

# MINUTES

## Seymour Housing Authority

COPY RECEIVED  
DATE: 8/12/14  
TIME: 5:06 pm  
TOWN CLERK'S OFFICE

### ➤ 938th Meeting

The 938th Meeting, a Special Meeting of the Seymour Housing Authority, was held on August 13, 2014 at the **Smithfield Gardens Assisted Living Facility**, in the **Multipurpose Room** located at **28 Smith Street** Seymour, Connecticut at 2:00 P.M.

### ➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Horelick and White. Also present was Executive Director David Keyser.

### ➤ Public Comment Session

None.

### ➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 937<sup>th</sup> Special Meeting held on July 9, 2014.

Commissioner Bellucci motioned to accept the minutes of the 937<sup>th</sup> Special Meeting. 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, Dota, Horelick and White. Chairperson White declared the motion carried and the minutes of the 937<sup>th</sup> Special Meeting accepted as presented.

### ➤ Bills & Communications

Chairperson White introduced the Bills. (See Exhibit I).

Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Dota 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, Horelick and White.

### ➤ Executive Director's Report

The Executive Director discussed that the Moderate /Low Income Housing List continues to be open. We are processing applications that come in. As of August 4, 2014 we

## MINUTES

received 209 applications. Processing has gone as follows: there are 62 pending, 36 ineligible which equals a total of 98 applications entered into PHA-Web. There are approximately 111 to still be entered.

The Executive Director commented that the Moderate Rental furnace replacements have begun. He stated that we will receive approximately 70 new furnaces on Seymour Ave, Chamberlin Rd. and Brothers Court. He stated that insulation is being added as well as other energy saving installations.

The 2013 annual IPA audit is beginning with the field work on August 22 and 24.

### ➤ Old Business

Joe Migani presented his withdrawal from leasing services by the Seymour Housing Authority. Discussion followed and Commissioner Bellucci motioned to authorize the Executive Director to work with Attorney Stamos to dissolve the Partnership and contracts with Bank Street Associates. 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, Dota, Horelick and White.

### ➤ New Business

Chairperson White introduced the Smithfield Gardens Assisted Living mechanical and HVAC repairs/replacement contract award.

The Executive Director explained that plans and specifications were drafted by Donald Smith Jr., P.E. Consulting Services and Silver Petrucelli's Mechanical Engineer. The plans and specifications were reviewed and approved by CHFA Architectural Technical Services. We solicited bids from three known firms. We held a bid opening on August 5, 2014. The Executive Director discussed the bid tabulation sheet and recommendation letter from Donald W. Smith. (See Exhibit II). After some further brief explanation, Commissioner Bellucci motioned to approve and select the bid from AEGIS Energy Systems in the amount of \$87,500 and to authorize the Executive Director to enter into contract and act as Rehabilitation Coordinator. Commissioner Dota 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, Horelick and White.

Commissioner White introduced the Resident Election Procedure.

The Executive Director explained that in 2011 the State Legislators passed a public act which changed Section 8-41 of the Connecticut General Statutes. He stated that the change requires that the State Moderate Rental appointment to the Board of Commissioners is to be done by a popular vote of the Moderate Rental residents. He

## MINUTES

stated that although the entire policy is not written, that he was distributing the time table of events for an election of the Resident Commissioner position. (See Exhibit III.) Discussion followed.

### ➤ **Any Other Business**

Commissioner Bellucci commented that the Callahan House Tenant Association has received a \$4,000 grant from Katherine Matthies Foundation to purchase a commercial refrigerator and freezer for the Association.

Chairperson White commented that Seymour Ave. Tenants Association received its 501c3 status from the IRS.

### ➤ **Adjournment**

At 2:59 P.M. Chairperson White asked for a motion to adjourn the 938th meeting of the Seymour Housing Authority. Commissioner Dota motioned to adjourn the meeting. 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, Dota, Horelick and White. Chairperson White declared the motion carried and the 935th Meeting, a Regular Meeting, duly adjourned at 2:59 P.M.

Submitted by:

David J. Keyser, Secretary and Executive Director  
Executive Director

minutes  
Exhibit 7  
Seymour Housing Authority

**General Ledger Cash Payment/Receipt Register**  
**Revolving Fund**

Filter Criteria includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: July 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

**Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000**

**Posted Payments**

| <u>Doc Num</u> | <u>Payment Date</u> | <u>Voided</u> | <u>Type</u> | <u>Document Recipient</u>        | <u>Document Description</u>   | <u>Cleared</u> | <u>Amount</u> |
|----------------|---------------------|---------------|-------------|----------------------------------|-------------------------------|----------------|---------------|
| 14             | 07/10/2014          | Yes           | CHK         | chemsearch                       | acct 500803                   | No             | \$575.00      |
| 14             | 07/10/2014          | No            | DD          | SHA PAYROLL                      | Payroll #14                   | No             | \$26,225.46   |
| 14             | 07/15/2014          | No            | VD          | chemsearch                       | picked up wrong Ck#           | No             | (\$575.00)    |
| 15             | 07/24/2014          | No            | DD          | SHA PAYROLL                      | Payroll #15                   | No             | \$27,285.71   |
| 150            | 07/21/2014          | No            | CHK         | VSP                              | VSP Online payment            | No             | \$58.44       |
| 6678           | 07/08/2014          | No            | CHK         | Pitney Bowes Reserve Account     | Acc #27898240                 | No             | \$1,500.00    |
| 6679           | 07/15/2014          | No            | CHK         | Acm Resources, Inc.              | Callahan Program Dev. RSC     | No             | \$3,717.50    |
| 6680           | 07/15/2014          | No            | CHK         | Aegis Energy Services, Inc.      | payment 3 of 3                | No             | \$1,704.07    |
| 6681           | 07/15/2014          | No            | CHK         | AIG                              | acct 1024715395               | No             | \$3,995.00    |
| 6682           | 07/15/2014          | No            | CHK         | Allen's Plumbing Supply          | Drain auger                   | No             | \$25.99       |
| 6683           | 07/15/2014          | No            | CHK         | Apicella, Testa & Company, P.C.  | accounting services           | No             | \$645.00      |
| 6684           | 07/15/2014          | No            | CHK         | Aquarion Water Company           | acct 200086455                | No             | \$356.90      |
| 6685           | 07/15/2014          | No            | CHK         | Aquarion Water Company           | acct 200273215 6 chamberlin   | No             | \$72.84       |
| 6686           | 07/15/2014          | No            | CHK         | Aquarion Water Company of CT     | acct 200086443                | No             | \$356.90      |
| 6687           | 07/15/2014          | No            | CHK         | At&T                             | acct 203 881-0115 123         | No             | \$69.80       |
| 6688           | 07/15/2014          | No            | CHK         | AT&T                             | acct 203 881-2464 165         | No             | \$246.15      |
| 6689           | 07/15/2014          | No            | CHK         | AT&T                             | acct 203 888-4579 851         | No             | \$227.52      |
| 6690           | 07/15/2014          | No            | CHK         | Buddy's Fuel, LLC                | 6 chamberlin 150 gallons      | No             | \$525.00      |
| 6691           | 07/15/2014          | No            | CHK         | Callahan House Tenants Associat  | association fee               | No             | \$25.00       |
| 6692           | 07/15/2014          | No            | CHK         | Canon Financial Services, Inc.   | 07/01/14-07/31/14             | No             | \$209.00      |
| 6693           | 07/15/2014          | No            | CHK         | chemsearch                       | acct 500803                   | No             | \$575.00      |
| 6694           | 07/15/2014          | No            | CHK         | CL&P RH                          | acct 51366483014              | No             | \$1,721.20    |
| 6695           | 07/15/2014          | No            | CHK         | CL&P MR                          | acct 51118694017              | No             | \$40.44       |
| 6696           | 07/15/2014          | No            | CHK         | CL&P FED                         | acct 51779583004              | No             | \$2,116.70    |
| 6697           | 07/15/2014          | No            | CHK         | CL&P OFFICE                      | acct 51471483099              | No             | \$282.57      |
| 6698           | 07/15/2014          | No            | CHK         | Comcast                          | acct 8773 40 216 0041287      | No             | \$423.82      |
| 6699           | 07/15/2014          | No            | CHK         | Comcast                          | acct 8773 40 216 0027070      | No             | \$1,245.13    |
| 6700           | 07/15/2014          | No            | CHK         | CONN NAHRO                       | Monthly meeting               | No             | \$840.00      |
| 6701           | 07/15/2014          | No            | CHK         | Connecticut Housing Finance Aut  | project #97058D               | No             | \$4,968.67    |
| 6702           | 07/15/2014          | No            | CHK         | Connecticut Post                 | MR opening ad                 | No             | \$2,612.68    |
| 6703           | 07/15/2014          | No            | CHK         | Daddios                          | belts for air handler         | No             | \$33.95       |
| 6704           | 07/15/2014          | No            | CHK         | David J. Keyser                  | medical expense reimbursement | No             | \$228.00      |
| 6705           | 07/15/2014          | No            | CHK         | Direct Energy Services, Llc      | acct 02395043-742-8           | No             | \$3,081.58    |
| 6706           | 07/15/2014          | No            | CHK         | Experian                         | June credit checks            | No             | \$100.71      |
| 6707           | 07/15/2014          | No            | CHK         | Federal Express                  | postage                       | No             | \$95.76       |
| 6708           | 07/15/2014          | No            | CHK         | Friends Of Fur LLC               | 3 Seymour ave                 | No             | \$305.00      |
| 6709           | 07/15/2014          | No            | CHK         | FTW LLC                          | trim bushes                   | No             | \$760.00      |
| 6710           | 07/15/2014          | No            | CHK         | G&K Services                     | July uniforms                 | No             | \$84.52       |
| 6711           | 07/15/2014          | No            | CHK         | Ge Appliance                     | A/C purchase                  | No             | \$2,596.00    |
| 6712           | 07/15/2014          | No            | CHK         | Gregory Stamos                   | July retainer                 | No             | \$1,641.00    |
| 6713           | 07/15/2014          | No            | CHK         | L & A General Services Corporati | RH Unit # 31 -                | No             | \$4,483.00    |
| 6714           | 07/15/2014          | No            | CHK         | La Voz Hispana de Connecticut    | MR opening ad                 | No             | \$900.00      |
| 6715           | 07/15/2014          | No            | CHK         | M. J. Daly & Sons, Inc.          | sprinkler inspection          | No             | \$618.00      |
| 6716           | 07/15/2014          | No            | CHK         | Oxford Paint & Hardware, Inc     | 31 Ray house                  | No             | \$18.25       |
| 6717           | 07/15/2014          | No            | CHK         | Radovich Builders, LLP           | 14 chamberlin new floor drain | No             | \$7,652.88    |
| 6718           | 07/15/2014          | No            | CHK         | Radovich Builders, LLP           | replace bulbs bingo machine   | No             | \$9,188.50    |
| 6719           | 07/15/2014          | No            | CHK         | Radovich Builders, LLP           | clean dryer vents             | No             | \$845.00      |

