

# MINUTES

## Seymour Housing Authority

### ➤ 871<sup>st</sup> Meeting

The 871<sup>st</sup> Meeting, a Regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens located at 26 Smith Street, Seymour, Connecticut in the multipurpose Room on Wednesday, September 2, 2009 and was called to order by Chairperson White at 6: 22 p.m.

### ➤ Roll Call

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

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

### ➤ Public Comment

Nicholas J. Dota, resident 32 Smith St. apt. 4W. Mr. Doda remarked that he'd been a Commissioner for the Seymour Housing Authority for a term of 11 years. He stated a week ago, Mr. Keyser; the Executive Director showed his wife a plaque dedicating the library at Smithfield Gardens to himself. A few hours prior to this evening's event, Mr. Keyser then informed his wife that this would not take place. He stated that this is a slap in the face and that he would not accept the recognition for his years of service. He returned the plaque in stated he would not keep it he does not want it in his possession and the board could keep the plaque in recognition.

Vera Wilhemy, resident 32 Smith St., Apt. 3G. Vera stated that she received a letter on August 3 from Brittany Hannon. This letter stated that she was involved in an incident occurring with another resident at the Callahan house. The letter alleged that she was shaking a finger and arguing with this resident. In the letter, Seymour Housing Authority asked her to refrain from, and consider the feelings of neighbors not to do this in the future. Vera stated she had nothing to do with this incident. Vera stated the office did nothing to investigate the incident happening with other neighbors before they sent this letter. She reported that she'd come to the office to correct this letter and was told that staff was too busy. She stated she returned to the office seeking to speak with Brittany. She was told Brittany was too busy and involved in a project and she could not see her. She spoke with John, who told her that a letter to recind the August 3<sup>rd</sup> letter would be forthcoming. She never received the letter. She stated that this August 3<sup>rd</sup> letter is in her file and she's upset about that because if this staff were replaced tomorrow, and if in a few years from now she wishes to move somewhere this would be a horrible reference for anyone to find in her file. She was told by John that this was not a priority right now but that office would get to it. She stated that tenant should be thought of more seriously. Vera recommended that a committee should be conviened to investigate such complaints when the Housing Authority gets them.

## MINUTES

Laura Bengivengo, resident 32 Smith St. Apt. 4F. Laura commented she doesn't understand why anyone else was implicated when it was she that was waving her finger in front of this person and was involved in the incident. She stated that if the office read and investigated the complaint she made about the individual then we could not have falsely accused Vera. The office should have reviewed the details and questioned people.

William Rosa, resident 32 Smith St. Apt. 3L. William made a statement about the incident as well. He stated he was involved in the incident because he tried to defend Laura who was being verbally abused by this other resident. He got aggravated and was yelling at the other resident. William stated that this individual has been a problem since he moved in. He cited problems with following the laundry room rules and hours of operation. He cited problems with noise. He cited problems with disturbing other neighbors.

Atty. Gregory Stamos introduced himself as legal counsel to the Seymour Housing Authority. He informed the public that there are certain laws pertaining to this matter. He also informed that the Executive Director and staff have put in place and have been updating several procedures and mechanisms to deal with such matters. He stated there were two points that he wished to share to bring light to this matter. Point number one was that the residents should never engage in an activity to confront their neighbors.

William Rosa made a statement to the effect; that changed the rules of the building. All the rules are ignored by this resident.

Atty. Stamos stated that although the Seymour Housing Authority actions were not perfect in this matter, that it is never all right for tenant to take matters into their own hands and engage another tenant. He stated that in this particular case it appears the staff did not thoroughly handle the situation. He stated his second point is that staff and he cannot tell residents about a specific tenant or the actions they are taking against tenant. He stated that the Housing Authority and its Executive Director have discussed this in the past in meetings and various settings with the residents. He repeated that there are procedures and mechanisms to handle such matters that do not involve tenants getting into altercations. He stated that residents should never take matters into their own hands.

