

# MINUTES

## Seymour Housing Authority

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### ➤ 870<sup>th</sup> Meeting

The 870<sup>th</sup> Meeting, a Regular meeting of the Seymour Housing Authority, was held at the Rev. Callahan House located at 32 Smith Street, Seymour, Connecticut in the Community Room on Wednesday, August 5, 2009 and was called to order by Chairperson White at 6:15 p.m.

### ➤ Roll Call

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

Also present was Secretary and Executive Director David Keyser.

### ➤ Public Comment

None.

### ➤ Election of Officers

Chairperson White opened nominations for Vice Chairman as a result of the vacated seat.

Commissioner Skurat nominated Commissioner Zullo for Vice Chairperson.  
Commissioner Horelick seconded the motion.

Chairperson White acknowledged the motion and asked for nominations three more times. Hearing none, Chairperson White declared the nominations for Vice Chairperson closed and asked the Secretary to cast one unanimous ballot for Commissioner Zullo as Vice Chairperson. Chairperson White declared Commissioner Zullo is duly appointed as Vice-Chairperson.

Chairperson White opened nominations for Treasurer as a result of the seat vacated by Commissioner Zullo.

Commissioner Horelick nominated Commissioner Skurat for Treasurer. Chairperson White seconded the motion.

Chairperson White acknowledged the motion and asked for nominations three more times. Hearing none, Chairperson White declared the nominations for Treasurer closed and asked the Secretary to cast one unanimous ballot for Commissioner Skurat as Treasurer. Chairperson White declared Commissioner Skurat is duly appointed as Treasurer.

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lack of the RAP subsidy and the requirement for the residents on RAP subsidy to pay the full base rent. He informed the Commission that many letters were written to Legislators. The Executive Director stated that he contacted CHFA and DECD and requested consideration to receive partial funds for the missing RAP funding. He stated that he negotiated with DECD to provide 1/6<sup>th</sup> of last year's funding. He stated that the Seymour Housing Authority would be in receipt of a check for approximately \$6,400. He stated that he has informed the residents to pay their calculated payment based on RAP subsidy for August 1, 2009.

## ➤ **Executive Director's Report**

See exhibit II

Commissioner Zullo joined the meeting already in progress at 7:15 P.M.

The Executive Director discussed the results of the two Satisfaction Surveys (See Exhibit III) that were sent to the residents of Smithfield Gardens Assisted Living and to the Resident families. Discussion followed about the scores we received. Commissioner Zullo stated that we must be doing a good job for 83% of the respondents that would recommend our community to others.

The Executive Director stated that the results of the survey certainly justifies the quality of our performance and will be used as a base line for the reduction of staff that the Inter Agency Team directed us to implement.

## ➤ **Old Business**

None

## ➤ **New Business**

Chairperson White introduced Contractor Selection – Mechanical/heat system upgrades- Callahan House Capital Fund Programs 50107 & 50108.

The Executive Director explained the bid tabulation sheet for the public bid opening held on August 4, 2009 @ 2:05 P.M. as well as the opinion letter from Donald S. Smith, Jr. P.E. and the Pre-bid Cost Estimate. (See exhibit VI).

After some brief discussion and explanation of the work item, Commission Zullo motioned to waive any informalities in the bid process and to accept the bid from AEGIS Energy Services in the amount of \$53,650 and authorize the Executive Director to negotiate and enter into a contract with AEGIS for the completion of the work item associated with the mechanical/heat system upgrades a the Rev. Callahan House. 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 Bellucci, Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried.

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Chairperson White opened nominations for Assistant Treasurer as a result of the seat vacated by Commissioner Skurat.

Commissioner Skurat nominated Commissioner Horelick for Assistant Treasurer. Chairperson White seconded the motion.

Chairperson White acknowledged the motion and asked for nominations three more times. Hearing none, Chairperson White declared the nominations for Assistant Treasurer closed and asked the Secretary to cast one unanimous ballot for Commissioner Horelick as Assistant Treasurer. Chairperson White declared Commissioner Horelick is duly appointed as Assistant Treasurer.

The Commissioners welcomed Commissioner Bellucci to the Board of Commissioners and thanked him for his interest and wished him well.

## ➤ Previous Meeting Minutes

869<sup>th</sup> Regular Meeting, July 8, 2009. Commissioner Horelick motioned to accept the minutes. Commissioner Skurat seconded the motion. Commissioner Skurat discussed that she was in attendance at the 867<sup>th</sup> and 868<sup>th</sup> meetings. The Secretary stated that the omissions were a result of clerical error and that the minutes should be amended to reflect her presence at those meetings. Commissioner Horelick rescinded her previous motion and made a motion to accept the minutes of the 869<sup>th</sup> meeting as amended to reflect Commissioner Skurat's presence at the 867<sup>th</sup> and 868<sup>th</sup> meetings. Commissioner Skurat 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 Horelick, Skurat and White. Commissioner Bellucci abstained from voting because he was just appointed and was not in attendance at the 869<sup>th</sup> Regular Meeting. 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 questioned the check made to a prior employee. The Executive Director commented that this was an error and the check was not given to the employee and returned to ADP for reverse processing. Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner White 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 Horelick, 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 discussed the letter to the Norman Ray House Residents informing them of the

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Chairperson White introduced the financial reports.

The Executive Director discussed the variances and net gain reported through June 30, 2009 for the Moderate Rental Program. (See exhibit V).

The Executive Director discussed the variances and net loss for the Federal Callahan House project through June 30, 2009. (See exhibit VI).

The Executive Director discussed the variances and net loss for the State Elderly Norman Ray House (See exhibit VII).

The Executive Director discussed the variances and net loss for the Smithfield Gardens Assisted Living program (See Exhibit VIII).

After some discussion about the losses and variances that the Executive Director explained are relative to maintenance costs and core services loss, Commissioner Skurat motioned to accept the financial reports as presented. 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 Bellucci, Horelick, Skurat, White and Zullo. Chairperson White declared the motion carried.

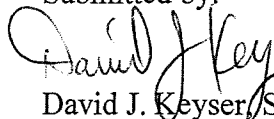
## ➤ Any Other Business

Chairperson White asked if there was Any Other Business Pertaining to the Board.  
(None)

## ➤ Adjournment

Chairperson White asked for a motion to adjourn the 870th meeting of the Seymour Housing Authority. At 8:44 P.M. Commissioner Skurat motioned to adjourn the 870th 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 870<sup>th</sup> Meeting, a Regular Meeting, adjourned.

Submitted by:



David J. Keyser, Secretary and  
Executive Director