

# MINUTES

## Seymour Housing Authority

11/8/09  
4:11 pm

### ➤ 858th Meeting

The 858th Meeting, an Annual Meeting of the Seymour Housing Authority, was held at Smithfield Gardens located at 26 Smith Street, Seymour, Connecticut in the Multi-Purpose on Wednesday, December 3, 2008 and was called to order by Chairperson White at 6:20 P.M.

### ➤ Roll Call

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

Also present was Secretary and Executive Director David Keyser.

### ➤ Election of Officers

Chairperson Brenda White stepped down as chairperson of the Seymour Housing Authority and turned the meeting over to Vice-Chairman Dota.

Vice-Chairman Dota announced the vacancy for Chairman and asked for nominations.

Commissioner Skurat nominated Brenda White for Chairperson. Commissioner Horelick seconded that nomination. Any other nominations were asked three times, hearing none; Vice-Chairman Dota requested the Secretary Cast one unanimous ballot for Commissioner White as Chairperson. Commissioner White accepted the position of Chairperson of the Board.

Chairperson White requested nominations for the position of Vice-Chairman. Commissioner Zullo nominated Nicholas Dota. Commissioner Horelick seconded that nomination. Any other nominations were asked three times, hearing none Chairperson White asked the Secretary to cast one unanimous ballot for Commissioner Dota as Vice-Chairman. Commissioner Dota accepted the position as Vice Chairman of the Board.

Chairperson White requested nominations for the position of Treasurer. Commissioner Dota nominated Gail Zullo. Commissioner Horelick seconded that nomination. Any other nominations were asked three times, hearing none Chairperson White asked the Secretary to cast one unanimous ballot for Commissioner Zullo as Treasurer. Commissioner Zullo accepted the position as Treasurer of the Board.

Chairperson White requested nominations for the position of Assistant Treasurer. Commissioner Dota nominated Mary Skurat. Commissioner Zullo seconded that

# MINUTES

nomination. Any other nominations were asked three times, hearing none Chairperson White asked the Secretary to cast one unanimous ballot for Commissioner Skurat as Assistant Treasurer. Commissioner Skurat accepted the position as Assistant Treasurer of the Board.

## ➤ 2009 Meeting Schedule

Chairperson White introduced the 2009 Meeting Schedule. (See Exhibit I) Motion to accept the calendar with the amendment of the year being 2009 instead of 2007 and to authorize the Executive Director to record it with the Town of Seymour, Town Clerk was made by Commissioner Dota. 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 Dota, Horelick, Zullo, Skurat, and White. Chairperson White declared the motion carried and the 2009 schedule of regular meetings adopted as amended.

## ➤ Annual Report

Executive Director and Secretary David Keyser recapped on the Seymour Housing Authority Statistics from the 2008 Annual Report (See Exhibit II). He declared that Reverend Callahan House had an acceptable standard for the vacancy day percentage of 0.4315. The Executive Director commented though that the 21 day period of vacancy exceeds HUD's standards and there may be some repercussions.

In regards to the Norman Ray House the higher percentage in the vacancy day percentage was inflicted from one of the vacant apartments being used as construction storage while the Norman Ray House is under HVAC reconstruction.

The State Moderate Rental has experienced an increase in the vacancy days per vacancy because of 30 Seymour Ave. The unit is inhabitable until the septic system is repaired. The Executive Director commented at this time the funds are not available for the unit and will have to stay vacant.

Smithfield Gardens Assisted Living has experienced an average amount of move-ins and outs. The Executive Director commented that the average length of stay in an assisted living facility is fifteen months.

The Executive Director also went over a maintenance review of 2008. Callahan House generated the majority of the work orders. Majority of maintenance requests are by residents request for maintenance.

## MINUTES

### ➤ Any Other Business

None

### ➤ Adjournment

Chairperson White asked for a motion to adjourn the 858th meeting of the Seymour Housing Authority. At 6:43 P.M. Commissioner Dota motioned to adjourn the 858<sup>th</sup> Meeting of the Seymour Housing Authority. 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 Dota, Horelick, Skurat, Zullo and White. Chairperson White declared the motion carried and the 858th Meeting, an Annual Meeting, adjourned.

Submitted by:

David J. Keyser, Secretary and  
Executive Director

# HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

## EXHIBIT I

28 SMITH STREET  
LOCK DRAWER 191  
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579  
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E-MAIL [admin@seymourhousing.org](mailto:admin@seymourhousing.org)  
TDD (203) 888-2942

December 3, 2008

The following is the schedule of Meetings of the Seymour Housing Authority to be held during 2009. The meetings are generally scheduled on the first Wednesday of each month and meeting sites will alternate between the Rev. Callahan House, located at 32 Smith Street, the Norman Ray House located at 133 Walnut Street and Smithfield Gardens Assisted Living located at 26 Smith Street:

Date	Meeting	Location
January 7, 2009	Regular Meeting	Norman Ray House
February 4, 2009	Regular Meeting	Rev. Callahan House
March 4, 2009	Regular Meeting	Smithfield Gardens Assisted Living
April 8, 2009	Regular Meeting	Norman Ray House
May 6, 2009	Regular Meeting	Rev. Callahan House
June 3, 2009	Regular Meeting	Smithfield Gardens Assisted Living
July 8, 2009	Regular Meeting	Norman Ray House
August 5, 2009	Regular Meeting	Rev. Callahan House
September 2, 2009	Regular Meeting	Smithfield Gardens Assisted Living
October 7, 2009	Regular Meeting	Norman Ray House
November 4, 2009	Regular Meeting	Rev. Callahan House
December 2, 2009	Annual & Regular Meetings	Smithfield Gardens Assisted Living

Brenda A. White - *Chairperson/Tenant Commissioner*  
Nicholas J. Dota - *Vice Chairman/Tenant Commissioner*  
Gail P. Zullo - *Treasurer*  
Mary Skurat - *Assistant Treasurer*  
Susan Horelick - *Commissioner*