11/11/2015  
EXHIBIT 7

General Ledger Cash Payment/Receipt Register

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: July 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

| Doc Num | Payment Date | Voided | Type | Document/Receipt                  | Document/Receipt                   | Cleared | Amount     |
|---------|--------------|--------|------|-----------------------------------|------------------------------------|---------|------------|
| 6720    | 07/15/2014   | No     | CHK  | Ray House Tenants Association     | association fee                    | No      | \$25.00    |
| 6721    | 07/15/2014   | No     | CHK  | Shell Credit Card Center          | June gas charges                   | No      | \$238.48   |
| 6722    | 07/15/2014   | No     | CHK  | Siemens Industry Inc              | call for aid repair                | No      | \$615.20   |
| 6723    | 07/15/2014   | No     | CHK  | Smithfield Gardens Assisted Livin | July rent                          | No      | \$4,354.16 |
| 6724    | 07/15/2014   | No     | CHK  | Sprint                            | acct 453584322                     | No      | \$180.01   |
| 6725    | 07/15/2014   | No     | CHK  | St. Treasurer For Merfund         | MERF Annual Charges                | No      | \$2,080.00 |
| 6726    | 07/15/2014   | No     | CHK  | ThermalKill                       | thermal kill system                | No      | \$5,450.00 |
| 6727    | 07/15/2014   | No     | CHK  | Troy Industrial Solutions         | June invoices paid in July         | No      | \$740.57   |
| 6728    | 07/15/2014   | No     | CHK  | Winter Bros Waste Systems         | July container service             | No      | \$413.56   |
| 6729    | 07/15/2014   | No     | CHK  | Winter Bros Waste Systems         | July container service             | No      | \$378.86   |
| 6730    | 07/15/2014   | No     | CHK  | Yankee Gas Services Co.           | acct 57750480048                   | No      | \$1,364.83 |
| 6731    | 07/30/2014   | No     | CHK  | Astma                             | Acct# 83851327 - Month of August 2 | No      | \$1,957.46 |
| 6732    | 07/30/2014   | No     | CHK  | Ally                              | acct 024914953493                  | No      | \$525.63   |
| 6733    | 07/30/2014   | No     | CHK  | American Express                  | Acct# 34000                        | No      | \$657.79   |
| 6734    | 07/30/2014   | No     | CHK  | Anthem Dental                     | acct# ACT6580861                   | No      | \$920.50   |
| 6735    | 07/30/2014   | No     | CHK  | Aplicella, Testa & Company, P.C.  | Accounting- Callahan June          | No      | \$1,282.50 |
| 6736    | 07/30/2014   | No     | CHK  | Banner Group Systems Inc.         | Janitorial supplies                | No      | \$571.45   |
| 6737    | 07/30/2014   | No     | CHK  | Comcast                           | acct 8773 40 216 0069528           | No      | \$102.90   |
| 6738    | 07/30/2014   | No     | CHK  | Comcast                           | acct 8773 40 216 0178014           | No      | \$100.53   |
| 6739    | 07/30/2014   | No     | CHK  | Comcast                           | acct 8773 40 216 0174468           | No      | \$81.06    |
| 6740    | 07/30/2014   | No     | CHK  | Federal Express                   | acct 5186-0070-5                   | No      | \$47.88    |
| 6741    | 07/30/2014   | No     | CHK  | G&K Services                      | July uniforms                      | No      | \$42.26    |
| 6742    | 07/30/2014   | No     | CHK  | Lincoln National Life Insurance C | acct # seymouthou-bf-1001365       | No      | \$418.32   |
| 6743    | 07/30/2014   | No     | CHK  | Lisa M. Sanchez                   | Reimb. Mileage Training.           | No      | \$35.82    |
| 6744    | 07/30/2014   | No     | CHK  | Oxford Paint & Hardware, Inc      | also inv# 961154                   | No      | \$96.22    |
| 6745    | 07/30/2014   | No     | CHK  | Proforma                          | check envelopes                    | No      | \$103.78   |
| 6746    | 07/30/2014   | No     | CHK  | Radovich Builders, LLP            | 18 Seymour ave leak at main water  | No      | \$557.00   |
| 6747    | 07/30/2014   | No     | CHK  | Radovich Builders, LLP            | 4E GFI popping                     | No      | \$97.50    |
| 6748    | 07/30/2014   | No     | CHK  | Robert Lashin                     | 1L                                 | No      | \$450.00   |
| 6749    | 07/30/2014   | No     | CHK  | Ross Business Development, Inc    | HUD Update & TRACS 202D- There     | No      | \$550.00   |
| 6750    | 07/30/2014   | No     | CHK  | Seymour Janitorial Services       | July cleaning                      | No      | \$1,177.00 |
| 6751    | 07/30/2014   | No     | CHK  | Sherwin Williams                  | paint                              | No      | \$701.70   |
| 6752    | 07/30/2014   | No     | CHK  | St. Treasurer For Merfund         | MERF 07-2014                       | No      | \$6,549.41 |
| 6753    | 07/30/2014   | No     | CHK  | Staples Credit Plan               | acct 6035 5178 1023 0994           | No      | \$1,646.80 |
| 6754    | 07/30/2014   | No     | CHK  | Theresa Schremmmer                | Reimb. Mileage Training            | No      | \$16.37    |
| 6755    | 07/30/2014   | No     | CHK  | Xerox Financial                   | 6/20/14-07/19/14                   | No      | \$530.00   |

