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Seymour Housing Authority

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➤ 900th Meeting

The 900th 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 7, 2011 and was called to order by Chairperson White at 5: 30 p.m.

➤ Roll Call

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

➤ Public Session

None.

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 899th Regular Meeting.

Commissioner Bellucci motioned to accept the minutes of the 899th Regular Meeting held August 3, 2011. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion as amended to vote aye. Voting aye were Commissioners Bellucci, Dota, and White. 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 Dota motioned to approve the bills as presented and authorize payment of the bills. Commissioner Belucci 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.

A review of the Communications followed. The Executive Director discussed the Unidine emails and the result of the requirement of personnel changes. Also discussed

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was the letters to the Seymour Ave. residents regarding the distribution of Stop & Shop cards totaling \$30 for households consisting of two & under and \$50 for households consisting of three and over. The Executive Director recognized the Salvation Army as the contributor for these gift cards. The intent of this gift was to offset the cost of food lost as a result of Hurricane Irene.

➤ Executive Director's Report

See Attached Exhibit II

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

➤ Old Business

Commissioner Bellucci inquired about the balance of the Callahan House ceiling replacements. The Executive Director stated that we would have to go to bid for the work item and this would take a while to complete.

Commissioner Dota asked about the inspections and inquired about what action management takes to get the units cleaned up. The Executive Director stated that a letter goes to the resident and follow up inspections are completed. With the letter we include our guidelines for housekeeping. Additionally we have a Housekeeping video for the residents to watch.

➤ New Business

Chairperson White introduced the proposed Oxygen Policy (See Exhibit III)

The Executive Director stated that a position in this matter required confirmation. He stated those individuals and family member's expectations during the major, catastrophe Hurricane Irene, when more than 500,000 people were without electricity was for the Seymour Housing Authority to be responsible for an electricity supply for individuals on oxygen.

Commissioner Bellucci motioned to adopt the Oxygen Disclaimer and Policy as presented. Commissioner Dota seconded the motion. Discussion followed, Chairperson White commented that perhaps this is a good time for the Executive Director to update the distributed hurricane procedures. Commissioner Bellucci suggested that we consider adding the outlet in the Community Room for the refrigerator so that people with insulin can store their vials in that refrigerator instead of having to go to Smithfield. 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.

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At this point 6:28 P.M., Commissioner Horelick joined the meeting by phone placed on speaker.

Commissioner Bellucci motioned to deviate from the order of the agenda to discuss the proposed budgets. 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, Horelick and White. Chairperson White declared the motion carried

Chairperson White introduced the 2012 Moderate Rental Budget (See Exhibit IV) and Recluse herself from the process because she resides in the moderate rental property.

The Executive Director explained that this budget included a proposed \$30 base rent increase effective January 1, 2012. He discussed the pertinent income, expense and reserve line items.

Commissioner Dota motioned to approve the Moderate Rental 2012 budget inclusive of a \$30 base rent increase to be effective January 1, 2012 and to acknowledge that any previous action to publish the budget for comments taken by the Executive Director is approved. Commissioner Horelick seconded the motion. Discussion followed. Commissioner Bellucci asked if this increase was absolutely necessary he commented that any resident on Social Security has not seen a cost of living increase for about three years. Commissioner White commented about how the increase would negatively affect her and that she is aware that many people in the Moderate Rental Properties are without jobs and finding jobs in this time of economic hardship is difficult. The Executive Director responded that if we cannot fully fund the expenses to keep up with the aging buildings and mechanical systems of the Moderate Rental Properties then we jeopardize loosing the properties and the affordable housing source for 81 families. Commissioner Dota asked how the rent was calculated. The Executive Director responded that the residents of Moderate Rental Housing pay 27 percent of income toward rent or the base rent, whichever is higher. There are standard deductions of 10% and \$750 for each minor and medical deduction that are taken off gross income. After further brief discussion, 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, Horelick. Chairperson White abstained from voting. Chairperson White declared the motion carried and the Preliminary budget duly adopted.

Chairperson White introduced the 2012 Norman Ray House Budget (See Exhibit V)

The Executive Director explained the pertinent income, expense and subsidy line items. After brief discussion Commissioner Bellucci motioned to adopt the 2012 Norman Ray House Budget. 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, Horelick and White. Chairperson White declared the motion carried and the 2012 Norman Ray House budget duly adopted.