At this point the Executive Director spoke to Vera. He reminded her that he did speak with her directly about this complaint when she came to the office several weeks ago. He stated that the letter did go out August 3 however he informed her that the office was still working on this issue. He reminded her that he told her that he was aware of who was involved and who was causing problems in a situation.

Vera affirmed this conversation. She stated she had to return to the office because nothing had been done to correct the letter her file. She made a comment that nothing is carried through it and that seniors should be treated with more respect and consideration. She wanted her name cleared.

# MINUTES

At this point, 6:45 PM, Commissioner Gail Zullo joined the meeting.

Further conversation follow and it was discovered after confirming with Brittany Hannon, SHA Occupancy Specialist that a letter did get sent out from the Housing Authority rescinding the first letter to Vera.

Attorney Stamos commented that the ground rules are such that we do not discuss individuals at the public meeting.

There were no further comments.

## ➤ **Previous Meeting Minutes**

870<sup>th</sup> Regular Meeting, August 5, 2009. Commissioner Skurat motioned to accept the minutes. Commissioner Horelick 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 Belucci, Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried.

## ➤ **Bills & Communications**

Commissioner White introduced the bills (See Exhibit I).

After considerable consideration, review and questions relative to the bills listing, Commissioner Skurat motioned to approve the bills as presented and authorize payment of the bills. Commissioner Zullo 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 Belucci, Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried and the Bills approved for payment as presented.

Explanation and discussion of the pertinent communications followed.

The Executive Director commented on the letter from Timothy Coppage in support of the HUD application for the Ronald M. Randall Apartments. He stated this was a necessary letter specifically requested by us and was a requirement to demonstrate with the HUD application to document the probability of match funds.

Commissioner Skurat commented on the award letter from Katherine Matthies foundation. The Executive Director commented on the positive effects of the continuation of this grant on the residents. He also commented that it was discussed with colleagues at the Conn Nahro Conference and Convention.

Chairperson White commented on the various memos and procedures introduced. The Executive Director stated that Staff and he have been working very hard on the resident

# MINUTES

files. He stated with key staff members handling the clean up of older files and setting procedures for new files, that we have an excellent opportunity to wind up with a high level of compliant filing. He stated that the review of the current files could take a considerable amount of time to complete.

## ➤ **Executive Director's Report**

See exhibit II

The Executive Director commented on the occupancy results for all four properties.

The Executive Director highlighted the more pertinent details of the Executive Director's report. He explained in great detail the details of the 2009 stimulus capital fund program. He explained that several years ago repairs to the sprinkler system that the Rev. Callahan house left ceilings in decent shape but aesthetically unacceptable. He explained that this year's funding was intended to make simple repairs to the ceilings that would only cost approximately \$1300 per apartment. The \$104,000 received from hardwood to have been sufficient to pay for those repairs. He stated that during the design phase the engineer had discovered that during the 1970s asbestos containing material may have been used in the popcorn product covering the ceiling. The Executive Director stated that an Environmental Company was hired to test the ceiling material it was discovered that 2 to 3% crystalline was present. He stated that at this point an environmental firm was required and sought by competitive selection and was hired to design the technical specs for removal of this material. The design team has spent much time debating the method of scraping the ceilings vs. tearing down the ceilings completely. A sample unit that is vacant will be tested prior to bidding entire job. The Executive Director stated that the design team has estimated a cost of nearly \$6000 per unit for the removal of the asbestos. He stated there are insufficient funds in the 2009 stimulus capital fund program. He stated the entire estimate to complete all the ceilings in the second through fourth floors, hallways and stairwells will cost nearly \$584,000. He stated that there is approximately \$20,000 left to spend the 2008 capital funds and anticipates additional 2009 funding to be awarded shortly that will be reprogrammed to pay for this necessary work. He commented that this will take several years of capital fund dollars to complete. He commented on the process whereby four units will be completed at a time. Residents will need to be relocated for an estimated period of one week well construction occurs. Their belongings will have to be stored and we will be required to hire movers to store their furniture and belongings. All this is factored into the estimated cost. This is a major endeavor in the process Housing Authority has ever had to deal with.

