

MINUTES

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Seymour Housing Authority

➤ 981st Meeting

The 981st Meeting, an Annual meeting of the Seymour Housing Authority, was held on Wednesday, December 6, 2017 at the Smithfield Gardens Assisted Living Facility, in the Multipurpose Room Located at 26 Smith Street Seymour, Connecticut and was called to order at 5:31 P.M. by Chairperson White.

➤ Roll Call

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

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

➤ Election of Officers

At this time, 5:33, Commissioner Golebieski joined the meeting in progress.

Commissioner Chairperson White stepped down from the position of Chairperson and turned the meeting over Susan Horelick, Vice Chairperson to open the floor for nominations for Chairman.

Vice Chairperson Horelick opened the floor and requested nominations for Chairman.

Commissioner Golebieski nominated Commissioner White for the position of Chairperson. Commissioner Bellucci seconded the motion.

Vice Chairperson Horelick asked if there were any further nominations for Chairman.

Hearing no further nominations, Vice Chairperson Horelick asked if there were any further nominations for Chairman.

Hearing no further nominations, Vice Chairperson Horelick asked if there were any further nominations for Chairman.

Hearing no further nomination for Chairman, Vice Chairperson Horelick asked the Secretary to Cast one unanimous ballot for Commissioner White and declared Commissioner White to be Chairperson of the Seymour Housing Authority. Commissioner Horelick then turned the meeting over to Chairperson White to continue with ballots for the remaining Board positions.

Chairperson White opened the floor and requested nominations for Vice Chairman.

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Commissioner Horelick nominated Commissioner Bellucci for the position of Vice Chairperson. Commissioner Golebieski seconded the motion.

Chairperson White asked if there were any further nominations for Vice Chairman.

Hearing no further nominations, Chairperson White asked if there were any further nominations for Vice Chairman.

Hearing no further nominations, Chairperson White asked if there were any further nominations for Vice Chairman.

Hearing no further nomination for Vice Chairman, Chairperson White asked the Secretary to Cast one unanimous ballot for Commissioner Bellucci and declared Commissioner Bellucci to be Vice Chairperson of the Seymour Housing Authority.

Chairperson White opened the floor and requested nominations for Treasurer.

Commissioner Horelick nominated Commissioner Dota for the position of Treasurer. Commissioner Golebieski seconded the motion.

Chairperson White asked if there were any further nominations for Treasurer.

Hearing no further nominations, Chairperson White asked if there were any further nominations for Treasurer.

Hearing no further nominations, Chairperson White asked if there were any further nominations for Treasurer.

Hearing no further nomination for Treasurer, Chairperson White asked the Secretary to Cast one unanimous ballot for Commissioner Bellucci and declared Commissioner Dota to be Treasurer of the Seymour Housing Authority.

Chairperson White opened the floor and requested nominations for Assistant Treasurer.

Commissioner Bellucci nominated Commissioner Horelick for the position of Assistant Treasurer. Commissioner Golebieski seconded the motion.

Chairperson White asked if there were any further nominations for Assistant Treasurer.

Hearing no further nominations, Chairperson White asked if there were any further nominations for Assistant Treasurer.

Hearing no further nominations, Chairperson White asked if there were any further nominations for Assistant Treasurer.

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Hearing no further nomination for Assistant Treasurer, Chairperson White asked the Secretary to Cast one unanimous ballot for Commissioner Horelick and declared Commissioner Horelick to be Assistant Treasurer of the Seymour Housing Authority.

➤ Annual Report

(See Exhibit I).

➤ 2018 Meeting Schedule

Chairperson White introduced the 2018 Meeting Schedule for the Seymour Housing Authority. (See Exhibit II)

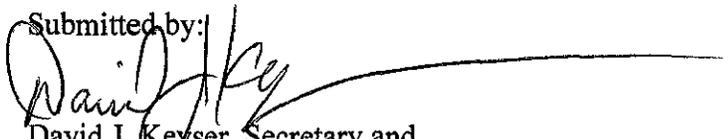
Attorney Stamos pointed out that the July meeting is listed as July 4, 2018, a holiday.

