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Seymour Housing Authority

➤ 907th Meeting

The 907th Meeting, a Regular meeting of the Seymour Housing Authority, was held at Rev. Callahan House in the Community Room located at 32 Smith Street, Seymour, on Wednesday February 8, 2012 and was called to order by Chairperson White at 5: 36 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota and White. Executive Director David Keyser and Attorney Gregory Stamos were also in attendance.

➤ Public Session

None.

➤ Previous Minutes

At 5:37 P.M. Commissioner Bellucci motioned to enter Executive Session in order to discuss an ongoing Legal case and to invite the entire Board of Commissioners, the Executive Director and Attorney Greg Stamos. Commissioner Dota seconded the motion. Voting aye were Commissioners Bellucci, Dota and White. Chairperson White declared the motion carried.

At 5:45 P.M. Commissioner Dota motioned to re-enter the Regular Session and return to the order of the Agenda.

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 906th Regular Meeting.

Commissioner Bellucci motioned to accept the minutes of the 906th Regular Meeting held January 4, 2012. 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 and White. Chairperson White declared the motion carried and the minutes accepted.

➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

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After detailed discussion, review and questions Commissioner Bellucci motioned to approve the bills as presented and authorize payment of the bills. Commissioner Dota seconded the motion. The Executive Director distributed and explained the detail spreadsheet relative to the American Express bill included in Exhibit I. 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 and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

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

➤ **Executive Director's Report**

See Exhibit II.

The Executive Director added to the report by discussing the cost of the Annual Dwelling Inspections of Callahan House and Ray House. He stated that this was necessary to complete now because of the scheduled HUD REAC Inspection scheduled for March 12, 2012. He stated that he considered an outside contractor for the inspections because of the burden on the SHA Staff at this time due to the Annual Recertifications. He commented that he received quotes from two inspectors. Dan Hartshorn Inspections quoted \$80 per unit and Connecticut Inspection Services quoted \$12 per unit. He stated that he selected Connecticut Inspection Services for a total cost of \$1,800. He commented that the units are scheduled to be completed by February 15 so that we can issue any work orders for deficiencies and get the necessary work completed by March 12, 2012.

➤ **Old Business**

None

➤ **New Business**

The Executive Director informed the Commission that he attended a meeting in Hartford sponsored by DECD and CHFA to obtain information about a Notice of Funding Availability for State Rehabilitation funds. He informed the Commission that the State has issued \$10m for Rehab. Loans/Grants. He recommended that we consider an application for the Moderate Rental Program. He stated that this application is due on March 1, 2012. He presented an excerpt from the Seymour Housing Authority Procurement Policy that provides a way to secure the services of a consultant by using one that has gone through a selection process of the Municipality. He stated that Low Associates has recently been selected by the Town of Seymour to provide similar services to develop a Small Cities Grant for the Town. He stated that since there is no

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time to solicit bids for the purpose of the grant writing for this upcoming application process that he recommends that we utilize this Procurement Policy provision to secure the services of Low Associates to develop the grant application. He introduced Lisa Low and Adam Kinkel of Low Associates.

Chairperson White opened the floor to discussion with Lisa Low and Adam Kinkel. Lisa Low introduced herself and discussed her company. She stated that she is currently working for the Town of Seymour developing a Small Cities Grant and is also working with Ansonia. She stated that she is working with Putnam Housing Authority to develop this very same application. Adam Kinkel mentioned that he has already met with the Executive Director to select the work items to be considered for this grant. He also discussed that he provides the construction supervision for the project. He stated that the firm uses the services of an Architectural Firm to prepare the bid construction documents. He stated that these are prepared by him and reviewed and stamped by the Architectural Firm.

The Executive Director clarified that Low Associates would be obtained to submit the application only at this point. He stated that Seymour Housing Authority would issue an RFP for Architectural Services if we were awarded any money. Attorney Stamos reaffirmed that statement.

Discussion followed regarding fees for applying for the grant. The Executive Director stated that he had not discussed specifically the fee for services with Lisa Low. He recommended a not to exceed amount in the event that we do not get funded. Lisa Low agreed with this and stated that they are paid \$125 per hour. She estimated that the application could be completed in 20 hours.

After some further brief discussion, Commissioner Bellucci motioned to secure the services of Low Associates by recognizing the Municipalities bid for services as provided by the Seymour Housing Authority Procurement Policy and to authorize the Executive Director to hire Low Associates to complete the application for an amount not to exceed 20 hours at a cost of \$125.00 per hour. Commissioner Dota seconded the motion. 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 and White. Chairperson White declared the motion carried.

Chairperson White introduced CFP CT26P03550111 Bid Results – Contractor Selection.

The Executive Director explained that we opened the bids for the 2011 CFP work in Callahan House and the Norman Ray House shortly after the last Board meeting. He presented the bid tabulation sheet and the recommendations of the Engineer, Donald W. Smith, Jr. P.E. (See Exhibit III) The Executive Director also stated that he check the Exclude Parties List to see if Radovich Builders, LLP has ever been excluded from Government Contracting. He stated that they are not on the list. He stated that he also found their Bonding company on the Circular 570 list of approved bonding companies.

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After some brief discussion Commissioner Bellucci motioned to affirm the results of the Phone Poll vote to select Radovich Builders, LLP based on their bid of \$45,160 and to authorize the Executive Director to enter into contract with them for the amount of the bid. Commissioner Dota seconded the motion. 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 and White. Chairperson White declared the motion carried.

Chairperson White introduced revision to the Personnel Policy relative to Time Clock Management.

The Executive Director stated that HR Consulting has brought to our attention the appearance of a number of corrected time records. This is a result of employees forgetting to punch in or out for shifts or breaks. He stated that they recommend a policy change to deter missing punches. He explained and presented a section regarding Time Clock Management (See attachment IV).

After some further brief discussion, Commissioner Dota motioned to adopt the revision to the Personnel Policy relative to Time Clock Management as presented. Commissioner Bellucci seconded the motion. 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 and White. Chairperson White declared the motion carried.

Chairperson White introduced Resolution # 371 a Resolution concerning Board certification of the 2011 Public Housing Assessment System (PHAS) Management Operation Certification (HUD 50072) submission.

Commissioner Bellucci motioned to adopt Resolution # 371 a Resolution concerning Board certification of the 2011 Public Housing Assessment System (PHAS) Management Operation Certification (HUD 50072) submission. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

Commissioner	Aye	Vote	
		Nay	Abstain
Bellucci	X		
Dota	X		
White	X		

Chairperson White declared the motion carried and Resolution # 371 duly adopted.

➤ Any Other Business

None

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➤ Adjournment

Chairperson White asked for a motion to adjourn the 907th meeting of the Seymour Housing Authority. At 6:56 P.M. Commissioner Bellucci motioned to adjourn the 907th 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 and White. Chairperson White declared the motion carried and the 907th Meeting, a Regular Meeting, duly adjourned.

Submitted by:

David J. Keyser, Secretary and
Executive Director