Commissioner Horelick asked about the status of the bedbug problem. The Executive Director responded that the eradication was going well. In the opinion of the pest contractor we failed lockout as he saw no signs of bedbugs in any other Ray house apartments. After several weeks of working at the building he believes he was successful in eradicating the bedbugs apartment 25. Follow up treatment will occur at apartment 25. The Executive Director reported that the majority of these residents' personal belongings had to be thrown away. Some of the items that she wished to save were wrapped up in black plastic bags and left outdoors in the sun during the day. The pest contractor felt that

# MINUTES

the heat built up in the plastic bags would be sufficient to kill both larva and live bugs. He stated the Housing Authority has diligently attempted to obtain donations to replace the personal items discarded. He stated that Red Cross, Salvation Army, my sister's place and TEAM were all resources that were asked to make donations to put this woman's life back together. He stated that the Housing Authority still seeking assistance for the resident when she returns to the building. Assistance is sought to help her with housekeeping and daily tasks of maintaining her apartment. The Executive Director also stated that he still is working on preparing educational material for the residents and staff. Also protocol for staff, including maintenance staff, handling of such infestation.

Chairperson White asked about the septic system at 30 Seymour Avenue. The executive director responded that only punch list items remain. She asked about the rocks between 28 and 30 also between 30 and 32. The Executive Director explained that those were placed there as per design by Donald Smith Junior and are probably intended as erosion protection.

## ➤ Old Business

Commissioner Zullo stated that the Ice Cream Social to be held at Smithfield Gardens on September 20, 2009. She stated that donations of Ice Cream are pledged from Riches Farm and that there is entertainment available as well.

## ➤ New Business

Chairperson White introduced a proposed Change Order to the contract with Aegis Energy for the Mechanical/heat system upgrades- Callahan House Capital Fund Programs 50107 & 50108.

The Executive Director explained the proposed change order. (See exhibit III) he explained to the upgrades and changes planned for the mechanical heating system at the Rev. Callahan house. He stated that several new sensors to gauge his.com will be added to the system as a result of the original contract award. He stated the intent of this upgrade was to be able to control the heat at Callahan house in a much more efficient and climate controlled manner. He commented that the addition of new controller cabinet and replace the two existing border control boxes with new panels with motor starters verbal speed drives at DDC of automated controls for the boilers would provide the intended controls desired for the heat system at Callahan House.

Atty. Stamos asked the Executive Director if this change order had been reviewed by the design engineer. The Executive Director responded that the design engineer and his mechanical engineer have reviewed the proposed change order and found it to be reasonable and acceptable.

## MINUTES

After some brief discussion and explanation of the change order, Commissioner Zullo motioned to accept the proposed change order number one from AEGIS Energy Services in the amount of \$20,400 and authorize the Executive Director or two award and amend the contract with AEGIS for the replacement of existing border control boxes with a new control cabinet for building and Cogen controls. Commissioner Skurat 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 Belucci, Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried.

Chairperson White introduced the proposed change order to Radovich Builders contract for the replacement of mailboxes at Norman Ray House under the housing sustainability act funds for improvements at that complex.

The Executive Director explained the proposed change order (See exhibit IV). He explained that the removal of the existing mail boxes had resulted in the discovery of a faulty heater located directly under the old mailboxes being removed. He commented that during a site inspection, the contractor identified an issue with the existing heater. He stated this heater was original piece of equipment from 1970 and what was discovered is the heating element was encapsulated in a tube insulated with sand. He stated that the tube had been broken and the sand was found on the floor. He stated that this required immediate replacement. The proposed cost was \$367 in addition to supplying 138 cut keys to fit the new mailboxes the entire change order was \$898.

After some brief discussion and explanation of the change order, Commissioner Skurat motioned to accept the proposed change order number one from Radovich Builders in the amount of \$898 and authorize the Executive Director or two award and amend the contract with Radovich Builders for the replacement of the electric heater under the old mailboxes and to supply 138 new keys to fit the mailboxes. Commissioner Horelick 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 Belucci, Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried.

