Hearings - February 2013
Connecticut Association of Theraputic Recreation Directors – June 2013

Nora Birch-Wlodarski, operational assistant/applications clerk

How to improve customer service – June 2013

9th Annual Maintenance Extravaganza April 2012
Reac Inspections/electrical Safety & Work Order Management
Larry Thomas
Cody Taylor
Dave Brndair

Smithfield Gardens Inservice Trainings
Anna Cavallaro
Keisha Davis
Denise Durrschmidt
Sandra Hayes
Mellissa Oquendo
Maureen Persico
Melanie Poirier
Glen Savrine
Donna Teal
Tania Wallace
Patricia Westervelt

Pendant Trouble Shooting
Anna Cavallaro
Keisha Davis
Denise Durrschmidt
Sandra Hayes
Mellissa Oquendo
Maureen Persico
Melanie Poirier
Glen Savrine
Donna Teal
Tania Wallace
Patricia Westervelt

Program Eligibility Application Processing
Anna Cavallaro
Keisha Davis
Denise Durrschmidt
Sandra Hayes
Mellissa Oquendo
Maureen Persico
Melanie Poirier
Glen Savrine
Donna Teal
Tania Wallace
Patricia Westervelt

Resident Rules & Regulations

Anna Cavallaro
Keisha Davis
Denise Durrschmidt
Sandra Hayes
Mellissa Oquendo
Maureen Persico
Melanie Poirier
Glen Savrine
Donna Teal
Tania Wallace
Patricia Westervelt

Operational Guidelines

Anna Cavallaro
Keisha Davis
Denise Durrschmidt
Sandra Hayes
Mellissa Oquendo
Maureen Persico
Melanie Poirier
Glen Savrine
Donna Teal
Tania Wallace
Patricia Westervelt

Fire Safety

Anna Cavallaro
Keisha Davis
Denise Durrschmidt
Sandra Hayes
Mellissa Oquendo
Maureen Persico
Melanie Poirier
Glen Savrine
Donna Teal
Tania Wallace
Patricia Westervelt