Commissioner Bellucci motioned to adopt the 2018 meeting schedule with a corrected date for the July 2018 meeting to be held July 11, 2018. Commissioner Golebieski 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, Golebieski, Horelick and White. Chairperson White declared the motion carried, and the 2018 Meeting Schedule adopted as amended.

➤ Adjournment

Chairperson White asked for a motion to adjourn the 981st Annual Meeting of the Seymour Housing Authority. At 5:56 P.M. Commissioner Bellucci motioned to adjourn the 981st Meeting of the Seymour Housing Authority. 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, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the 981st Meeting, a Regular Meeting, adjourned.

Submitted by:



David J. Keyser, Secretary and
Executive Director

Minutes
Exhibit II

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

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December 6, 2017

The following is the schedule of Meetings of the Seymour Housing Authority to be held during 2018. The meetings are generally scheduled on the first Wednesday of each month located at the Smithfield Gardens Assisted Living, Multi-Purpose Room located at 26 Smith Street and the time of the meetings is set for 5:30 P.M.:

Date	Meeting
January 3, 2018	Regular Meeting
February 7, 2018	Regular Meeting
March 7, 2018	Regular Meeting
April 4, 2018	Regular Meeting
May 9, 2018	Regular Meeting
June 6, 2018	Regular Meeting
July 4, 2018	Regular Meeting
August 8, 2018	Regular Meeting
September 5, 2018	Regular Meeting
October 3, 2018	Regular Meeting
November 7, 2018	Regular Meeting
December 5, 2018	Annual & Regular Meetings

Brenda A. White - *Chairperson/Tenant Commissioner*
Susan Horelick - *Vice Chairperson*
Virginia Dota - *Treasurer/Tenant Commissioner*
Dominick Bellucci - *Assistant Treasurer/Tenant Commissioner*
Rebecca L. Golebieski - *Commissioner*

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



An Equal Opportunity Employer



2017

Housing Authority of the Town of Seymour

Annual Report

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.

Occupancy Trending

Year	# of Vacancies	Vacancy days	# days/vacancy	Vacancy %
2017	12	211	17.58	0.7226
2016	8	80	10	0.2739
2015	17	121	7.06	0.414
2014	9	56	6.22	0.1917
2013	11	66	6.0	0.2260
2012	14	177	12.64	0.6061
2011	14	222	15.86	0.7602
2010	10	209	20.90	0.7157

Our goal is to manage the unit turnaround time to average less than 20 days per vacancy. We also keep a watchful eye on unit days available to ensure we do not exceed the 348 days per year that we are allotted for the Rev Callahan House Elderly LIPH Housing. As you can see from the trending, we have been reaching and exceeding those goals for the past 8 years. In this way we are able to state with confidence that we are achieving the goals stated in our Mission Statement and fulfilling the standards mentioned in our five year and annual plan. We are affirmatively furthering fair housing by maximizing occupancy in an efficient manner by maintaining low turnover objectives.

Occupancy Trending

Year	# of Vacancies	Vacancy days	# days/vacancy	Vacancy %
2017	4	52	13	0.3562
2016	4	64	16	0.4384
2015	5	109	21.80	0.7465
2014	10	196	19.80	1.3424
2013	9	315	35.00	2.1575
2012	2	6	3.00	0.0205
2011	9	200	22.20	1.3698
2010	10	246	24.60	1.6849

Our goal is to manage the unit turnaround time to average less than 20 days per vacancy. We also keep a watchful eye on unit days available to ensure we do not exceed the 348 days per year that we are allotted for Norman Ray House Elderly LIPH Housing. There have been some matters involving rehabilitation and extensive turn over cleaning and repairs in move outs that we have encountered at Ray House and since we have federalized this building, moving it from a State of Connecticut Elderly program to a Federal, HUD program. We will continue to improve performance at the Norman Ray House to get the numbers below the standard and maintain them there.