David J. Keyser, PHM  
*Executive Director  
and Secretary*

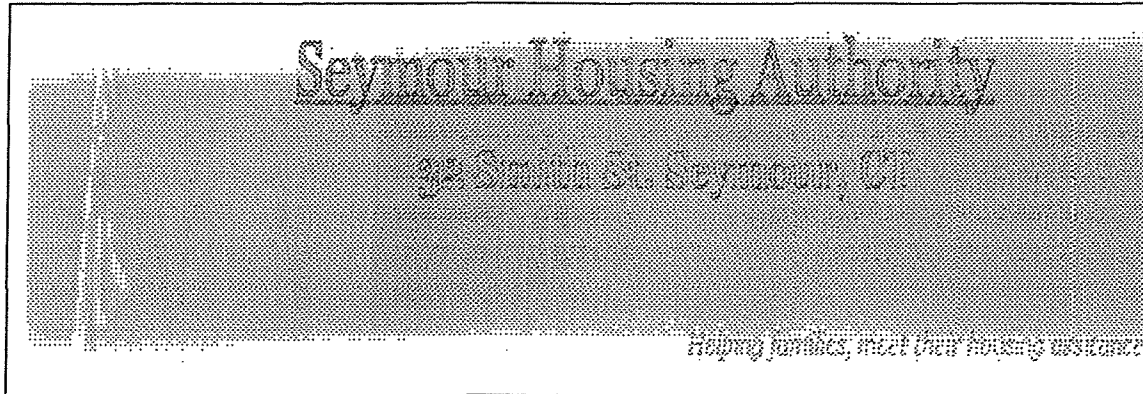


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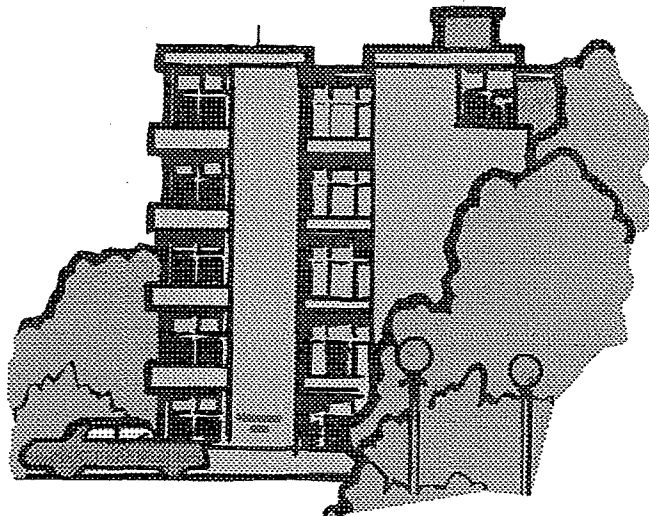


# MINUTES EXHIBIT II

2008



## Annual Report



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## Mission

The Seymour Housing Authority continued to facilitate the transformation of the Authority and to prepare for its future and to live up to the Authority's Mission Statement as follows:

### *MISSION STATEMENT*

It is the mission of the Housing Authority of the Town of Seymour to: affirmatively further fair housing; assist low and moderate-income families to meet their housing or housing assistance needs; provide safe, decent and affordable housing; and, to advocate and promote housing opportunities in the rental, homeownership and assisted living affordable housing markets for the Seymour community and the jurisdiction for which it serves.

This simple statement describes the character of the Seymour Authority, our vision and sets the tone for how we will conduct business. By adopting this statement, the Board of Commissioners affirmed our commitment to grow and change as our industry evolves.

### *ESSENTIALS*

The Seymour Housing Authority has been providing low cost family housing to the Seymour community since 1948.

The Seymour Housing Authority has also provided housing to the low-income elderly population since 1970 its residents are predominately from the Town of Seymour and the Naugatuck Valley. Approximately 15% come from other Cities and Towns in Connecticut and 2% come from places outside of Connecticut. This Housing Authority comprises a total of 201 public housing units, of which 120 are elderly complexes, 56 are Assisted Living and 81 are moderate rental family units. Of the total housing authority population in its Senior Housing, 67% are elderly and 33% of the population qualifies as Young Disabled (under the age of 62). In 2007 73% were elderly and 26.67% of the total population qualified as Young Disabled (under the age of 62). In 2006, 5% of the total population met the criteria as Disabled Residents.

With a waiting list of 5 years for 2 and 3 bedroom apartments, the Housing Authority currently provides State Moderate Rental homes for 229 people with 22 children between the ages of 0 and 4; 55 children between the ages of 5 and 13; and, 23 children between 14 and 17 years of age. There are 18 people between the ages of 62 and 90 years old.

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The region from which Seymour market draws is located in New Haven County. Seymour is a suburban community located in south central Connecticut and bounded on the north by the Cities of Naugatuck and Waterbury; on the west by the Town of Woodbridge; on the South by the Cities of Ansonia and Shelton; and, on the East by the Towns of Oxford and Southbury. The area includes a variety of medium sized Cities and suburban Towns that are referred to as the Naugatuck Valley. This area surrounds the Naugatuck River and is just emerging into a very appealing area to households migrating from Fairfield County to find more reasonable housing as vacant land and older communities have been developed into more affordable housing.

## Occupancy

In reviewing the Seymour Housing Authority's vacancy statistics, comparisons to State of Connecticut Statistics versus the National statistics in the multi-family rental market can place our achievements into prospective.