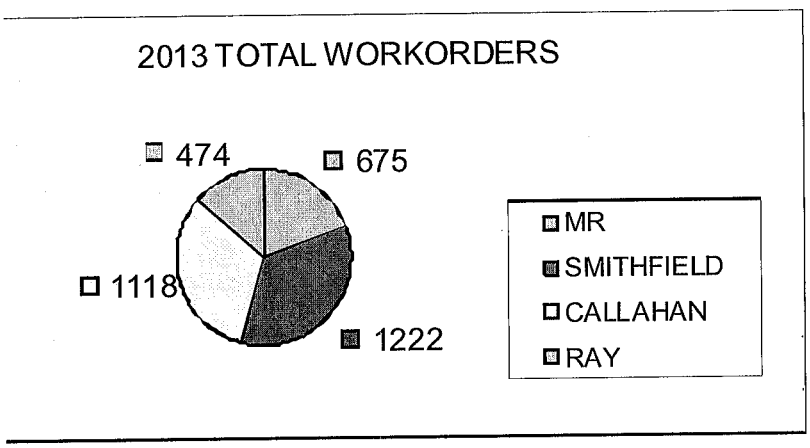
Section

4

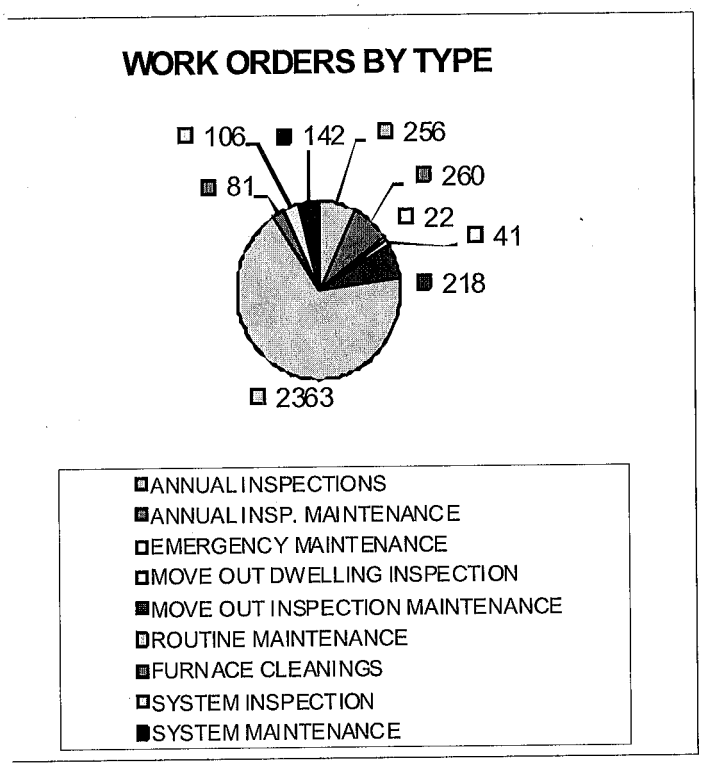
MAINTENANCE

The Seymour Housing Authority endeavors to maintain its' housing stock in a decent condition by delivering timely and high quality maintenance services to it's' residents. Maintenance is, however, limited by the funding available. There has been an increasingly insufficient funding available at the Rev. Callahan House, Norman Ray House and Moderate Rental Programs. Cuts in Federal Subsidy and the fact that the two State properties rely solely on funds from rents has resulted in hard choices for maintenance. The revenues generated dictate maintenance levels. Priorities are addressed and more cosmetic work is deferred. Such items as new floors, kitchen cabinets and other less imperative items do not get addressed.

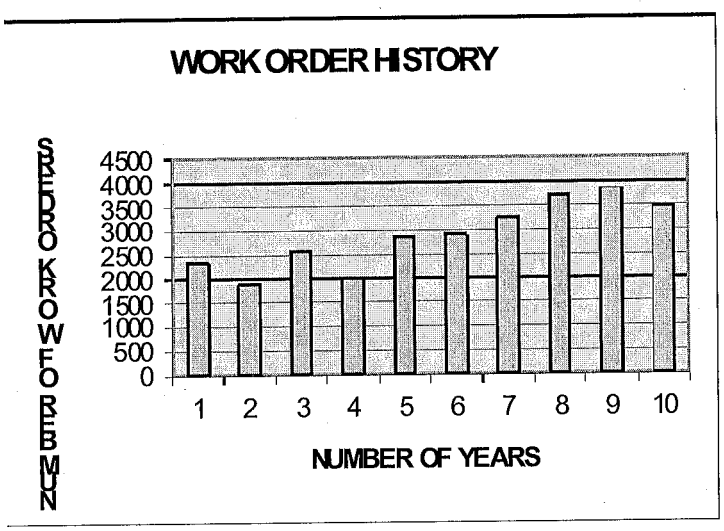
Through November 2013, the Seymour Housing Authority processed and completed 3,489 total work orders for all three of its' properties and Smithfield Gardens Assisted Living. The following graphic illustration depicts the work orders as completed by project:



The following graph depicts the break down of work orders by type. The majority of work is still reported by the resident request for maintenance.



+A review of our work order experience since 2004 (year 1 on graph) is depicted in the following graph. Year 10 is the 2013 experience through November 30.



In 2000 (year 2) HUD implemented its new Uniform Physical Condition Standards (UPCS) by insisting that all dwellings and systems under HUD funding be inspected in accordance with the new standards.

Rehabilitation Funds have not been given full attention by the State in the past 20 + years. I have been preparing and re-preparing Capital Needs Assessments for our housing stock for the past ten years for DECD and most recently to CHFA. I have identified about $5,000,000 in needs for our 81 units of Moderate Rental stock. Since my first estimates I am sure these numbers have escalated. Great deals of these items have unmistakably increased in urgency and have become problems of life, health and safety. I have a report from an environmental contractor that there is a serious mold and air quality problem at our State Elderly development. Their recommendation is to install a heating, air-conditioning and ventilation system to solve the problem.

The Moderate Rental needs were communicated as follows:

Emergency Work Items for Castle Heights, MR 19A:

The following items are considered emergency for the above mentioned property on Seymour Ave.:

Furnace Replacement
Kitchen Cabinets
Bathroom ceilings, toilets & tub replacements
Fixtures external & internal
Landscaping
Security Cameras
Sewer line lateral replacement &
Ground Water & Mold remediation, basement system
Total Work Items $2,740,000

The emergency capital needs for Smith Acres – MR 19 is as follows:

Furnace Replacement
Kitchen Cabinets
Bathroom Ceiling, toilets & tub replacement
Fixtures external & internal
Landscaping
Security cameras
Sewer line lateral replacement
Ground Water & Mold remediation, basement system
Total Work Items $ 1,871,742