11/11/2014  
EXHIBIT 7

**Seymour Housing Authority**  
**General Ledger Cash Payment/Receipt Register**  
**Smithfield Gardens**

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: July 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 615009087, GL Account: 1120

Posted Payments

| Doc Num | Payment Date | Voided | Type | Document/Receipt                  | Description                       | Cleared | Amount      |
|---------|--------------|--------|------|-----------------------------------|-----------------------------------|---------|-------------|
| 3461    | 07/15/2014   | No     | CHK  | Aquarion Water Company Of Ct      | acct 200204656                    | No      | \$356.90    |
| 3462    | 07/15/2014   | No     | CHK  | AT&T                              | acct 203 888-5093 150             | No      | \$354.08    |
| 3463    | 07/15/2014   | No     | CHK  | CL&P SGAL                         | acct 51083234013                  | No      | \$5,514.40  |
| 3464    | 07/15/2014   | No     | CHK  | Direct Energy                     | acct 67282386-587-4               | No      | \$2,253.48  |
| 3465    | 07/15/2014   | No     | CHK  | Fitz Vogt & Associates, LTD       | purchased meal service            | No      | \$25,670.95 |
| 3466    | 07/15/2014   | No     | CHK  | Friends Of Fur LLC                | unit 111                          | No      | \$50.00     |
| 3467    | 07/15/2014   | No     | CHK  | FTW LLC                           | 2nd of 5 payments                 | No      | \$560.00    |
| 3468    | 07/15/2014   | No     | CHK  | HD Supply                         | led bulbs                         | No      | \$1,629.57  |
| 3469    | 07/15/2014   | No     | CHK  | Home Depot Credit Services        | acct 6035 3225 0054 4212          | No      | \$17.88     |
| 3470    | 07/15/2014   | No     | CHK  | Jeff's Appliance And Vacuums      | first floor washer repair         | No      | \$79.95     |
| 3471    | 07/15/2014   | No     | CHK  | New England Septic & Excavating   | grease trap cleaning              | No      | \$225.00    |
| 3472    | 07/15/2014   | No     | CHK  | Radovich Builders, LLP            | supply heater for bath units      | No      | \$3,822.10  |
| 3473    | 07/15/2014   | No     | CHK  | Seymour Housing Authority         | July management fee               | No      | \$4,966.00  |
| 3474    | 07/15/2014   | No     | CHK  | shaker Recruitment Advertising &  | ad operational assistant          | No      | \$300.00    |
| 3475    | 07/15/2014   | No     | CHK  | SMD Inc                           | pendants                          | No      | \$1,060.13  |
| 3476    | 07/15/2014   | No     | CHK  | Theo Pro Compliance & Consultin   | June file approvals               | No      | \$70.00     |
| 3477    | 07/15/2014   | No     | CHK  | Valley Electric Supply & Lighting | acct 0000670                      | No      | \$119.99    |
| 3478    | 07/15/2014   | No     | CHK  | Winter Bros Waste Systems         | July container service            | No      | \$401.18    |
| 3479    | 07/15/2014   | No     | CHK  | Yankes Gas                        | acct 57689970055                  | No      | \$1,540.52  |
| 3480    | 07/30/2014   | No     | CHK  | comcast                           | acct 8773 40 216 019370           | No      | \$4.47      |
| 3481    | 07/30/2014   | No     | CHK  | Comcast                           | acct 8773 40 216 0089510          | No      | \$1,071.81  |
| 3482    | 07/30/2014   | No     | CHK  | Comcast                           | acct 8773 40 216 0089536          | No      | \$53.95     |
| 3483    | 07/30/2014   | No     | CHK  | Donald W. Smith, Jr. P.E          | various mechanical improvements w | No      | \$1,000.00  |
| 3484    | 07/30/2014   | No     | CHK  | Kone Inc                          | elevator down                     | No      | \$379.71    |
| 3485    | 07/30/2014   | No     | CHK  | Seymour Housing Authority         | SG Reimb                          | No      | \$38,775.32 |