The U.S. Bureau of Census had published the following in 2005:

Table 3. Rental Vacancy Rates, by State: 1986 to 2007 - Continued

	2002	2002r	2003	2004	2005	2006	2007
United States.....	9.0	8.9	9.8	10.2	9.8	9.7	9.8
Connecticut.....	4.7	4.6	9.1	8.4	8.3	7.9	8.0

Whereas trade periodicals have reported that homeownership opportunities to first time homeowner's growth gave rise to some of the vacancy rates in the rental market in 2006 and 2007. Homeowners took advantage of lowest interest rates offered in decades in addition to creative financing concepts introduced over the past few years. As we all are aware, the housing crises and ensuing economic down turns has placed great uncertainty on many markets including the rental housing market during the second have of 2008.

As you review our vacancy percentages and experience, the above statistics clearly demonstrate the Seymour Housing Authority's commitment and success in serving our community. Our effectiveness documented below stands as testament to our success in achieving the goals previously stated in our Mission Statement. Despite homeownership opportunities, there still exists a very strong need for low-income households to find housing they can afford. As a result of the two crises mentioned above, the particular brand of housing that we provide is a valuable commodity. Two thirds of our stock is elderly rental housing. The AARP reported that in 2007 28% of Americans over 50 years old were either in foreclosure or delinquent on their mortgage payments. The Seymour Housing Authority strives to remain as viable source of housing to those individuals and all those we serve.



Through November 30, 2008, Callahan House experienced a total of 6 vacancies. Callahan House has experienced a total of 126 vacancy days since January 1, 2008 and averaged 21 vacancy days per vacancy. This exceeds the HUD standard of 20 days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 80 units X 365 days = 29,200 days available; 126 days/ 29200 days available = 0.4315% percentage through November 30, 2008.

## FEDERAL ELDERLY

## Vacancy Turnover Days 2008

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. o Days
4M	White	1/31/2008	Bellucci	2/1/2008	1
1P	Mead	3/8/2008	Narowski	3/27/2008	18
2V	Turner	3/31/2008	Everlith	5/2/2008	31
3F	Falcon	5/31/2008	Starkey	6/27/2008	26
2R	Whitney	5/31/2008	Taylor	6/27/2008	26
1D	Bennett	6/6/2008	Kolakowski	7/1/2008	24

Average number of vacancy days per vacancy

21

We realized a diminished result in vacancy rate in comparison to 2007 and 2006. In 2007 Callahan House had 5 vacancies, experienced 70 vacancy days, averaged 14 days per vacancy and had a vacancy percentage of 0.2397 percentage through December 31, 2007.

In 2006, Callahan House had 13 Vacancies, experienced 147 vacancy days, averaged 11.31 days per vacancy and had a vacancy percentage of 0.5034%.

**In comparison to 2005 at this time Callahan House had 16 vacancies, experienced 88 vacancy days, averaged 11.00 days per vacancy and had a vacancy percentage of .03013%.**

During 2004, the Rev. Callahan House experienced a total of 16 vacancies through November 30, 2006 and averaged 14.31 days per vacancy and had a vacancy percentage of 0.7842%.

Despite exceeding the HUD vacancy turnover guideline by one day, the Seymour Housing Authority has maintained its vacancy standings for the Rev. Callahan House well below the National and State Averages over the past five years. The following summarizes our success:

Year	Vacancies	Total Vacant Days	Average days Per vacancy	Percentage
2004	16	229	14.31	0.7842%
2005	8	88	11.00	0.3013%
2006	13	146	11.31	0.5034%
2007	5	70	14	0.2397%
2008	6	126	21	0.4135%

Norman Ray House experienced 13 vacancies through November 30, 2008. Norman Ray House has experienced 391 vacancy days since December 31, 2007 and averaged 30.08 days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 40 units X 365 days = 14600 days available; 391 days/ 14600 days available = 2.6780% percentage through November 30, 2008.

NORMAN RAY HOUSE			VACANCY/TURNOVER DAYS		2008
STATE ELDERLY					
UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
30	O'Neill	12/31/2008	Licho	1/4/2008	3
19	Peterson	12/31/2008	Duclos	1/9/2008	8
3	Orazietti	1/13/2008	Gramolini	2/1/2008	18
5	Scott	1/16/2008	Moylan	3/4/2008	47
31	Gramolini	2/1/2008	Hebert	3/14/2008	41
32	Rivera	2/10/2008	Cowin	2/20/2008	9
28	Ryan	3/24/2008	Simmonds	4/28/2008	14
20	Bertrand	5/31/2008	Carre	7/2/2008	31
32	Cowin	6/24/2008	Simmonds	8/1/2008	37
7	Oliver	6/30/2008	Gillison	7/25/2008	24
4	Andreucci	7/31/2008	Grant	8/20/2008	19
28	Simmonds	8/1/2008	Vacant		121
24	Kochanowski	10/15/2008	Connors	11/4/2008	19

Average number of vacancy days per vacancy: 30.08

Contributing to the higher than normal vacancy rate is the fact that Apartment 28 is being used for construction storage since August 1, 2008. In comparison to 2007 Norman Ray House had 7 vacancies, experienced 139 vacancy days, averaged 19.86 days per vacancy and had a vacancy percentage of .95 percent.

In comparison to 2006 Norman Ray House had 7 Vacancies, experienced 117 vacancy days, averaged 16.71 days per vacancy and had a vacancy percentage of 0.8013%.

In comparison to 2005 at this time Norman Ray House had 8 vacancies, experienced 108 vacancy days, averaged 13.50 days per unit and had a vacancy percentage of .07397%.

During 2004, the Norman Ray House experienced a total of 8 vacancies, 163 total vacancy days, averaged 14.31 days per vacancy and had a vacancy percentage of 0.7842%, 2004.