Occupancy Trending

Year	# of Vacancies	Vacancy days	# days/vacancy	Vacancy %
2017	5	317	63.4	1.0722
2016	8	101	16	0.3416
2015	9	207	23.00	0.7465
2014	8	311	38.88	1.0519
2013	9	194	21.56	0.6561
2012	10	316	31.60	1.0688
2011	8	238	29.75	0.8050
2010	12	526	43.83	1.7791

Occupancy Trending

Year	# of Vacancies	Vacancy days	# days/vacancy	Vacancy %
2017	17	624	36.94	3.053
2016	17	703	41.35	3.439
2015	18	665	39.64	3.253
2014	22	1,276	54.86	6.242
2013	14	1,278	82.79	6.252
2012	9	284	31.56	1.389
2011	21	662	24.79	3.238
2010	19	1,034	54.42	5.058

General Information

Fair Housing

Each year we affirmatively market to senior centers, community organizations, public libraries. We participate in major senior Fairs such as Boomers and Beyond and the Crisco Fair. We participated in those this year as well.

By maintaining our occupancy standards in both Federal and State housing programs and advertising our waiting lists, we are affirmatively furthering fair housing.

Staff has attended fair housing training as we do on an annual basis.

Waiting Lists

The Moderate Rental waiting list opened June 30, 2017 and closed as of 9/30/2017. We held the lottery to place the apparently eligible on the waiting list per the order of the lottery on October 30, 2017. As a result of the opening of the list, we received 63 applications and 54 were deemed apparently eligible. 6 applicants were deemed ineligible for failure to demonstrate they could pay the base rent and utilities 3 applicants were withdrawn because they did not fill the application completely and did not respond to requests to complete properly.

The Elderly Low Income Public Housing waiting list remained open during 2017. During this period we received 144 applicants and have determined 59 applicants eligible. There are 23 pending applicants, 26 applicants were determined ineligible and 36 applicants were withdrawn due to various reasons.

There are 120 applicants currently on the elderly waiting list of these applicants, 90 household incomes are extremely low at or below \$19,659 of AMI. There are 25 household incomes that are very low or between \$19,659 and \$32,750. And, there are 5 households with income that is considered low income or between \$32,750 and \$46,100. 90% of the households are Caucasian, 6.67% are Black, 1% are Indian and 2.50% are Asian. Of these applicants 90% are non-Hispanic and 10% are Hispanic. 49.17% of the families are elderly, 9.17% are disabled and 2.50% have children listed on their application.

There are 6 applicants currently on the elderly accessible waiting list of these applicants, 4 household incomes are extremely low at or below \$19,659 of AMI. There are 2 household incomes that are very low or between \$19,659 and \$32,750. 66.67% of the households are Caucasian and 33.33% are Black. Of these applicants 83.33% are non-Hispanic and 16.67% are Hispanic. 50% of the families are elderly.

Where the elderly/disabled applicants are applying from: Applicants from Out of State MA 1, NY 1, NJ 1, NC 1, and IA 1. Applicants from In State Ansonia 18, Beacon Falls 5, Derby 9, Meriden 1, Milford 5, Oxford 2, Seymour 24, Shelton 12, Southbury 1, New Haven 16, Hamden 3, West Haven 2, Bridgeport 7, Trumbull 1, Easton 1, Stratford 2, Waterbury 2, Prospect 1, Naugatuck 7, Torrington 2, Bethel 2, Bristol 1, Broad Brook 1, Unionville 1, Hartford 1, Cheshire 1, Middletown 1, Old Saybrook 1, Orange 2, Wallingford 1, Danbury 3, Fairfield 3 and Stamford 1, Monroe 1.

During 2017 we housed 10 people in the Rev. Callahan House and 4 people in the Norman Ray House. Of those, 12 household incomes are extremely low at or below \$19,659 of AMI. There are 1 household incomes that are very low or between \$19,659 and \$32,750. And, there are 0 households with income that is considered low income or between \$32,750 and \$46,100. 8 of those households were Elderly and 6 were disabled households

Smithfield Gardens waiting list remained open during 2017. We received 25 applicants and 4 were deemed ineligible as a result of not being able to demonstrate the ability to pay rent.

ROSS Grant Resident Services Coordinator (RSC)

RSC program continues to remain successful. Residents continues to engage with the Resident Services Coordinator, Teila Cheever. RSC continues to connect resident to necessary services in order to remain/age in place and improve the quality of life for our residents. RSC continues to provide assessment and referral to residents of both the Norman Ray and Callahan House.