The emergency & capital needs for Smith Acres Extension – MR 66 is as follows:

Furnace Replacement
Kitchen Cabinets
Electrical upgrades
Driveway repairs
Bathroom Ceiling, toilets & tub replacement
Fixtures external & internal
Landscaping
Security cameras

Sewer line lateral replacement	
Ground Water & Mold remediation, basement system	
Total Work Items	$ 1,813,501

These needs totaling $6,371,000 were all communicated to CHFA to assist their effort to make recommendations to Legislation to provide funding

We are currently developing an application to the State of Connecticut Department of Housing for January 2014. This application is based on many of the needs described above. During 2013 CHFA provided technical assistance by way of completing an independent Physical Needs Assessment and marketing survey. This report was completed and will be used to determine the work items.

We received a $250,000 pre-development grant to obtain Architectural services as well as perform all the necessary Phase I survey and environmental issues.

Section

5

Management & General Information

Annual Dwelling Inspections

We completed all 80 Annual Dwelling Unit inspections using the HUD Uniform Physical Conditions Standards at the Rev. Callahan House for 2013. The systems and building inspections were completed as well.

We completed all 40 of the Annual Dwelling Inspections at the Norman Ray House.

We completed 81 Annual Dwelling Inspections for the Moderate Rental Property through November 2013.

We have completed 56 dwelling unit inspections at Smithfield Gardens Assisted Living during 2012 through November 30.

Base Rent Increases, Moderate Rental and Elderly Housing

Connecticut General Statutes, Title 8, Chapter 128, Section 8-72 states that each Housing Authority shall manage and operate its housing projects in an efficient manner so as to enable it to fix the rentals for dwelling accommodations at the lowest possible rates consistent with providing decent, safe and sanitary dwelling accommodations, and not to operate as for-profit developments.

In its operation of the programs, the Seymour Housing Authority has historically done well by this statement. However, increases in utilities, insurances and the repair/remodeling industries have necessitated increases to break even and cover expenses. These increases coupled with the age of our housing and need for rehabilitation has made it difficult to operate without considering increases.

We chose not to implement a base rent increase for the 2013 management plans for the Moderate Rental program.

Security

The clients that Seymour Housing serves are essential components in providing as safe, peaceful, and enjoyable living environment. The Housing Authority has adopted Policy to provide responsible screening techniques, and specific eviction procedures as allowed by federal, state, and local laws. The Housing Authority has installed and maintains crime deterrent hardware at its complexes. The Housing Authority encourages its residents to act in a responsible manner and to act as a community in solving problems that may arise from time to time by reporting nuisance behavior and criminal or drug related incidents to the Authority and the Seymour Police Department. The Housing Authority believes that its clients are the best solution in these matters. By working together with the proper authorities to resolve these issues, the clients themselves are empowered to maintain a healthy and peaceful rental and living environment.

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483

Minutes Exhibit II

TELEPHONE (203) 888-4579
FAX (203) 888-2096
E-MAIL admin@seymourhousing.org
TDD (203) 888-2942

November 26, 2013

The following is the schedule of Meetings of the Seymour Housing Authority to be held during 2014. The meetings are generally scheduled on the first Wednesday of each month located at the Smithfield Gardens Assisted Living, Multi-Purpose Room located at 26 Smith Street and the time of the meetings is set for 5:30 P.M.

Date		Meeting
Wednesday	January 8, 2014	Regular Meeting
Wednesday	February 5, 2014	Regular Meeting
Wednesday	March 5, 2014	Regular Meeting
Wednesday	April 9, 2014	Regular Meeting
Wednesday	May 7, 2014	Regular Meeting
Wednesday	June 4, 2014	Regular Meeting
Wednesday	July 9, 2014	Regular Meeting
Wednesday	August 6, 2014	Regular Meeting
Wednesday	September 3, 2014	Regular Meeting
Wednesday	October 8, 2014	Regular Meeting
Wednesday	November 5, 2014	Regular Meeting
Wednesday	December 3, 2014	Annual & Regular Meeting

Brenda A. White - *Chairperson/Tenant Commissioner*
Susan Horelick - *Vice Chairperson*
Virginia Dota - *Treasurer/Tenant Commissioner*
Dominick Bellucci - *Assistant Treasurer/Tenant Commissioner*
Rebecca L. Golebieski - *Commissioner*

David J. Keyser, PHM
Executive Director and Secretary

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