The Seymour Housing Authority has maintained its vacancy standings for the Norman Ray House over the past three years. The following summarizes our success:

Year	Vacancies	Total Vacant Days	Average days Per vacancy	Percentage
2004	8	163	14.31	<b>0.7842%</b>
2005	8	108	13.5	<b>0.7397%</b>
2006	7	117	16.71	0.80136%
2007	7	139	19.86	0.9505%
2008	13	391	30.08	2.6780%

**State Moderate Rental****2008 Year-to-Date Vacancies 8**

The Moderate Rental program experienced 8 vacancies during 2008 through November 30. 33 Chamberlin Rd is scheduled to be re-occupied on 12/4/08. Moderate Rental has experienced 518 vacancy days through November 30, 2008 and averaged 64.75 days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 81 units X 365 days = 29,565 days available; 518 vacancy days / 29,565 days available = 1.7520% percentages through November 30, 2008.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2008
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UNIT	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
30 Seymour	Mauro	1/19/2008	Vacant		334
27 Seymour	Roy	3/31/2008	Robinson	5/1/2008	30
17 Seymour	Exantus	4/3/2008	Smith	4/11/2008	7
4 Chamberlin	Murphy	5/1/2008	Cowin	6/24/2008	53
15 Chamberlin	Wilson	9/30/2008	Roman	10/24/2008	23
14 Chamberlin	Roke	10/17/2008	Donnelly	11/1/2008	14
33 Chamberlin	Roman	3/1/2007	Vacant		37
4 Brothers	DePallo	10/31/2008	Garofalo	11/21/2008	20

Average number of vacancy days per vacancy: 51.42

In comparison to 2008, the Moderate Rental Program had 19 vacancies, experienced 977 vacancy days, averaged 51.42 days per unit and had a vacancy percentage of 3.038.

In comparison to 2006 at this time, the Moderate Rental Program had 9 vacancies, experienced 318 vacancy days, averaged 35.33 days per unit and had a vacancy percentage of 1.0755.

In comparison to 2005 at this time, the Moderate Rental Program had 9 vacancies, experienced 290 vacancy days, averaged 32.22 days per unit and had a vacancy percentage of .9808%.

During 2004, the Moderate Rental Program experienced a total of 7 vacancies, experienced a total of 261 vacancy days, averaged 43.50 days per vacancy, and had a vacancy percentage of 0.8828%.

The Seymour Housing Authority has maintained its vacancy standings for the Moderate Rental Program over the past three years. The following summarizes our success:

Year	Vacancies	Total Vacant Days	Average days Per vacancy	Percentage
2004	7	261	43.50	0.8828%
2005	9	290	32.22	0.9808%
2006	9	318	35.33	1.0755%
2007	19	977	51.42	3.038%
2008	8	518	64.75	1.7520

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# **Smithfield Gardens Assisted Living 2008 Year-to-Date Vacancies 17**

Smithfield Gardens Assisted Living experienced 17 vacancies during 2008 through November 30. Smithfield Gardens has experienced 535 vacancy days through November 30, 2008 and averaged 31.47 days per vacancy. Calculating vacancy percentage as follows: 56 units X 365 days = 20,440 days available; 535 vacancy days / 20,440 days available = 2.6174% percentage through November 30, 2008.

Smithfield Gardens		VACANCY/TURNOVER DAYS			2008
Assisted Living					
UNIT	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
S105	Zajac	2/5/2008	Haines	4/1/2008	55
S101	Neubert	4/1/2008	D'Aloia	6/4/2008	63
S119	Carl	4/1/2008	Schuyler	4/18/2008	12
S120	Shia	4/23/2008	Sleight	7/2/2008	69
S111	Marki	5/9/2008	Persky	7/15/2008	66
S114	Popowski	5/12/2008	Griffin	7/8/2008	56
S211	Gentile	5/13/2008	Hudenets	6/13/2008	30
S123	Gardella	6/30/2008	Czamy	7/12/2008	11
S120	Sleight	7/31/2008	Mastriani	8/30/2008	29
S123	Czamy	8/22/2008	Fazio	9/26/2008	34
S121	Jones	8/30/2008	Bergen	9/5/2008	5
S111	Persky	8/31/2008	DeVeglia	9/12/2008	11
S206	Wuchick	9/17/2008	Bulinski	10/17/2008	29
S220	Hodes	9/30/2008	LaRussa	10/1/2008	1
S228	Weatherbee	10/8/2008	Machado	10/22/2008	13
S119	Schuyler	10/31/2008	Sweat	11/22/2008	21
S118	Wojciechowski	10/31/2008	Vacant		30

Average number of vacancy days per vacancy: 31.47

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## Affirmatively Furthering Fair Housing

### State of Connecticut Strategy :

The Seymour Housing Authority is not located in an enterprise zone. Therefore, the State of Connecticut's Consolidated Plan is used as the source for compliance in matters of planning. The State of Connecticut developed an Analysis of Impediments which includes:

1. Limited State funding for affordable housing development efforts
2. The need for additional training and resources for fair housing monitoring and enforcement
3. Lack of technical support to local housing groups and other customers regarding application of fair housing requirements
4. Market conditions that impact the effectiveness of the Rental Assistance Program because of the low rent levels allowed under the program, the high percentage of income tenants are required to pay for rent, and the program's overall level of funding.
5. Lack of feasible funding applications by housing developers that prioritize fair housing according to the allocation schemes of state housing funding including the Low Income Housing Tax Credit allocation plan
6. The need for additional CDBG program monitoring in the area of fair housing
7. Lack of planning funds to support developers in communities where opposition to fair housing delays projects to the point of unfeasibility
8. Limited mass transportation throughout the State
9. Need of funding for fair housing testing and mobility counseling programs, and
10. Finally, the knowledge of state employees regarding fair housing laws and responsibilities was extremely low

The State strategy includes the following objectives:

1. Expand training across agency lines of state employees in the area of fair housing
2. fair housing outreach and education activities
3. Monitoring and enforcement of fair housing laws and policies
4. Infrastructure and other improvements to promote diverse communities
5. Increasing the supply of affordable housing
6. Increasing housing access for protected classes