minutes  
Exhibit 2

**Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register  
Federal**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: July 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number  
**Bank: TD Banknorth, Bank Account: 424-0200579, GL Account: 1111.4**

**Posted Payments**

| Doc Num | Payment Date | Voided | Type | Document/Receipt           | Document Description             | Cleared | Amount      |
|---------|--------------|--------|------|----------------------------|----------------------------------|---------|-------------|
| 1757    | 07/10/2014   | No     | CHK  | Callahan House Association | Callahan House Association - RSC | No      | \$2,692.30  |
| 1758    | 07/17/2014   | No     | CHK  | Seymour Housing Authority  | Callahan Reimb                   | No      | \$20,000.00 |
| 1758    | 07/22/2014   | No     | CHK  | Callahan House Association | Callahan House Association RSC   | No      | \$2,692.30  |
| 1760    | 07/30/2014   | No     | CHK  | Seymour Housing Authority  | Callahan reimb                   | No      | \$27,257.31 |
| 1761    | 07/30/2014   | No     | CHK  | Seymour Housing Authority  | RH Reimb                         | No      | \$17,834.78 |

**Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register  
Moderate Rental**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: July 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number  
**Bank: TD Banknorth, Bank Account: 12345, GL Account: 1111.2**

**Posted Payments**

| Doc Num | Payment Date | Voided | Type | Document/Receipt          | Document Description | Cleared | Amount      |
|---------|--------------|--------|------|---------------------------|----------------------|---------|-------------|
| 1667    | 07/17/2014   | No     | CHK  | Seymour Housing Authority | M/R Reimb            | No      | \$20,000.00 |
| 1668    | 07/30/2014   | No     | CHK  | Seymour Housing Authority | M/R Reimb            | No      | \$37,696.36 |

**Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register  
SHA Development Corporation**

Filter Criteria Includes: 1) Project: SHA Development Corporation, 2) Payment Date: All, 3) Financial Period: July 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number  
**Bank: TD Banknorth, Bank Account: 12345, GL Account: 1000**

**Posted Payments**

| Doc Num | Payment Date | Voided | Type | Document/Receipt                 | Document Description                 | Cleared | Amount     |
|---------|--------------|--------|------|----------------------------------|--------------------------------------|---------|------------|
| 235     | 07/30/2014   | No     | CHK  | Aplicella, Testa & Company, P.C. | Compilation of books & records to tr | No      | \$90.00    |
| 236     | 07/30/2014   | No     | CHK  | Carter Hayes + Associates, P.C.  | Federal Express for 2013 Form 990    | No      | \$21.44    |
| 237     | 07/30/2014   | No     | CHK  | Silver Petrucci & Associates     | Fixed Fee 100%                       | No      | \$540.00   |
| 238     | 07/30/2014   | No     | CHK  | Tax Collector, Town Of Seymour   | Tax - List # 2013 01 0034290         | No      | \$3,860.14 |

#SEYM Seymour Housing Authority

11/17/08  
EXHIBIT 1

|                     |                          |
|---------------------|--------------------------|
| Cover Letter (S193) |                          |
| Check Date :        | 07/10/2014-1             |
| Period Range :      | 06/23/2014 TO 07/06/2014 |
| Week Number :       | Week #28                 |