### ➤ Any Other Business

Chairperson White asked if there was Any Other Business Pertaining to the Board.

The Executive Director reported that he was handed the 2010 budgets this week by our accountant. He stated that if the State budgets indicate a need for a rent increase and informed the board that timely decisions were required to be in compliance with the statutory 90 day rent increase process. He then distributed the 2010 budgets.

The Executive Director began explaining the 2010 Norman Ray house budget (See Exhibit V). He stated that this budget required a \$45 base rent increase. He explained the

## MINUTES

income including base rent income of \$157,824, excess of base income of \$9251 and dwelling vacancy loss of \$1000 resulting in net rental income of \$167,075. He explained this added to approximately \$3000 in sales and services to tenants \$50 interest income and \$13,262 and other income for total estimated income of \$182,387. He reviewed the management expenses \$75,000, the utility expenses of \$38,700, the maintenance costs of \$44,161, general expenses for payment will taxes and insurance and state surcharge totaling \$26,914. He stated that these expenses that against the income created a negative provision to reserves for repairs and maintenance and replacement of (\$3454). He stated that this is not a balanced budget as we could not have a negative reserve provision. He then explained the last column in the spreadsheet indicating \$45 base rent increase beginning January 1, 2000. He explained the base rent increase would provide \$179,424 in rental income and \$5692 in excess of base income. Thus providing total income of \$200,428 any provision for the reserve for repairs maintenance and replacement of \$12,720 equaling \$27 per unit per month.

After further discussion regarding the Norman Ray House budget and the increase in utility costs as well as high maintenance line items, he stated that an increase is necessary to be able operate the Norman Ray House for the next 12 months. He further stated that he is unsure of how much of an increase we will be allowed, because he's knows that the state DECD will not be getting sufficient rental assistance program funding to cover rent increase adjustments.

After some further brief discussion, Commissioner Zullo motioned to conditionally approve the Norman Ray House 2010 Operating Budget as presented with a proposed \$45 base rent increase and to authorize the Executive Director to begin the required 90 day notification process to increase the rents. 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, Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried.

Chairperson White introduced the 2010 Moderate Rental Operating Budget.

The Executive Director explained that there were three proposals for 2010 Moderate Rental Program. He distributed the budget (See Exhibit VI) and began discussing the results of the three proposals. The proposed \$ 0.00 rent increase resulted in Base rent of \$362,928 in base rent, \$80,947 in excess of base income, \$5,500 vacancy loss for a total net rental income of \$438,375. He explained the various expenses totaling \$468,899 which includes a provision for repairs maintenance and replacements totaling \$82,827 (\$85 per unit per month). He then explained the proposal for a \$20 base rent increase which resulted in Base rent of \$382,368 in base rent, \$73,970 in excess of base income, \$5,500 vacancy loss for a total net rental income of \$450,838. He explained the various expenses totaling \$481,362 which includes a provision for repairs maintenance and replacements totaling \$95,290 (\$98 per unit per month). He then explained the proposal including a \$20 base rent increase and a 1% of income charged decrease. He stated that this proposal would provide some relief to those residents that are paying near market rent rates as a result of the rental calculation based on their income and the fact they are

## MINUTES

above the base rent. This last proposal would result in Base rent of \$382,368 in base rent, \$66,840 in excess of base income, \$5,500 vacancy loss for a total net rental income of \$443,708. He explained the various expenses totaling \$474,232 which includes a provision for repairs maintenance and replacements totaling \$88,159 (\$91 per unit per month).

The Executive Director made statement that the old DECD standard for the Provision for Repairs, Maintenance and Replacement Reserve is between \$45 and \$75 per unit per month. He stated that the provision sighted in the proposed management plan that included no rent increase resulted in a provision of \$85 per unit per month, which exceeds the benchmark. He further stated that the rent increases proposed were from the Accountant, Marilyn Ferris.