## **Seymour Housing Authority Strategy :**

The Seymour Housing Authority employs an Executive Director whose position description includes the responsibilities of the Authority's Fair Housing Officer. The Executive Director is a licensed Real Estate Professional and this individual has been trained in the areas of fair housing opportunity, creating diversity in population across a broad range of race and income, and providing an outreach effort. In an effort to promote and secure fair and affordable housing, the Seymour Housing Authority has developed its own comprehensive agency plan to provide solutions to the concerns identified in the State's Consolidated Plan relative to impediments or barriers to Fair Housing. The Seymour Housing Authority operates its programs as require by State and Federal Guidelines, and by its nature complies with many regulated Fair Housing requirements. In conjunction with federal and state findings and mandates, the Seymour Housing Authority seeks to overcome the effects of impediments to fair housing, remedy discrimination and promote fair housing rights and choices.

The Seymour Housing Authority endeavors to grow to perpetuate its mission. State and Federal programs that Seymour Housing Authority operates have all endured shrinking financial support from the oversight agencies and governmental support programs that were available in the past. If the Seymour Housing Authority is to be viable to satisfy the needs of the populations it serves well into the future, management must seek out opportunity to solidify its financial position and strengthen its ability to manage. The Seymour Housing Authority continues to endeavor to expand its operations into such programs as the Section 8 subsidy administration by re-establishing its area of jurisdiction and operation, the Seymour Housing Authority seeks to apply its occupancy experience and administrative standards to further housing opportunity in its community. Senior housing for seniors has been challenged by regulatory requirements to accommodate mixed populations in elderly housing. Efforts to designate our senior housing for elderly only will continue our ability to provide housing for seniors. Seymour Housing Authority will also continue to improve its elderly housing stock by adding about 58 units of housing on Town property located downtown.

### **Analysis of Impediments and Actions Taken:**

1. The obvious benefit to the promotion program will be to establish the Seymour Housing Authority as a household name in the community, as the low-income elderly housing provider of choice.
2. Through the continual efforts to improve its housing stock, the Seymour Housing Authority addresses the high cost associated with developing affordable housing. The existing stock could not affordably be replaced. Neither HUD nor the State of Connecticut has affordable housing production funds available for Housing Authorities. This funding has been absent for many years. As a result, the Housing Authority is forced to be creative and reach out to other sources of funding such as CHFA, Low Income Housing Tax Credits, the Connecticut Housing Tax Credit Contribution funds and State bonding.

In 1996 the Seymour Housing Authority completed development and occupied five State of Connecticut Moderate Rental Housing family dwelling units on two vacant parcels of land it owned in the center of its original State Moderate Rental Property. This development was the first low and moderate income family housing production since the inception of the Seymour Housing Authority in 1948 and the first occupancy of new Moderate Rental housing units since 1951.

The Seymour Housing Authority's component entity, SHA Development Corp. has been successfully furthering fair housing in multiple areas. In 2006 SHA Development Corp. completed construction and began initial operation of a 56 unit State of Connecticut PILOT Demonstration Assisted Living facility. Smithfield Gardens Assisted Living provides low to moderate income housing, special core services, three meals per day and assisted living services to individuals and couples age 65 and older and who qualify for the IRS Low Income Housing Tax Credit program and the State's Connecticut Home Care Program for the Elderly. This achievement grants us the ability to further fair housing and to provide 19 units of housing at 50% of the Area Medium Income (AMI) and 37 units of housing at 60% of AMI. This development was achieved by partnering with a food service contractor, an Assisted Living Services Agency and the Seymour Housing Authority to provide meals, Assisted Living Services, Property Management and the Core Services to frail elderly who qualify for the program.

During 2007 the SHA Development Corp. partnered with a local Architect/private entrepreneur, the Bank Street East Limited Liability Corp., who has endeavored to provide twelve units of affordable elderly housing in the downtown Seymour area. This Architect is renovating two historic buildings that will combine commercial space and twelve one bedroom apartments funded by the State of Connecticut's Housing Trust Fund and Federal Home Loan Bank affordable housing low cost loan and grant funding as well as private bank loans provided by the Naugatuck Valley Savings and Loan Bank. Eight of these twelve units will be occupied by individuals whose income does not exceed 60% of AMI. Four of the units will house individuals at market rate. In 2008 the Seymour Housing Authority will embark on a 15 year management agreement to manage these of affordable senior housing under the State of Connecticut's Affordable Housing Program guidelines.

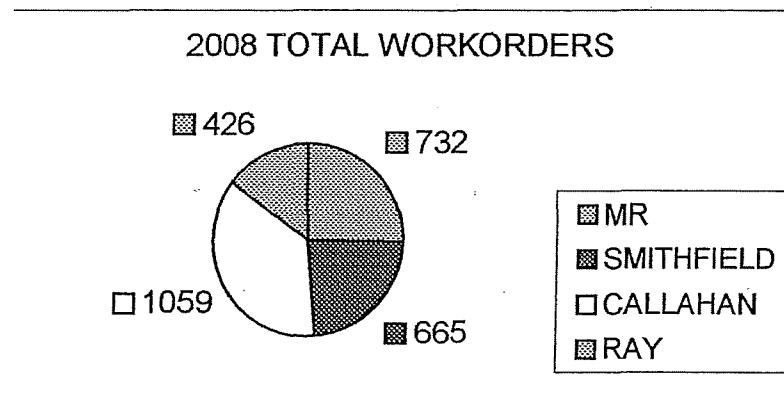
3. New construction and rehabilitation of existing stock provides the opportunity to create ADA and Section 504 compliant housing stock.
4. Certainly the success of the Seymour Housing Authority's efforts will ensure long-term viability of its programs. Thirty-two percent (32%) of our traditional and existing public housing stock is occupied by households with incomes at or below poverty levels. This documents our effectiveness to accommodate low-income needs of our community.
5. As a Housing Authority, our regulatory over-site partners, HUD and DECD require program and management policy to administer our programs and house individuals without discrimination based on race, National Origin, color, creed, family or familial status, religion or source of income. Policy and procedure is in place to ensure this requirement and staff is continuously trained regarding matters of discrimination, promotion and best practices.
6. Our affirmative marketing plan includes minority community contacts and advertising strategies that address the issues raised by the States consolidated Plan. We will continue our efforts to affirmatively market our housing stock.

