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Seymour Housing Authority

➤ 917th Meeting

The 917th Meeting, a Special 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 November 14, 2012 and was called to order by Chairperson White at 5: 33 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Belucci, Dota, Horelick, Golebieski and White were in attendance. Also present was Executive Director David Keyser.

➤ Public Session

None.

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 915th Regular Meeting.

Commissioner Bellucci motioned to accept the minutes of the 915th Regular Meeting, Wednesday, October 3, 2012. Commissioner Dota seconded the motion. Commissioner Belucci pointed out a typo in the approval of the minutes from the 914th meeting that Commissioner Dota was mentioned and she was not at that meeting. He amended the motion to accept the minutes as amended reflecting that Chairperson White acknowledging the motion. Commissioner Dota seconded. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Horelick, Golebieski, and White. Commissioner Dota abstained from voting because she was not present at the October 3, 2012 meeting. Chairperson White declared the motion carried and the minutes accepted as amended.

➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

After detailed discussion, review and questions Commissioner Golebieski motioned to approve the bills as presented and authorize payment of the bills. Commissioner Horelick seconded the motion. Commissioner Bellucci asked about the payment to Fuss & O'Neil. The Executive Director responded that the payment was for consulting work they did on apartment 3A for the asbestos removal in the bathroom. He described the

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work as monitoring the removal as required by State law. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

The Executive Director discussed, described and explained the pertinent correspondence.

Commissioner Golebieski asked about the food service change of vendor. The executive Director responded that the change went smoothly. He stated that he believes the residents are happier. He stated that FitzVogt is a very customer oriented business. He stated that the service has been changed up to improve the resident's experience in the dining room.

➤ **Executive Director's Report**

Chairperson White introduced the Executive Director's Report. (See Exhibit II)

➤ **Old Business**

None.

➤ **New Business**

Chairperson White introduced the 2013 budgets re-submitted.

The Executive Director explained that the budgets were looked at by Management one more time. There were adjustments for staffing that were required. He stated that Management found it necessary to add a position of Jr. Occupancy Specialist to train for the anticipated departure of our current Occupancy Specialist. He stated that income was adjusted and to make room for this position.

The Executive Director explained the proposed 2013 Moderate Rental Budget as revised (See Exhibit III) He stated that the budget still indicated a \$10 Base Rent increase. He commented that this budget would be discussed at the 11/29/2012 Public Hearing. He stated that he will bring all comments and the minutes from the hearing back to the Board at the December Meeting. He stated the Board could vote on it for final distribution to CHFA at the next Regular meeting in December.

Chairperson White introduced the Smithfield Gardens Assisted Living adjusted 2013 budget. (See Exhibit IV)

The Executive Director stated that this budget was similarly affected by the personnel changes. He described the changed line items and results of operations.

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After some further brief discussion, Commissioner Bellucci motioned to approve of the 2013 Smithfield Gardens Assisted Living Budget as presented by the Executive Director in Exhibit IV. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

Chairperson White Introduced Resolution # 377 approval and certification of Callahan House, CT 035000001 2103 Budget. (See Exhibit V)

The Executive Director explained that the personnel changes mentioned for the Moderate Rental Budget have similarly affected the Callahan House Budget. He explained the line items and the budget in some detail. (See Exhibit VI) After some brief discussion, Commissioner Dota motioned to accept the amended budget as presented and to adopt Resolution # 377, approval and certification of the 2013 Budget for Callahan House, CT035000001. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	No	Abstain
Bellucci			X
Dota			X
Golebieski	X		
Horelick	X		
White	X		

Commissioner White declared Resolution # 377 duly adopted.

Chairperson White introduces Resolution # 378, a resolution concerning Board approval to write off \$6,593.90 in collection Loss (GL # 1123.1) for the State Moderate Rental Program, Smith Acres-019, Smith Acres Extension – 066 and Castle Heights – 19A. (See Exhibit VII)

The Executive Director commented that each of these balances has been examined and the Seymour Housing Authority has taken collection action by way of Small Claims Court on all but two of these balances because it is too recent for Small Claims Action. The Seymour Housing Authority will submit the balance to Small Claims at the appropriate time. The other account is a small amount that is just being written off.