After further brief discussion, Commissioner Skurat motioned to conditionally approve the Moderate Rental 2010 Operating Budget as presented with a proposed \$20 base rent increase and a 1% decrease from 28% to 27% of income charged and to authorize the Executive Director to begin the required 90 day notification process to increase the rents. 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, Horelick, Skurat, and Zullo. Chairperson White abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

Chairperson White introduced the 2010 Federal Callahan House budget.

The Executive Director began discussing the proposed 2010 Callahan House budget (Exhibit VII). He pointed out that the budget assumes a subsidy of \$191,250, Gross Income of \$361,971, Administrative Expenses of \$165,734, Utilities of \$181,500, Maintenance of \$106,746, General Expenses of \$77,410 and non-routine expenses of \$4,500. He then stated that the net result of operations would be a \$17,332 gain.

After some further brief discussion, Commissioner Skurat motioned to approve the 2010 Federal, Callahan House Budget as presented. Commissioner Zullo seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Horelick, Skurat, White and Zullo. Commissioner Bellucci abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

Chairperson White introduced the 2009 Budget Revision for Smithfield Gardens Assisted Living.

The Executive Director explained that this revision to the 2009 Smithfield Gardens Budget (Exhibit VIII) reflects what was negotiated with the InterAgency Team as a result of their Consultant's review and consequent discussion with CHFA Finance Dept. and the Asset Manager. He discussed the \$81,077 loss in revenue from the Core Services as well as the Total Revenue of \$2,312,662 from combined Rental and Services Operations. He discussed the expenses including, \$193,964 administrative expenses, \$147,800 utility



## MINUTES

cost, \$133,234 Operating and Maintenance Expenses, \$105,871 in Real Estate Tax & Insurances, Core Services Expense \$1,346,669, Mortgage payments \$421,420, and Provision for Reserve Deposits of \$15,932 resulting in a net loss of \$52,228.

After some brief discussion, Commissioner Zullo motioned to approve the 2009 budget revision for Smithfield Gardens Assisted Living as presented. Commissioner Skurat 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, Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried.

Chairperson White introduced the 2010 Budget for Smithfield Gardens Assisted Living.

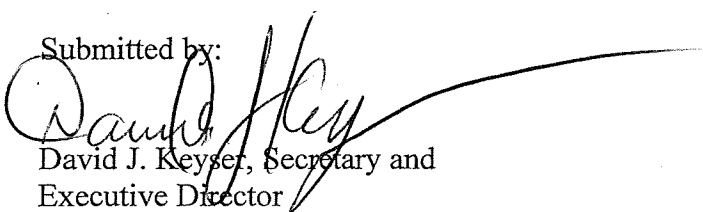
The Executive Director discussed proposed 2010 Budget for Smithfield Gardens Assisted Living (Exhibit IX) including the \$55,779 loss in revenue from the Core Services as well as the Total Revenue of \$2,581,643 from combined Rental and Services Operations. He discussed the expenses including, \$195,772 administrative expenses, \$149,000 utility cost, \$157,808 Operating and Maintenance Expenses, \$115,055 in Real Estate Tax & Insurances, Core Services Expense \$1,480,220, Mortgage payments \$421,420, and Provision for Reserve Deposits of \$39,383 resulting in a net gain of \$22,985.

After some brief discussion, Commissioner Zullo motioned to approve the 2009 budget revision for Smithfield Gardens Assisted Living as presented. Commissioner Skurat 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, Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried.

### ➤ Adjournment

Chairperson White asked for a motion to adjourn the 871<sup>st</sup> meeting of the Seymour Housing Authority. At 8:02 P.M. Commissioner Skurat motioned to adjourn the 871<sup>st</sup> Meeting of the Seymour Housing Authority. Commissioner Zullo 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, Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried and the 871<sup>st</sup> Meeting, a Regular Meeting, adjourned.

Submitted by:

  
David J. Keyser, Secretary and  
Executive Director