

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 10/2/12
TIME: 4:00 PM
TOWN CLERK'S OFFICE

➤ 914th Meeting

The 914th Meeting, a Regular 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 September 5, 2012 and was called to order by Commissioner Dota at 5: 36 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Belucci, Dota, and Golebieski. Executive Director David Keyser, Donna DeSantis, Deputy Director and Attorney Gregory Stamos were also in attendance.

➤ Public Session

None.

➤ Previous Minutes

Commissioner Dota introduced the previous meeting minutes of the 913th Regular Meeting.

Commissioner Bellucci motioned to accept the minutes of the 913th Regular Meeting, Wednesday August 8, 2012. Commissioner Dota seconded the motion. Commissioner Dota acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, and Golebieski.

➤ Bills & Communication

Commissioner Dota introduced the Bills. (See Exhibit I)

After detailed discussion, review and questions Commissioner Bellucci motioned to approve the bills as presented and authorize payment of the bills. Commissioner Golebieski seconded the motion. Commissioner Bellucci inquired about the check to WICC. The Executive Director responded that this was in payment of our annual participation in the Boomers and Beyond Senior trade show. He said this price includes air time for announcements and a booth for the day of the event. Commissioner Dota 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 and Golebieski. Commissioner Dota declared the motion carried and the Bills approved for payment as presented.

MINUTES

The Executive Director discussed the pertinent correspondence. Commissioner Bellucci commented that there were quite a few letters that went out regarding the Moderate Rental waiting list closure. The Executive Director explained that this had to be announced as far and wide as possible. He stated it was placed as a public notice in the Connecticut Post, La Voz Hispana and Inner City News. He said it was also mailed to several libraries and Town Halls in the Naugatuck valley. He explained that this was necessary in accordance with the fair housing requirements.

At 5:40 P.M. Commissioner Golebieski motioned to change the order of the Agenda to discuss New Business – Food Service Contract Award. Commissioner Bellucci seconded the motion. Commissioner Dota acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota and Golebieski.

➤ **New Business**

Commissioner Dota introduced Food Service Contract Award. (See Exhibit II)

Deputy Director DeSantis informed the Board of Commissioners about the unsatisfactory performance and behavior of the current food service administration for Smithfield Gardens. She cited several examples that documented the action that the Executive Director took to terminate their contract. The Executive Director stated that client dissatisfaction along with the reputation of our food service in the community lead to the decision. This growing poor reputation could possibly lead to issues with marketing and attracting applicants to Smithfield Gardens. Deputy Director DeSantis stated that management has tried on several different occasions and in many ways to correct the management of the kitchen services and it just isn't improving. Deputy Director DeSantis discussed the selection process and described the low bidder's abilities and a little bit of what management expects of a successful food services operator. The Executive Director and Deputy Director stated that they have finished diligently interviewing processing information and made a recommendation to the Board of Commissioners to consider the quote from Fitz Voight.

At this point, 5:45 P.M. Chairperson White entered the meeting already in progress.

After some further brief discussion, Commissioner Bellucci motioned to authorize the Executive Director to award the Food Service Contract and to enter into agreement for those services at the bid price of \$15.00/person/day for food services, contingent upon receiving the release of contract from the current food vender, Unidine. 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 and White. Chairperson White declared the motion carried.

At this point, Chairperson White returned to the regular order of the Agenda.

MINUTES

➤ Executive Director's Report

See Attached Exhibit III

The Executive Director explained details of the Executive Director's report and answered all pertinent questions

➤ Old Business

None

➤ New Business

Chairperson White introduced the Power Washing Contract Award. (See Exhibit IV)

The Executive Director described the bid tabulation sheet (Exhibit IV) and explained that AVT Construction was the low bid in the amount of \$11,444. He commented that we are still in the process of performing the reference checks for the contractor.

After some further brief discussion, Commissioner Golebieski motioned to authorize the Executive Director to award and sign a contract with AVT Construction for the power washing of all the vinyl clad surfaces of the Moderate Rental Housing contingent upon the reference checks coming back favorable. 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 and White. Chairperson White declared the motion carried.

Chairperson White introduced the Snow Removal and Landscaping Contract Award. (See Exhibit V)

The Executive Director explained that the bid for the Snow and Ice Removal and Landscaping was set up so that we can choose one bidder for both tasks or separate bidders, whichever is most cost advantageous to the Seymour Housing Authority. He reviewed the bid tabulation sheet Exhibit V and discussed that separate awards for the two tasks is warranted as the most cost effective method of award. He stated that after careful consideration of the bids by our Consultant, Donald W. Smith and himself that the recommendation of going with two separate bidders is the most advantageous.

The Executive Director recommended the Landscaping bid lowest bidder is FTW Landscaping for the Landscaping Contract Award.

After some further brief discussion, Commissioner Bellucci motioned to authorize the Executive Director to award and execute a contract for the landscaping for the 2013 and 2104 seasons to FTW Landscaping in the amount of their bid dated 8/27/2012. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the

MINUTES

motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski and White. Chairperson White declared the motion carried.

The Executive Director recommended the Snow and Ice removal bid lowest bidder is Hamlin Construction.

After some further brief discussion, Commissioner Bellucci motioned to authorize the Executive Director to award and execute a contract for the snow and ice removal for the 2012 – 2013 and 2013 – 2014 seasons to Hamlin Construction in the amount of their bid dated 8/30/2012. 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 and White. Chairperson White declared the motion carried.

Chairperson White introduced Ventilation Cleaning and Balancing Contract Award. (See Exhibit VI.

The Executive Director stated that this bid has been referred to Attorney Stamos for review. The low bidder did not complete the Section 3 Plan paperwork. Attorney Stamos stated that there are provisions in the bid documents and our procurement policy that provide that we can waive any informality. He stated that the Board of Commissioners can take action to authorize the Executive Director to award the bid to the lowest bidder contingent that the low bidder fulfills his required paperwork within seven days and prior to the award.

Commissioner Golebieski motioned to authorize the Executive Director to award and execute a contract to National Air Quality Services in the amount of \$12,300 contingent upon National Air completing the Section 3 paperwork within 7 calendar days. Commissioner Bellucci 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 and White. Chairperson White declared the motion carried.

Chairperson White introduced the 2013 MR budget.

The Executive Director stated that the MR Budget has not been completed for review.

After some brief discussion, Commissioner Bellucci motioned to table discussion on the MR budget. 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 and White. Chairperson White declared the motion carried.

➤ Any Other Business Pertaining to the Board

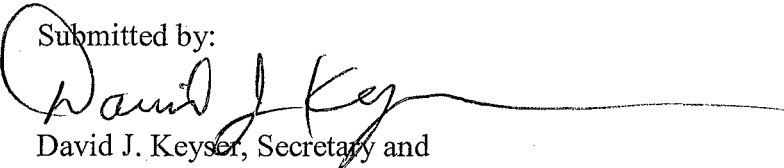
MINUTES

Attorney Stamos and the Executive Director briefly described a recently received FHEO complaint. They stated that the complainant stated that she was denied an application for senior housing based on familial status. The Executive Director stated that 7 other Housing Authorities received the same complaint from this individual.

➤ Adjournment

Chairperson White asked for a motion to adjourn the 914th meeting of the Seymour Housing Authority. At 6:36 P.M. Commissioner Bellucci motioned to adjourn the 914th Meeting of the Seymour Housing Authority. Commissioner Golebieski 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 914th Meeting, a Regular Meeting, duly adjourned.

Submitted by:

A handwritten signature in black ink, appearing to read "David J. Keyser", with a long horizontal flourish extending to the right.

David J. Keyser, Secretary and
Executive Director