The RSC program continues to flourish concluding another year. The RSC continues to connect residents with necessary supports in the community such as home care for elders, food stamps and Medicare savings plans. Additionally, recreation programs continue such as arts and crafts, and trips. Partnerships continue with community providers such as the CT Food bank partnering to offer residents supplements boxes of food. Team, Inc. working hand in hand to continue the Senior Café and Griffin Hospital providing monthly free blood pressure screenings, education and health awareness to our community. The resident association remains strong and continues to engage with the residents enhancing the amounts of available recreational programs.

RSC recently partnered with Southern Connecticut State University and now offers an internship to Social Work students. One Intern is currently working in our RSC program, Jennifer Ciaralli. The residents have engaged with her and have been working with her along with our full time RSC, Teila Cheever. Many changes have been occurring in our state in which Teila has been helping our residents navigate. Changes include the Medicare Savings Program (MSP) and program offers under the State of Connecticut Department of Social Service, and Homecare Program.

RSC has also coordinated a Program Coordinating Committee with local partners to identify and address the needs of our residents. This partnership meets quarterly. RSC, Teila Cheever, has recently submitted ROSS Grant annual through a newly purchased software, AASC. This software is used to track data and our resident's progress. As a result of this, a partnership has been secured with Visiting Nurses Services of South-central CT in which a Licensed Clinical Social Worker provides Clinical Social Work to our residents for two hours per month in order to address the mental health needs. In addition, Tobacco Cessation has been offered in collaboration with Communicare. Several tenants have taken advantage of this opportunity.

Additional partnerships and outreach programs.

- Partnership with Visiting Nurse Association – Social Work – 2 hours of service per month.
- Partnership with CT Children’s Partnership continued which resulted in about 20 families receiving Thanksgiving Day baskets consisting of a turkey, canned items and other staples
- Partnership with CT Food Bank – Commodity Food Supplement Program (CSFP) - secured which has resulted in 31 elderly residents receiving a monthly food package consisting of juice, milk, cereal, cheese, rice, apple sauce and canned vegetables. This is a result from a gap in service identified. Nutritional education also included as a component of program.
- Partnership with Good Sheppard church in which an “Adopt a Family” program was created providing needy families Christmas gifts for children. Two families chosen from the Moderate Rental Program this year.
- Monthly education provided to tenants through local partners such as Shady Knoll Health Care, Athena Home Care, Valley Senior Services council (a program of Valley Council) and Team Inc.
- Senior Café continues through partnership with Team
- Transportation need decreased through partnership with the town to now offer senior bus to disabled residents
- Partnership with Seymour Public Library in which tenants now can utilize “mobile” program in which books are hand delivered for individuals
- Partnership with Seymour Arts and Cultural Society to provide monthly recreational events for tenants
- Partnership with Seymour Lions Club who provide annual ice cream social, bingo event and annual fruit baskets during the holidays
- Partnership with local police department in which community police officer is now in place who provides education and assistance with Block Watch program
- Active tenant associations with active committees such as welcome package committee and events committee.
- Additional committees such as block watch and parking committee
- Partnership with Griffin Hospital who provide outreach on a weekly basis for questions or concerns for tenants. Also provide monthly blood pressure screenings
- Partnership with Valley United Way and Team Inc, to provide quarterly financial literacy education to tenants
- Contact has been made to Valley Regional Adult Education and New Haven Literacy Volunteers in which programs and services such as GED classes and ESL-English as a Second Language has been offered. Existing and incoming tenants are provided with updated catalogue
- Arranged speaking engagements with the Seymour Public Library; Shady Knoll about fall prevention and physical therapy; Danielle Hognistein about emotional concerns of a fixed budget; Valley Senior Services about crimes against the elderly.
- Partnership with Comcast provided education and recreation.

- Worked with Matthies Foundation to obtain a grant for computers for the tenants associations.
- Communicates Management goals and needs to the residents and acts as Liaison between the residents and Management.

We have been able to address a great number of social needs in the Callahan House and Norman Ray House communities as a result of this grant.

