

MINUTES

COPY RECEIVED
DATE: 1/5/2020
TIME: 9:30 AM
TOWN CLERK'S OFFICE

1004th Annual Meeting

The 1004th an Annual Meeting of the Seymour Housing Authority was held Wednesday December 4, 2019 at the Smithfield Gardens Assisted Living facility in the Multipurpose room located at 26 Smith St Seymour CT and was called the order at 5:34 PM by Chairperson White.

ROLL CALL

Answering the Roll Call Commissioners Bellucci, Horelick and White.

Also present was Secretary and Executive Director David Keyser.

ELECTION OF OFFICERS

Commissioner Bellucci motioned to table the Election of Officers to the next scheduled meeting of the Seymour housing Authority as there are only three Board Members present for the election of officers. 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 Bellucci, Horelick and White. Chairperson White declared the motion carried.

ANNUAL REPORT

See Exhibit I

2020 MEETING SCHEDULE

Chairperson White introduced the 2020 Meeting Schedule. (See Exhibit II)

After some brief discussion, Commissioner Bellucci motioned to adopt the 2020 Meeting Schedule as presented. 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 Bellucci, Horelick and White. Chairperson White declared the motion carried

ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1004th, an Annual Meeting, of the Seymour Housing Authority. At 5:48 PM Commissioner Bellucci motioned to adjourn the 1004th, an Annual 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 of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Horelick and White. Chairperson White declared the motion carried and the 1004th, an Annual Meeting adjourned.

Submitted by:



David J Keyser, Secretary and

Executive Director

MINUTES

Exhibit I

DECEMBER 2019

HOUSING AUTHORITY OF THE TOWN OF
SEYMOUR

Annual Report

Occupancy

REV. CALLAHAN HOUSE

2019 YEAR TO DATE VACANCIES 7

Callahan House remained fully occupied during November 2019. Callahan House has experienced 125 days vacant since January 1, 2019 and has averaged 17.85 turn around 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; 125 days/29200 days available = 0.42808% percentage through November 30, 2019.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 mos. =960 unit months available (UMA). $960 \times 3\% = 29$ UMA or 348 days. For 2020 FYE Budget we used 11 days have 337 days remaining to use. For 2019 FYE Budget we have used 177 vacancy days and have a balance of 171 vacancy days to use. In 2017 we used 203 vacancy days and in 2018 we used 329 vacancy days.

CALLAHAN HOUSE		VACANCY/TURNOVER DAYS			
Federal Elderly		VACANCY/TURNOVER DAYS		2019	
UNIT	PRIOR RESIDENT	MOVE OUT	RESIDENT	NEXT IN-DATE	NO.OF DAYS
2X	Dixon	1/3/2019	Hayden	1/17/2019	14
4A	Hayden	1/17/2018	Bellucci	3/1/2019	43
2T	Leavitt	1/30/2019	Mooney	2/8/2019	9
4M	Bellucci	3/1/2019	Casci	4/1/2019	30
2H	Lamond	3/1/2019	Wheway	3/7/2019	6
3G	Casci	4/1/2019	Posh	4/12/2019	12
1N	Proto	7/08/2019	Crosby	07/19/2019	11

Average number of vacancy days per vacancy

17.85

NORMAN RAY HOUSE 2019 YEAR TO DATE VACANCIES 9

Norman Ray House remained fully occupied during November 2019. Norman Ray House has experienced 190 days vacant since January 1, 2019 and has averaged 21.11 turn around 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 = 14,600 days available; 190 days/14,600 days available = 1.301% percentage through November 30, 2019.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 mos. =480 unit months available (UMA). $480 \times 3\% = 14.4$ UMA or 168 days. For the 2020 budget we have used 38 days and have 130 days remaining to use. For 2019 FYE Budget we have used 240 vacancy days and have exceeded UMA by 72 days. In 2017 we used 39 vacancy days and in 2018 we used 164 vacancy days.

RAY HOUSE		VACANCY/TURNOVER DAYS			
Federal Elderly		VACANCY/TURNOVER DAYS		2019	
UNIT	PRIOR RESIDENT	MOVE OUT	RESIDENT	NEXT IN-DATE	NO.OF DAYS
5	Schwartz	1/30/2019	Farizo	2/20/2019	21
39	Simmonds	3/8/2019	Hannon	4/22/2019	45
18	Garafano	4/8/2018	Sheehy	5/3/2019	25
23	MacDonald	5/3/2019	Cetrone	5/17/2019	14
25	Galezowski	4/22/2019	Figueroa	5/8/2019	26
40	Listro	5/30/2019	West	6/20/2018	21
19	West	6/20/2019	West	07/08/2019	18
16	Magyar	6/30/2019	Johnson	07/16/2019	16
40	West	07/08/2019	Tuozzola	07/12/2019	4

Average number of vacancy days per vacancy

21.11

The Moderate Rental program remained fully occupied during November 2019. The Moderate Rental Program has experienced 286 days vacant since January 1, 2019 and has averaged 35.75 turn around 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; 286 days/29,565 days available = 0.9674% percentage through November 30, 2019.