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Chairperson White introduced the 2012 Rev. Callahan House Budget (See Exhibit VI)

The Executive Director explained the pertinent income, expense and subsidy line items. After brief discussion Commissioner Dota motioned to adopt the 2012 Rev. Callahan House Budget. 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, Horelick and White. Chairperson White declared the motion carried and the 2012 Rev. Callahan House budget duly adopted.

Chairperson White introduced the 2012 Smithfield Gardens Assisted Living Budget (See Exhibit VII)

The Executive Director explained the pertinent rental property income including vacancy loss, core service income, property expense, and core service expense and subsidy line items. Commissioner Horelick motioned to adopt the 2012 Smithfield Gardens Assisted Living Budget as presented. Commissioner Bellucci seconded the motion. Discussion followed relative to the enormity of the vacancy loss line item. The Executive Director explained by discussing recent experience. He stated that through July, 2011 the vacancy loss experience was \$3,335.00 and in August we had a great deal of vacancies. He stated that in August we experienced approximately \$6,000 in vacancy loss and it is expected to continue in September. The vacancy loss line item will be approximately \$15,000 by September 30, 2011. He explained that rents being \$800 and \$960 per month it doesn't take a lot for the vacancy loss to add up quickly. He reminded the Board that applicants on the waiting list must be processed by three agencies and at times, eligibility can be held up by outside influences. After further brief discussion about the vacancy loss, Commissioner Horelick amended her motion to adopt the 2012 Smithfield Gardens Assisted Living Budget to include a \$40 rent increase for the purpose to offset the vacancy loss and additionally stated that the Executive Director is authorized to adjust the income portions of the budget accordingly, however, to leave the costs as presented. Commissioner Bellucci seconded the amended motion. Chairperson White acknowledged the amended motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried and the 2012 Smithfield Gardens Assisted Living budget duly adopted.

At this time, 7:05 P.M. the meeting returned to the normal order of the Agenda.

Chairperson White introduced the quarterly reports for Moderate Rental, Norman Ray House, Rev. Callahan House and Smithfield Gardens Assisted Living. He stated that these were the results of the period ended July 31, 2011 rather than June 30, 2011 because PHA-Web added a feature to be able to view the reports against the period budget rather than the entire year budget. He stated that these reports more closely represent in appearance what the reports that were presented in the past to the Board of Commissioners. (See Exhibits VIII).

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The Executive Director described the Operating Statements for Moderate Rental, Norman Ray House, Rev. Callahan House and Smithfield Gardens Assisted Living. He commented on the variations in income, expense, subsidies and reserves. After brief discussion, Commissioner Bellucci motioned to acknowledge that the financial reports for July 31, 2011 had been reviewed and discussed. Commissioner Dota seconded the motion. Chairperson White acknowledged the amended motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried.

➤ Any Other Business

Commissioner Bellucci inquired about the absent member of the Board. The Executive Director stated that he had conversation with the First Selectman who would be following up on the vacant position.

Chairperson White commented that she had an opportunity to meet with the residents of the Norman Ray House. She stated that they requested that we consider as a Board to meet at the Norman Ray House perhaps twice a year so that they can attend the meetings. Discussion followed and Commissioner Dota stated that when she attended meetings that were held at the Norman Ray House, no one would attend. The general consensus of the Commission was not to schedule future meetings at the Norman Ray House.

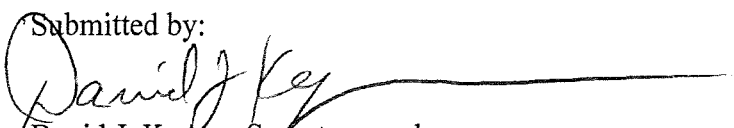
Commissioner Bellucci and Dota complimented the Executive Director and SHA staff on their performance during Hurricane Irene. The preparation prior was very thought out and the fact that the Executive Director had arranged for meals to be prepared in the event of a prolonged outage of power was beyond expectations.

Chairperson White asked if the Executive Director had heard anything about bulk trash pickup for this year. He responded that he is unaware of a schedule for that, but he would look into it and return with some information.

➤ Adjournment

Chairperson White asked for a motion to adjourn the 900th meeting of the Seymour Housing Authority. At 7:20 P.M. Commissioner Dota motioned to adjourn the 900th Meeting of the Seymour Housing Authority. 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, Horelick and White. Chairperson White declared the motion carried and the 900th Meeting, a Regular Meeting, duly adjourned.

Submitted by:



David J. Keyser, Secretary and
Executive Director