Rev. Callahan House

- 80 Annual Dwelling Inspections were completed in 2017 in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 467 work orders have been generated as a result of this round of inspections. Work items vary by apartment most common items is caulking of windows and bathtubs, loose toilets, sprinkler escheon re-setting, adjusting doors to latch properly, replacing cracked bathroom sink tops, replacing burned countertops, replacing bathtub strainers and replacing refrigerators that have signs of the gasket failing from age. The labor costs for the work generated is approximately \$34,102 based on the closed work order reports.
- Callahan House experienced 12 move outs during 2107. Vacant unit inspections were completed in all 12 dwelling units in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 82 work orders have been generated as a result of these inspections. Cycle painting, carpet replacement, door, electrical and plumbing repairs were completed as part of the unit turn over. All the apartments were cleaned including counters, appliances, cabinets, bath fixtures and flooring. Three of the dwelling units had issues with the pop-corn ceilings falling down. We had discovered in the past that the pop-corn material is asbestos containing. The total labor costs of the vacancy turnaround were approximately \$10,968. The 12 vacancies resulted in 211 total vacancy days. We averaged 17.68 days per vacancy total turnaround time.
- We implemented the new Federal Regulations regarding no Smoking in Public Housing and the provisions for VAWA.

Norman Ray House

- 40 Annual Dwelling Inspections were completed in 2017 in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 267 work orders have been generated as a result of this round of inspections. Work items vary by apartment most common items is caulking of windows and bathtubs, loose toilets, adjusting doors to latch properly, replacing cracked bathroom sink tops, replacing burned countertops, replacing bathtub strainers and replacing refrigerators that have signs of the gasket failing from age. The labor costs for the work generated is approximately \$11,957 based on the closed work order reports.
- Norman Ray House experienced 5 move outs during 2107. Vacant unit inspections were completed in all 5 dwelling units in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 82 work orders have been generated as a result of these inspections. Cycle painting, carpet replacement, door, electrical and plumbing repairs were completed

as part of the unit turn over. All the apartments were cleaned including counters, appliances, cabinets, bath fixtures and flooring. . The total labor costs of the vacancy turnaround were approximately \$10,968. The 5 vacancies resulted in 52 total vacancy days. We averaged 13 days per vacancy total turnaround time.

Moderate Rental

- 81 Annual Dwelling unit inspections were completed by the Executive Director. 579 work orders were created from the inspections and completed at an approximate cost of \$48,817.
- Moderate Rental Program experienced 9 move outs during 2107. Vacant unit inspections were completed in all 9 dwelling units in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 93 work orders have been generated as a result of these inspections. Cycle painting, door, electrical and plumbing repairs were completed as part of the unit turn over. All the apartments were cleaned including counters, cabinets, bath fixtures and flooring. The total labor costs of the vacancy turnaround were approximately \$12,824. The 9 vacancies resulted in 317 total vacancy days. We averaged 63.4 days per vacancy total turnaround time.
- We completed the annual gutter cleaning for all 81 dwelling units.

34 Smith Street

We developed an application to the State of Connecticut for a Homeless Youth program. We had done the hard work of obtaining Zonning Variances. The application was submitted and was unsuccessful.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 91% (51 of 56 units) occupied as of 11/30/17
- Six applications in processing
- No move-ins in November; three move-outs in November
- 9 applicants on waiting list for 60% units (\$985 rent)
- 8 applicants on waiting list for 50% units (\$825 rent)
- Average age is 84.8; age range is 67 - 100
- Average length of tenancy is 29.75months

Budgeting Statistics:

- 18 of 19 units rented at \$825
- 33 of 37 units rented at \$985
- 51 of 51 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 11/1, 11/8, 11/15, 11/22, 11/29 (attended by MRC Director, RSC & RNs)
51 residents' statuses reviewed each week; three residents out at rehab as of 11/30/17
 - Resident Council Meeting held 10/26/17– minutes follow; next meeting 11/30/17
 - November Fire Drill completed 11/27/17 (first shift)
 - Rent Increase for 2018 sent in to CHFA for approval on 07/11/17; approval pending budget submission
-