MODERATE RENTAL		VACANCY/TURNOVER DAYS				
State Moderate Rental		VACANCY/TURNOVER DAYS				
Base Rent	UNIT	PRIOR RESIDENT	MOVE OUT	RESIDENT	2019 NEXT IN-DATE	NO.OF DAYS
\$ 475	25S	Dalvano-Burling	11/6/2018	Guzman	1/15/2019	15
\$ 482	28S	Speigel	4/8/2019	Wilson	5/3/2019	25
\$ 475	4C	Wilson	5/3/2019	Umpierre	7/01/2019	58
\$ 485	8B	Hannon	4/22/2018	Nieves	6/20/2019	59
\$ 485	34C	Piper	6/30/2019	Daniels	8/2/2019	33
\$ 475	23S	Begnoche	07/01/2019	Swain	8/22/2019	53
\$ 482	21C	Teal	08/06/2019	Torres	9/10/2019	35
\$ 482	23C	A ElHanaoui	08/06/2019	CElhanaoui	8/14/2019	8

Average number of vacancy days per vacancy: 35.75

We have experienced \$4,572 in vacancy Loss since January 1, 2019. We have budgeted \$3,87.40 for vacancy loss through November, 2019.

SMITHFIELD GARDENS ASSISTED LIVING 2019 YEAR TO DATE VACANCIES 14

Smithfield Gardens experienced three moves ins and two move outs during November 2019. Smithfield Gardens has experienced 791 days vacant since January 1, 2019 and has averaged 46.53 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 56 units X 365 days = 20,440 days available; 791days/20,440 days available = 3.870% percentage through November 30, 2019.

Smithfield Gardens
Assited Living

		VACANCY/TURNOVER DAYS			
SGAL		VACANCY/TURNOVER DAYS			2019
UNIT	PRIOR RESIDENT	MOVE OUT	RESIDENT	NEXT IN-DATE	NO.OF DAYS
210	Pucci	11/6/2019	Finnell	1/18/2019	12
128	Forcier	1/21/2019	Pollman	4/10/2018	51
222	Hersh	1/28/2019	Muldoon	3/30/2019	31
127	Howard	2/4/2019	Carroll	5/7/2019	99
206	Turek	2/28/2019	Casinghino	5/13/2019	75
120	Dobson	4/30/2019	Franklin	6/30/2019	61
119	Sweat	6/12/2019	Szostek	7/08/2019	25
209	Moseley	6/13/2019	St. George	7/08/2019	24
127	Carroll	7/03/2019	Meyer	8/1/2019	28
212	Glynn	7/09/2019	Quiinn	9/27/2019	79
121	Bogen	7/12/2019	Vacant	10/12/2019	92
228	McGrath	8/23/2019	Gilbert	10/5/2019	43
218	Cohen	8/23/2019	Mencio	11/1/2019	70
211	Veillette	9/13/2019	Vavrek	11/7/2019	56
221	Nowak	11/2/2019	DeLisa	11/19/2019	17
226	LeStrange	11/9/2019	Vacant		21
101	Perkowski	11/23/2019	Vacant		7

Average number of vacancy days per vacancy: 46.53

We have experienced \$25950 vacancy loss since January 1, 2019. We have budgeted \$24,965.60 for vacancy through November 30, 2019.

REV. CALLAHAN HOUSE & NORMAN RAY HOUSE

Callahan House, CT0355000001 For the subsidy calculation year end 6/30/2019 we used approximately 177 days and left a balance of 171 still to use.

Norman Ray House, CT0350000002, For 2019 FYE Budget we have used 240 vacancy days and have exceeded UMA by 72 days.

We received, logged and processed 21 resident complaints during 2018 and through October 2019 we have logged and processed 28. Some matters were referred to the Seymour Police Department, some residents received Pre-term letters, some received warnings about violating the Smoke Free Policy, some matters were resolved through mediation and some ended up being resolved with grievance hearings. One led to an eviction. Several of these complaints are based on nuisance behavioral problems culminating from mental illness.

