

# MINUTES

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## Seymour Housing Authority

### ➤ 876th Meeting

The 876<sup>th</sup> Meeting, a Regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multipurpose Room located at 26 Smith Street, Seymour, Connecticut in the Community Room on Wednesday, December 2, 2009 and was called to order by Chairperson White at 6: 34 p.m.

### ➤ Roll Call

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

Also present was Secretary and Executive Director David Keyser.

### ➤ Public Comment

None

### ➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 873<sup>rd</sup> Regular Meeting.

873<sup>rd</sup> Regular Meeting, November 4, 2009. Commissioner Horelick motioned to accept the minutes as presented. Commissioner Bellucci 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 Bellucci, Horelick, and White. Chairperson White declared the motion carried.

Chairperson White introduced the previous meeting minutes of the 874<sup>th</sup> Special Meeting.

874<sup>th</sup> Special Meeting, November 13, 2009. Commissioner Bellucci motioned to accept the minutes as presented. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Horelick, and White. Chairperson White declared the motion carried.

### ➤ Bills & Communications

Commissioner White introduced the bills (See Exhibit I).

# MINUTES

After considerable consideration, review and questions relative to the bills listing, Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Bellucci 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 Bills approved for payment as presented.

The Executive Director explained and discussed the pertinent correspondence.

## ➤ Executive Director's Report

The December Executive Directors report is within the context of the Annual Report.

## ➤ Old Business

Chairperson White introduced Elevator Bids.

The Executive Director explained the results of an informal bid for elevator service at Rev. Callahan House, 32 Smith; and, elevator and service elevator serviced at Smithfield Gardens Assisted Living, 26 Smith Street. He reviewed the bid tabulation (See exhibit II) sheet and recommended consideration of the bid from Kone Elevator because it was responsive and comprehensive and was the apparent low bidder. He stated that Kone Elevator was the current company that services both Smithfield Gardens Assisted Living and the Norman Ray House.

Commissioner Horelick motioned to accept the bid from Kone Elevator as presented for a total of \$553.53 per month including a cost to for the passenger elevator at Smithfield Gardens of \$230/mo.; a cost for the service elevator at Smithfield Gardens of \$53.33/ mo; and a cost for the passenger elevator at Callahan House of \$270/mo; and, to authorize the Executive Director to enter into contract for elevator service. Commissioner Bellucci 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.

Commissioner Horelick asked for an update on the Bank Street Apartments management arrangement. The Executive Director reported that 11 of the 12 units are now occupied. He stated that we are working with a prospective resident for the 12<sup>th</sup> unit. He commented that we have received no further payment of the money owed on the contract or the money owed from the mistaken deposit. He stated that we have represented Seymour Housing in two audits of the program. We are working out the findings in the FHLB audit relative to income compliance.

# MINUTES

## ➤ New Business

Chairperson White introduced contractor selection, Capital Funds Program – Callahan House Ceilings.

The Executive Director presented the results of the public bid for the ceiling replacement project at the Rev. Callahan House which represents obligating the funding received by HUD Capital Funds CT26S03550109 and CT26P03550109. He discussed the bid tabulation sheet (See Exhibit III) and stated that we have not completed the due diligence on the low bidder, GL Group, and that they had to turn in some requested documents. He recommended that the Commission does not take action on accepting the bid at this meeting.

After some further brief discussion, Commissioner Bellucci motioned to table the contractor selection for the capital funds project to complete the ceiling replacements at the Rev. Callahan House until the Executive Director and Engineer have completed their due diligence on the low bidder. 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.

Chairperson White introduced the Contractor Selection CFP03550109 – Consultant for the Physical Needs Assessment – Rev. Callahan House.

The Executive Director explained that he had completed a Response for Proposal for the services of a consultant to perform a required Physical Needs Assessment for the Rev. Callahan House. He stated this RFP was posted publicly in the newspapers. He discussed the bid tabulation sheet (See Exhibit IV) and stated that he sent out bid packets to a total of seven firms to bid on the RFP including: Pae & E Group; Amenta/Emma Architects; Salamone Associates; Donald W. Smith, Jr., PE; Kuncas Associates; Peter Bugryn Architects; and, Quisenberry Accari Architects. He stated that only three bids were received. He commented that the bid responses from all three consultants were equally good responses and has received all possible points in the rating and ranking. He stated that all things equal that he felt comfortable recommending the Board select the low bid from Peter Bugryn Architects in the amount of \$4,000.

After some further brief conversation, Commissioner Bellucci motioned to accept the bid in the amount of \$4,000.00 from Peter Bugryn Architect to complete the PNA for the Rev. Callahan House and to authorize the Executive Director to enter into a contract for the services. 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.

## MINUTES

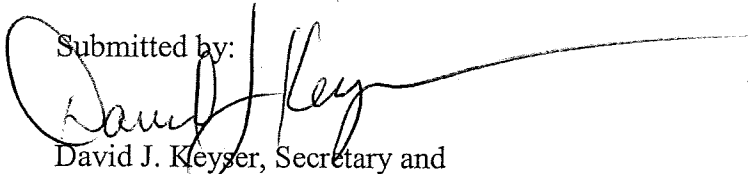
### ➤ Any Other Business

None

### ➤ Adjournment

Chairperson White asked for a motion to adjourn the 876th meeting of the Seymour Housing Authority. At 7:09 P.M. Commissioner Horelick motioned to adjourn the 876th Meeting of the Seymour Housing Authority. Commissioner Bellucci 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 and White. Chairperson White declared the motion carried and the 876th Meeting, a Regular Meeting, adjourned.

Submitted by:



David J. Keyser, Secretary and  
Executive Director