After some brief discussion and comments, Commissioner Golebieski motioned to adopt Resolution # 378 concerning Board approval to write off \$6,593.90 in collection Loss (GL # 1123.1) for the State Moderate Rental Program, Smith Acres-019, Smith Acres Extension – 066 and Castle Heights – 19A. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

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	Vote		
Commissioner	Aye	No	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
Horelick	X		
White	X		

Commissioner White declared Resolution # 378 duly adopted.

Chairperson White introduced Resolution # 379, a resolution concerning Board approval to write off \$213.80 in collection Loss (GL # 4570) for the Rev. Callahan House, CT035000001 Program. (See Exhibit VIII)

After some brief discussion and comments, Commissioner Horelick motioned to adopt Resolution # 379 concerning Board approval to write off \$213.80 in collection Loss (GL # 4570) for the Rev. Callahan House, CT035000001 Program. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	No	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
Horelick	X		
White	X		

Commissioner White declared Resolution # 379 duly adopted.

Chairperson White introduces Resolution # 380, a resolution concerning Board approval to write off \$206.00 in collection Loss (GL # 4570) for the Norman Ray House, CT035000002 Program. (See Exhibit IX)

After some brief discussion and comments, Commissioner Golebieski motioned to adopt Resolution # 380 concerning Board approval to write off \$206.00 in collection Loss (GL # 4570) for Norman Ray House, CT035000002 Program. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	No	Abstain
Bellucci	X		
Dota	X		

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Golebieski	X
Horelick	X
White	X

Commissioner White declared Resolution # 380 duly adopted.

Chairperson White introduces Resolution # 381 approval and certification of Norman Ray House, CT 035000002 2103 Budget. (See Exhibit X)

The Executive Director explained that the personnel changes mentioned for the Moderate Rental and Callahan House Budgets have similarly affected the Norman Ray House Budget. He explained the line items and the budget in some detail. (See Exhibit XI) After some brief discussion, Commissioner Golebieski motioned to accept the amended budget as presented and to adopt Resolution # 381, approval and certification of the 2013 Budget for Norman Ray House, CT035000002. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and asked for a Roll Call Vote which was recorded as follows:

Commissioner	Aye	No	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
Horelick	X		
White	X		

Commissioner White declared Resolution # 381 duly adopted.

Chairperson White introduced the proposed Personnel Policy Changes. (See Exhibit XII)

The Executive Director began discussion by explaining that Management is recommending additional changes and clarifications to the Personnel Policy.

Commissioner Golebieski asked the Executive Director if there was an issue implementing the changes made at the last meeting.

The Executive Director stated that current tenured staff took opposition to the loss of accrued vacation or PTO time. Staff communicated to Management that they were hired with an expectation of increased time as they tenured with the Seymour Housing Authority. They assumed this as part of what was offered at the time they were hired. The Executive Director stated that after careful consideration and with consultation with HR Consulting, it was agreed by Management to reinstate the tenure increases as originally stated for current full time and part time employees with the exception that the most to be accrued after 10 years of tenure would be the equivalent of 4 weeks and that 5 weeks would be eliminated.

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The Executive Director explained the proposed changes which included in Exhibit XI.

After some further brief discussion, Commissioner Golebieski motioned to adopt the amendments to the Personnel Policy as presented by management and detailed in Exhibit XI for approval and implementation by the Executive and Deputy Directors Effective December 1, 2012. 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, Golebieski, Horelick and White. Chairperson White declared the motion carried.

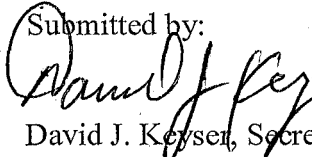
➤ **Any Other Business Pertaining to the Board**

None

➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 917th meeting of the Seymour Housing Authority. At 6:46 P.M. Commissioner Golebieski motioned to adjourn the 917th Meeting of the Seymour Housing Authority. Commissioner Horelick 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, Golebieski, Horelick and White. Chairperson White declared the motion carried and the 917th Meeting, a Regular Meeting, duly adjourned.

Submitted by:



David J. Keyser, Secretary and
Executive Director