The Elderly Low Income Public Housing waiting list remained open during 2018. During this period we received 152 applicants and have determined 60 applicants eligible. There are 62 pending applicants and 39 applicants were determined ineligible. There are 39 applicants currently on the elderly waiting list of these applicants, 74 household incomes are extremely low at or below \$19,659 of AMI. There are 28 household incomes that are very low or between \$19,659 and \$32,750. And, there are 6 households with income that is considered low income or between \$32,750 and \$46,100. 82% of the households are Caucasian and 9% are Black and no other races were indicated. Of these applicants 86% are non-Hispanic and 14% are Hispanic. 60% of the families are elderly and 40% are disabled.

Where the elderly/disabled applicants are applying from: Applicants from Out of State MA 1, NH 1, ME 1, VT 1, NY 1, FL 2, NC 1, WA 1 Applicants from In State Bristol 2, Windsor Locks 1, Hartford 2, Willimantic 3, Ansonia 14, Beacon Falls 1, Branford 2, Clinton 1, Derby 9, Middletown 2, Milford 2, North Branford 1, Old Saybrook 1, Orange 1, Oxford 1, Seymour 26,

Shelton 12, Southbury 2, Southington 2, New Haven 13, Hamden 1, West Haven 4, Woodbridge 2, Bridgeport 9, Trumbull 1, Stratford 4, Waterbury 10, Naugatuck 9, Torrington 3, Woodbury 1, Bethel 1

During 2019 we housed 4 people in the Rev. Callahan House and 7 people in the Norman Ray House. Of those, all 11 household incomes are extremely low at or below \$22,050 of AMI. 5 of those households were Elderly and 6 were disabled households.

During 2017 we implemented the Smoke Free Public Housing Policy in accordance with the Federal Regulation adopted in December of 2016. We have been administering the policy as to date we have issued 13 notifications of smoking violations. We have provided smoking cessation training for residents sponsored by Communicare. We have sent out various flyers and announcements. We celebrated one year of smoke free residents who quit smoking.

During 2019 we adopted the 120% rule as implemented with HOTMA. There are currently no residents that fit that demographic of having income above 120 of area median income.

We continue to obligate and spend our CFP funding from 2017 through 2019. The smoke alarm and annunciator upgrades were completed in December 2019. We are about to award the 2018 and 2019 funding.

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 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 residents progress. As a result of this, a partnership has been secured with Visiting Nurses Services of Southcentral 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.

STATE MODERATE RENTAL

Annual dwelling inspections will began in June and we completed 68 Annual Inspections.

The Moderate Rental 2 and 3 Bedroom waiting lists were published and are open for 90 days. We are receiving applications through September 30, 2019. The waiting lists will close and we will hold a lottery to determine the applicants position on the waiting list below the current waiting lists for Moderate Rental Housing.

CHFA Asset Manager Liz Chasse completed an Asset Management Review which included a review of our record keeping and a physical inspection of the dwelling units on June 25, 2019. This resulted in no findings

We have been informed that Liz Chasse is being re-assigned and is being switched with another asset manager so going forward. Barry Wilcock is our new asset manager.

SMITHFIELD GARDENS ASSISTED LIVING

Occupancy Statistics:

- 96% (54 of 56 units) occupied as of 11/30/19
- Three applications in processing
- Three move-ins in November; three move-outs in November

- 7 applicants on waiting list for 60% units (\$1,000 rent)
- 7 applicants on waiting list for 50% units (\$840 rent)
- Average age is 85.7; age range is 66 - 97
- Average length of tenancy is 31.29 months

Budgeting Statistics:

- 21 of 19 units rented at \$840
- 33 of 37 units rented at \$1,000
- 52 of 54 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 11/6, 11/20, 11/27 (no RN available 11/13) (attended by MRC Director, RSC, & RNs)

55 residents' statuses reviewed each week; two residents out at rehab as of 11/30/19

- Resident Council Meeting held 10/31/19; next meeting 12/26/19 (now bi-monthly)
- November Fire Drill completed 11/16/19 (first shift)
- Request sent to CHFA to request replacement reserves on 11/06/19; no response yet

The erosion/yard drain project was completed by Swan Construction last week prior to Thanksgiving.

Minister
Exhibit II

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579
FAX (203) 888-2096
E-MAIL admin@seymourhousing.org
TTY 711

December 3, 2019

The following is the schedule of Meetings of the Seymour Housing Authority to be held during 2020. 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 8, 2019	Regular Meeting
February 5, 2019	Regular Meeting
March 4, 2019	Regular Meeting
April 8, 2019	Regular Meeting
May 6, 2019	Regular Meeting
June 3, 2019	Regular Meeting
July 8, 2019	Regular Meeting
August 5, 2019	Regular Meeting
September 9, 2019	Regular Meeting
October 7, 2019	Regular Meeting
November 4, 2019	Regular Meeting
December 9, 2019	Annual and Regular Meetings

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

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



An Equal Opportunity Employer