Overall, The Seymour Housing Authority seeks to provide housing and related services that will meet and exceed issues identified through the A.I. With increased expenses and the expanding decrease in customary housing and social services funds, the Housing Authority creatively problem solves to further develop strategies focused upon remedies for fair housing issues. With this in mind, new and extraordinary collaborations with private industry partners have been formed, programs have been redesigned, resident involvement increased and all matters of housing approached in a comprehensive manner.

## MAINTENANCE

The Seymour Housing Authority endeavors to maintain its' housing stock in a decent condition by delivering timely and high quality maintenance services to it's' residents. Maintenance is, however, limited by the funding available. There has been an increasingly insufficient funding available at the Rev. Callahan House, Norman Ray House and Moderate Rental Programs. Cuts in Federal Subsidy and the fact that the two State properties rely solely on funds from rents has resulted in hard choices for maintenance. The revenues generated dictate maintenance levels. Priorities are addressed and more cosmetic work is deferred. Such items as new floors, kitchen cabinets and other less imperative items do not get addressed.

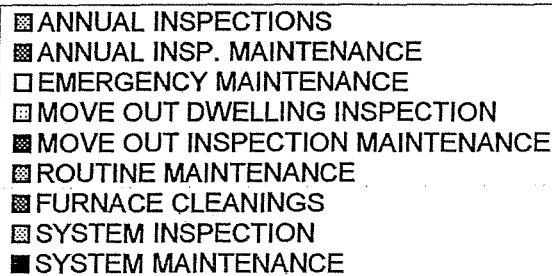
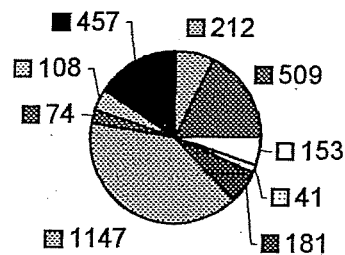
Through November 2008, the Seymour Housing Authority processed and completed 2882 total work orders for all three of its' properties and Smithfield Gardens Assisted Living. The following graphic illustration depicts the work orders as completed by project:



Observation dictates that the Callahan House generates the majority of the work orders. The reason for this is HUD's Public Housing Assessment System (PHAS). The PHAS reporting is very detailed. We must report to HUD about each work order by type. There is an accounting for the completion times of routine and emergency work orders, dwelling unit inspections, vacancy inspection and unit turnover, along with system and building maintenance.

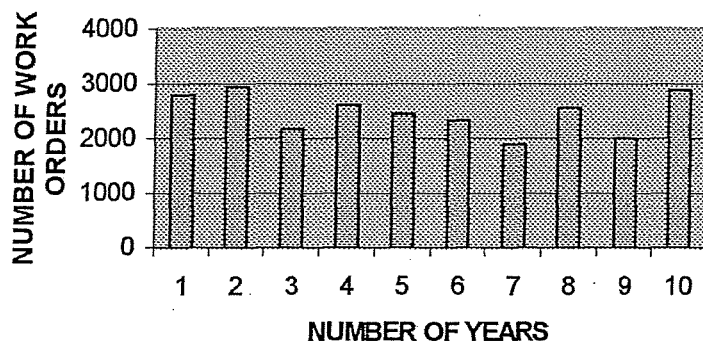
The following graph depicts the break down of work orders by type. The majority of work is still reported by the resident request for maintenance.

### WORK ORDERS BY TYPE



+A review of our work order experience since 1999 (year 1 on graph) is depicted in the following graph. You will note a sizable increase amount of work orders in 1999 (year 1) when HUD implemented its Public Housing Assessment System (PHAS). Year 10 is the 2008 experience through November 30.

### WORK ORDER HISTORY



In 2000 (year 2) HUD implemented its new Uniform Physical Condition Standards (UPCS) by insisting that all dwellings and systems under HUD funding be inspected in accordance with the new standards.

Rehabilitation Funds have not been given full attention by the State in the past 20 + years. I have been preparing and re-preparing Capital Needs Assessments for our housing stock for the past ten years for DECD and most recently to CHFA. I have identified about \$3,000,000 in needs for our 81 units of Moderate Rental stock and \$2,000,000 for our 40 unit State Elderly stock. Since my first estimates I am sure these numbers have escalated. Great deals of these items have unmistakably increased in urgency and have become problems of life, health and safety. I have a report from an environmental contractor that there is a serious mold and air quality problem at our State Elderly development. Their recommendation is to install a heating, air-conditioning and ventilation system to solve the problem. I have a Moderate Rental unit that had to be evacuated and taken off line because the failed septic system could no longer operate and created a health safety issue. This has added to the vacancy rate reported for the Moderate Rental program in Section 2 of this report.

I have in the past twenty-four months been aggressively seeking funding to solve the Septic situation and have been struggling between agencies trying to obtain funds to complete the work necessary. We have bid the work and know that it will cost approximately \$100,000 (a quote that is now 2 years old). I have been told by CHFA that they may fund it with a 7% loan if we consider refinancing our whole State Debt on the properties with them. I have also been told by DECD that they are only "GAP funders". I have gone to a local bank and have sought a loan to pay 40% of the \$100,000 and have been delayed in preparing to put in an application to DECD for the rest of the money.