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

**Payroll Totals:**

**# Checks**

|                          |    |          |
|--------------------------|----|----------|
| Total Regular Checks     | 2  | 353.02   |
| Total Direct Deposits    | 26 | 17848.80 |
| Total Manual Checks      | 0  | 0.00     |
| Total 3rd Party Checks   | 0  | 0.00     |
| Total Void Checks        | 0  | 0.00     |
| Total COBRA Checks       | 0  | 0.00     |
| <b>Total Net Payroll</b> |    |          |

|                                                           |        |
|-----------------------------------------------------------|--------|
| Total Billing Impound                                     | 125.18 |
| Total Agency Checks                                       | 2      |
| Total Agency Checks DD                                    | 1      |
| Total Agency Checks Void                                  | 0      |
| Total Tax Deposit Checks                                  | 0.00   |
| Tax deposit to be made by Human Resource Consulting Group |        |

**Sum of Checks**

|                              |          |          |
|------------------------------|----------|----------|
| Total of Checks Printed      | 25 Items | 7613.80  |
| Total Tax Liability          |          | 0.00     |
| Total Workers Comp Liability |          | 26225.46 |
| Total Payroll Liability      |          | 17908.80 |
| Total Direct Deposits        |          |          |

**NEXT PERIOD DATES**

|               |                    |
|---------------|--------------------|
| Check Date:   | 07/24/2014 Week 30 |
| Period Begin: | 07/07/2014         |
| Period End:   | 07/20/2014         |
| Call In Date: | 07/21/2014 Week 29 |

Payroll rep: Cambiotti Teresina

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

e-mail: Cynthia@Hr-Consulting-Group.Com



#SEYM Seymour Housing Authority

11/11/2015  
3xh1b1+2

| Tax Report For Payroll (S247) |              |                |                          |
|-------------------------------|--------------|----------------|--------------------------|
| Check Date :                  | 07/10/2014-1 | Period Range : | 06/23/2014 TO 07/06/2014 |
| Week Number :                 | Week #28     |                |                          |

| Tax Type | Rate | Tax ID | Wages | Amount | # EE's | Frequency |
|----------|------|--------|-------|--------|--------|-----------|
|----------|------|--------|-------|--------|--------|-----------|

Federal Taxes

|                                     |          |           |           |          |    |             |
|-------------------------------------|----------|-----------|-----------|----------|----|-------------|
| Federal                             | 0.062000 | 060687649 | 24,023.54 | 2,694.63 | 22 | Semi-Weekly |
| EE OASDI                            | 0.062000 | 060687649 | 24,538.89 | 1,521.49 | 22 | Semi-Weekly |
| EE Medicare                         | 0.014500 | 060687649 | 24,538.89 | 355.86   | 22 | Semi-Weekly |
| ER OASDI                            | 0.062000 | 060687649 | 24,538.89 | 1,521.49 | 22 | Semi-Weekly |
| ER Medicare                         | 0.014500 | 060687649 | 24,538.89 | 355.86   | 22 | Semi-Weekly |
| COBRA Credit                        | 0.014500 | 060687649 | 24,538.89 | 355.86   | 22 | Semi-Weekly |
| Total 941 Liabilities without COBRA |          |           |           | 6,449.33 |    |             |
| Total 941 Liabilities with COBRA    |          |           |           | 6,449.33 |    |             |
| ER FUI                              | 0.006000 | 060687649 | 0.00      |          | 22 | Quarterly   |
| Total Federal Taxes                 |          |           |           | 6,449.33 |    |             |

State Withholding

|                         |             |           |        |    |        |    |
|-------------------------|-------------|-----------|--------|----|--------|----|
| CT State Withholding    | 6613871-000 | 24,023.54 | 821.39 | 22 | Weekly | CT |
| Total State Withholding |             |           | 821.39 |    |        |    |

Employer SUI Withholding

|                    |           |          |        |    |           |  |
|--------------------|-----------|----------|--------|----|-----------|--|
| CT-SUI             | 91-378-04 | 9,028.40 | 343.08 | 22 | Quarterly |  |
| Total Employer SUI |           |          | 343.08 |    |           |  |

Total Employee Taxes

|                                    |          |
|------------------------------------|----------|
| Total Employer Taxes without COBRA | 2,220.43 |
| Total Tax Liability without COBRA  | 7,613.80 |
| Total Tax Liability with COBRA     | 7,613.80 |

|                       |           |
|-----------------------|-----------|
| Regular checks        | 353.02    |
| Manual checks         | 0.00      |
| 3rd Party Checks      | 0.00      |
| Void Checks           | 0.00      |
| Direct Deposit Checks | 17,908.80 |
| Total Net Payroll     | 18,261.82 |

|                         |           |
|-------------------------|-----------|
| Agency Checks           | 224.66    |
| Agency Checks DD        | 0.00      |
| Agency Checks Void      | 0.00      |
| Billing Imbound         | 125.18    |
| Total Workers Comp      | 0.00      |
| Total Payroll Liability | 26,225.46 |

|                             |           |
|-----------------------------|-----------|
| Tax Deposit Checks          |           |
| Tax Deposit Checks Void     |           |
| Total Check/Direct Deposits | 18,611.66 |
| Total Direct Deposits       | 17,908.80 |

Total Amount Debited from your Account before Credit applied  
Total Amount Debited from your Account after Credit applied

26,225.46  
26,225.46

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#SEYM Seymour Housing Authority

11/11/15  
EXHIBIT #

|                     |                          |
|---------------------|--------------------------|
| Cover Letter (S193) |                          |
| Check Date :        | 07/24/2014-1             |
| Period Range :      | 07/07/2014 TO 07/20/2014 |
| Week Number :       | Week #30                 |

Dear Human Resource Consulting Group Client,  
Please remember to notify us of any tax rate changes you received.  
- Your friends at HRCG

#### Payroll Totals:

Total Regular Checks  
Total Direct Deposits  
Total Manual Checks  
Total 3rd Party Checks  
Total Void Checks  
Total COBRA Checks

#### Total Net Payroll

Total Billing Impound  
Total Agency Checks  
Total Agency Checks DD  
Total Agency Checks Void  
Total Tax Deposit Checks

#### Sum of Checks

#### Total of Checks Printed

Total Tax Liability  
Total Workers Comp Liability

#### Total Payroll Liability

Total Direct Deposits

#### Total Debited From Account

27285.71

#### NEXT PERIOD DATES

Check Date: 08/07/2014 Week 32  
Period Begin: 07/21/2014  
Period End: 08/03/2014  
Call In Date: 08/04/2014 Week 31  
Payroll rep: Cambiotti Teresina

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#SEYM Seymour Housing Authority

11/11/17  
EXHIBIT 7

| Tax Report For Payroll (S247) |              |                |                          |
|-------------------------------|--------------|----------------|--------------------------|
| Check Date :                  | 07/24/2014-1 | Period Range : | 07/07/2014 TO 07/20/2014 |
| Week Number :                 | Week #30     |                |                          |

| Tax Type                                                     | Rate        | Tax ID    | Wages     | Amount    | # EE's | Frequency   |
|--------------------------------------------------------------|-------------|-----------|-----------|-----------|--------|-------------|
| Federal Taxes                                                |             |           |           |           |        |             |
| Federal                                                      | 0.062000    | 060687649 | 24,494.72 | 2,725.17  | 23     | Semi-Weekly |
| EE OASDI                                                     | 0.062000    | 060687649 | 25,014.94 | 1,550.92  | 23     | Semi-Weekly |
| EE Medicare                                                  | 0.014500    | 060687649 | 25,014.94 | 362.72    | 23     | Semi-Weekly |
| ER OASDI                                                     | 0.062000    | 060687649 | 25,014.94 | 1,550.92  | 23     | Semi-Weekly |
| ER Medicare                                                  | 0.014500    | 060687649 | 25,014.94 | 362.72    | 23     | Semi-Weekly |
| COBRA Credit                                                 | 0.000000    | 060687649 | 0.00      | 0.00      | 23     | Semi-Weekly |
| Total 941 Liabilities without COBRA                          |             |           |           | 6,552.45  |        |             |
| Total 941 Liabilities with COBRA                             |             |           |           | 6,552.45  |        |             |
| ER FUI                                                       | 0.006000    | 060687649 | 0.00      | 0.00      | 23     | Quarterly   |
| Total Federal Taxes                                          |             |           |           | 6,552.45  |        |             |
| State Withholding                                            |             |           |           |           |        |             |
| CT State Withholding                                         | 6613871-000 |           | 24,494.72 | 840.96    | 23     | Weekly CT   |
| Total State Withholding                                      |             |           |           | 840.96    |        |             |
| Employer SUI Withholding                                     |             |           |           |           |        |             |
| CT-SUI                                                       | 0.038000    | 91-378-04 | 8,228.81  | 312.72    | 23     | Quarterly   |
| Total Employer SUI                                           |             |           |           | 312.72    |        |             |
| Total Employee Taxes                                         |             |           |           | 5,479.77  |        |             |
| Total Employer Taxes without COBRA                           |             |           |           | 2,226.36  |        |             |
| Total Tax Liability without COBRA                            |             |           |           | 7,706.13  |        |             |
| Total Tax Liability with COBRA                               |             |           |           | 7,706.13  |        |             |
| Regular checks                                               |             |           |           | 566.39    |        |             |
| Manual checks                                                |             |           |           | 0.00      |        |             |
| 3rd Party Checks                                             |             |           |           | 0.00      |        |             |
| Void Checks                                                  |             |           |           | 0.00      |        |             |
| Direct Deposit Checks                                        |             |           |           | 18,065.78 |        |             |
| Total Net Payroll                                            |             |           |           | 18,632.17 |        |             |
| Agency Checks                                                |             |           |           | 239.09    |        |             |
| Agency Checks DD                                             |             |           |           | 0.00      |        |             |
| Agency Checks Void                                           |             |           |           | 0.00      |        |             |
| Billing Impound                                              |             |           |           | 708.32    |        |             |
| Total Workers Comp                                           |             |           |           | 0.00      |        |             |
| Total Payroll Liability                                      |             |           |           | 27,285.71 |        |             |
| Tax Deposit Checks                                           |             |           |           |           |        |             |
| Tax Deposit Checks Void                                      |             |           |           |           |        |             |
| Tax deposit to be made by Human Resource Consulting Group    |             |           |           |           |        |             |
| Tax deposit to be made by Human Resource Consulting Group    |             |           |           |           |        |             |
| Total Check/Direct Deposits                                  |             |           |           | 19,579.58 |        |             |
| Total Direct Deposits                                        |             |           |           | 18,065.78 |        |             |
| Total Amount Debited from your Account before Credit applied |             |           |           | 27,285.71 |        |             |
| Total Amount Debited from your Account after Credit applied  |             |           |           | 27,285.71 |        |             |