Our Moderate Rental family housing stock is 50 + years old. Our state elderly stock is 31 years old. The rents are based on a percentage of resident income and thirty-two percent of our resident's income is at or below poverty level. We are struggling to keep up with deferred maintenance and dealing with failing systems, unhealthy air quality and flooding basements. For more than 20 years the State has only been funding emergency situations. In the past 5 years they are not even doing that. I am told that there is a State wide need for more than \$100,000,000 in Rehabilitation needs. For Seymour it seems as though the State has abandoned its promise to provide safe, decent and affordable housing to its communities. We are faced with the need to constantly increase our base rents and eventually it will get to a point where those who need the housing the most will not be able to afford it. What will also happen is that the stock will become so run down that those who can afford it will not be willing to live in the units.

In 2007 I have supplied information as follows to CHFA:

#### Norman Ray House Emergency Work Item Needs:

An estimate of \$140,000 for Air Conditioner Replacement, and \$325,000 for the installation of a passenger elevator was forwarded to our Asset Manager. The air conditioner work item has been well documented as a health/safety issue by an air quality report completed a few years back. The \$140,000 estimate is quite old and was conservative from the start. I think this item should be increased to \$200,000. The installation of the elevator is not such an emergency, however, handicap accessibility and social implications relative to the serpentine ramp that separates the two floors must be taken into consideration.

In summary, the Norman Ray House, emergency needs are as follows:

Work Item:	
HVAC installation	\$200,000
Elevator Installation	\$325,000
Architectural/Engineer	\$ 36,750
Consumables	<u>\$ 6,500</u>
Total Emergency	\$568,250

The Moderate Rental needs were communicated as follows:

Emergency Work Items for Castle Heights, MR 19A:

The following items are considered emergency for the above mentioned property on Seymour Ave.:

Furnace Replacement	\$ 175,000
Lead paint abatement (interior doors)	\$ 42,520
Sewer line lateral replacement	\$ 210,000
Septic replacement w/pump eject.	\$ 185,000
Ground Water & Mold remediation, basement system	\$ 465,000
Total Work Items	\$1,077,520
Architectural/Engineering	\$ 75,450
Administrative Consumables	\$ 32,000
Total Rehab. Request for emergency items @ MR 19A	\$1,184,970

This estimate includes the water and mold issues and under ground water& mold remediation. Architectural recommended an 80 cfm fan in the bathrooms hooked up to a humidistat control so that it stays on until the moisture is gone. The units will require the addition of louvers in the bathroom doors to provide fresh air for the fan. The addition of range hoods in the kitchens to vent cooking moisture out of the unit. Basement systems and outside drainage work will help get the water out of the basements.

The emergency capital needs for Smith Acres – MR 19 is as follows:

Furnace Replacement	\$ 107,300
Lead paint abatement (interior doors)	\$ 26,000
Lead paint abatement (window angle irons)	\$ 14,000
Sewer line lateral replacement	\$ 128,500
Ground Water & Mold remediation, basement system	\$ 285,000
Total Work Items	\$ 560,800
Architectural/Engineering	\$ 39,256
Administrative Consumables	\$ 16824
Total Rehab. Request for emergency items @ MR 19	\$ 616,880

These needs were all communicated to CHFA to assist their effort to make recommendations to

Legislation enacted the Housing Sustainability Funds Act through the Leadership of Majority Leader Representative James Ahmann. This set aside \$10,000,000 in State Bond Funds for the Modernization/Rehabilitation of the State's Public Housing. A long and arbitrary administrative process by the Sustainability Committee has delayed the set up and distribution of the funds. Conn Nahro argued the point that a Physical Conditions Survey of all the State's public housing should be funded by this Sustainability funds. Later in the year we submitted an application by Sate request for sustainability funds to the Department of Economic and Community Development for the Norman Ray House. We received a grant of \$581815.00 to install HVAC and dehumidification equipment through out the building to improve air quality. We were having problems with humidity and the presence of high levels of mold spores in the building, thus creating a mold problem. The funding was received in July and we began construction in August. Nearly complete the equipment will provide fresh air turn over and dehumidification in the common areas, bathroom vents to evacuate steam efficiently from the rooms and range hood vents. This effort will greatly improve living conditions at the Norman Ray House.

We also made CHFA and DECD well aware of a ground water remediation project to prevent basement flooding and mold abatement for the Moderate Rental Units. This is a projected \$2.5 million dollar project. This was not funded by the Sustainability Act Funds.

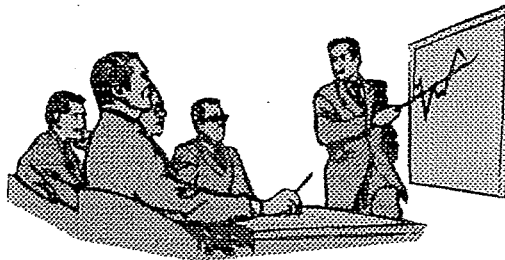
We have been addressing flooded basements and mold issue on Seymour Ave. Three cases were identified to us. 10 Seymour Ave had mold growth on the basement walls and personal belongings in the basement. This problem cost \$12,300 to test and abate. 27 Seymour experienced similar issues at a cost of \$7,930 to abate and install an industrial dehumidifier. This basement maintained a humidity level of 80% which was a great environment to promote mold growth. 24 Seymour Ave was experiencing mold growth in the living areas, particularly the bathroom and kitchen. We installed a humidistat controlled bath fan with a higher cfm output. We installed an air vent in the bath door. We installed a range hood in the kitchen. We also cleaned the mold with appropriate products. This work totaled \$2,430. To solve a basement leak, we excavated around the foundation, repaired and sealed the foundation wall, installed drainage and returned the soil at a cost of \$3,205. We power washed moss of the roofs of about 16 units. We also trimmed tree limbs to lift them far enough off the roof line to provide good air flow under the tree line. We removed dead and dying trees and overgrown plantings around and close to foundations. This work totaled another \$15,000.

The residents with warm air furnaces requested that we clean the heating ducts. The Board of Commissioners supported that request. The Executive Director applied to CHFA for \$12,000 in APTS funds to pay for this project. The total cost of the duct cleaning was approximately \$14,000. The APTS funds were approved and the Executive Director ordered the work completed. This job was completed in November.

The Seymour Housing Authority is addressing these costly environment issues with its own reserves with the exception of the heat ducts. The 2008 provision for reserves was approximately \$50,000 and through September 30, 2008 we spent \$50,954.00 much of this cost was due to the above mentioned abatement jobs. We can only address what is reported to us and only to the extent that funding is possible.

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## Management & General Information



### Staffing & Training

It continues to be a goal to provide a work environment that would foster growth, effectiveness, knowledge and independence in the staff by offering training and various tools. Much effort was made to achieve this goal.

To that end, staff training offered was the following:

DECD and CHFA sponsored Rent Calculations and Occupancy (on line)

Risk Control (on line from HARRG)

### Annual Dwelling Inspections

We completed all 80 Annual Dwelling Unit inspections using the HUD Uniform Physical Conditions Standards at the Rev. Callahan House for 2003. The systems and building inspections were completed as well.

We completed all 40 of the Annual Dwelling Inspections at the Norman Ray House.

We completed 50 Annual Dwelling Inspections for the Moderate Rental Property. We will complete thirty one remaining units prior to year-end. We will be inspecting these units each week at a rate of eight units per week until completed.

We have completed 34 dwelling unit inspections during 2008. We completed 9 during 2007 and the balance will be completed during December and the first quarter of 2009.

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## Public Housing Assessment System (PHAS)

The Seymour Housing Authority received a High Performer rating for its 2006 PHAS review. Included in this score was a physical inspection rating of 91%, a net score of 27 out of 30. Management received 30 out of 30 points, Resident Satisfaction Survey resulted in 10 out of 10 points and the financial assessment resulted in 29 out of 30 points. Our total score was 96 points. As such, we maintained the High Performer rating for 2007 due to the Small PHA deregulation. We will be evaluated again for 2008 during the first months of 2009.

## 2009 Comprehensive Agency Plan

The Comprehensive Agency Plan was prepared and not submitted to HUD via the Internet website as a result of the Housing Bill passed during August of 2008. As a result of the Legislation, Small PHA's are no longer required to submit this document.

## Base Rent Increases, Moderate Rental and Elderly Housing

We implemented base rent increases for the 2008 management plans for the Norman Ray House and the Moderate Rental program. The Norman Ray House both included a \$40 base rent increase for January 1, 2008.

The Moderate Rental Base Rent Increase was \$65 for the Moderate Rental properties. Such an increase was indicated because the State of Connecticut was unwilling to pay the Town of Seymour (along with 22 other communities) Payment In Lieu of Taxes (PILOT). The decision not to pay the PILOT resulted in the Seymour Housing Authority being responsible for 10% of Shelter Rent, and amount exceeding \$45,000. A great effort by our State Representative, Town Leadership, the Board of Commissioners, the Executive Director and several residents of the Moderate Rental Program lead to many campaigns and Legislative Agendas to replace the PILOT funds by the State. Success occurred in April, and the PILOT funding was restored. The Seymour Housing Authority reduced the rent increase by \$45 per unit per month and rebated January through April 30, 2008 base rent. The net effect was a \$20 base rent increase.

## Security

The clients that Seymour Housing serves are essential components in providing as safe, peaceful, and enjoyable living environment. The Housing Authority has adopted Policy to provide responsible screening techniques, and specific eviction procedures as allowed by federal, state, and local laws. The Housing Authority has installed and maintains crime deterrent hardware at its complexes. The Housing Authority encourages its residents to act in a responsible manner and to act as a community in solving problems that may arise from time to time by reporting nuisance behavior and criminal or drug related incidents to the Authority and the Seymour Police Department. The Housing Authority believes that its clients are the best solution in these matters. By working together with the proper authorities to resolve these issues, the clients themselves are empowered to maintain a healthy and peaceful rental and living environment.

The Seymour Housing Authority again received Katharine Matthies Funding for its Community Policing program. \$27,000 will fund the program into 2009. Many beneficial efforts have come out of this program.

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## Grants, Modernization & Rehabilitation

### Housing Sustainability Funds

**\$ 581,815**

During 2008 the Seymour Housing Authority placed considerable effort on its rehabilitation of the Norman Ray House. The following is the Construction Budget:

Architectural and Engineering Design	\$ 38,500
Site Improvement (Gutter and perimeter drains)	\$ 6,413
Main Building Rehab. (HVAC & Dehumidification)	\$490,511
Accounting & Audit	\$ 4,000
Contingency	\$ 42,391

Work began in August 2008 and will be completed by December 31, 2008

### Capital Fund Program FFY 2007

**\$ 98,153.00**

HUD notified the Authority during August 2007 that funding was in place. The work items to be completed at the Callahan House were as follows:

- Install cabinet bases
  - 1 unit carpet replacement.
  - Cycle paint 10 units
  - Purchase ten new refrigerators with new 14 cu. ft. frost-free refrigerators
-

- Provide Design Consultant services
- Provide administrative expenditures money for public bidding, newspaper publishing, blueprint & plans copying.

**Capital Fund Program FFY 2008**

**\$ 84,311.00**

HUD notified the Authority in August that its' funding was approved. The work items to be completed at the Callahan House are as follows:

- Installation of Direct Digital Control of the Heat system in Callahan House.
- Cycle Paint 10 Occupied Dwelling Units.
- Replace 10 Dwelling Equipment Refrigerators.
- Architect/Engineer Fees.
- Administrative Costs.