Human Resource Consulting Group

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Date Printed: 07/21/2014 9:50:53 AM

# SMITHFIELD GARDENS ASSISTED LIVING G.P.

## Miscellaneous Mechanical Improvements

Date: August 5, 2014 Time: 3:05 PM  
In Attendance: STEVE G, NOLA, DWS

| Firm            | Base Bid | ADD<br>Alt. No. 1<br>R&R<br>AHU | ADD<br>Alt. No. 2<br>R&R<br>AHU | ADD<br>Alt. No. 3<br>Replace<br>Chiller | ADD Alt<br>No. 4<br>Electronic<br>Water<br>treatment | ADD<br>Alt. No. 5<br><del>Replace<br/>Chiller</del> | Addenda |
|-----------------|----------|---------------------------------|---------------------------------|-----------------------------------------|------------------------------------------------------|-----------------------------------------------------|---------|
| E.S.C.          | 238,400  | 8,500                           | 8,500                           | 76,000                                  | 26,700                                               |                                                     | 142     |
| AEGLIS          | 81,500   | 4,100                           | 2,800                           | 56,750                                  | Not Bid                                              |                                                     | 142     |
| West State Mech | 179,200  | 9,500                           | 9,500                           | 55,500<br>90 Day<br>Re-air Time         | 12,800                                               |                                                     | 142.    |
|                 |          |                                 |                                 |                                         |                                                      |                                                     |         |
|                 |          |                                 |                                 |                                         |                                                      |                                                     |         |

minutes  
Exhibit #

CONSTRUCTION INSPECTION  
SITE DEVELOPMENT

Donald W. Smith, Jr., P.E.  
CONSULTING ENGINEER  
56 Greenwood Circle  
Seymour, Connecticut 06483  
Fax: (203) 888-4904  
Email: dws@pe@sbcglobal.net

CIVIL ENGINEERING  
SEPTIC DESIGN

Board of Commissioners  
Seymour Housing Authority  
28 Smith Street  
Seymour, CT 06401

RE: Bid Opening Results  
Smithfield Gardens  
Miscellaneous Mechanical Improvements

Dear Commissioners,

On August 5, 2014, the Authority received three (3) bids for the above referenced project. see attached for a summary of the bids.

After review of the submission of the low bidder Aegis Energy Services, Inc. and discussions with them, we find their bid to be complete and at a reasonable price. Aegis Energy Services, Inc. has previously worked for the Authority and currently maintains the cogeneration equipment at Smithfield Gardens and the Rev. Callahan House.

A decision can't be made on the Add Alternates until the job gets under way and some of the equipment is disassembled.

Accordingly, we recommend the Board award the above referenced Contract to the lowest responsible, qualified bidder, Aegis Energy Services, Inc. in the amount of \$87,500 (eighty seven thousand five hundred dollars).

We trust this information allows the Board to make an informed decision on this matter.

Please feel free to contact me if you have any questions regarding this matter.

Very truly yours,

Donald W. Smith, Jr., P.E.  
Consulting Engineer

cc: D. Keyser

minutes  
3:49 PM

AGENDA  
MODERATE RENTAL COMMISSIONER ELECTION

\*\*\* SEPTEMBER 1, 2014  
NOTICE OUT VACATING POSITION

\*\*\* SEPTEMBER 1, 2014 TO SEPTEMBER 30, 2014  
PRIMARY PERIOD

\*\*\* SEPTEMBER 30, 2014  
BALLOTS GO OUT TO RESIDENTS

\*\*\* OCTOBER 31, 2014  
ELECTION

\*\* OCTOBER 31, 2014  
REGISTRAR OF VOTERS OVERSEE BALLOT  
COUNT

\*\*\* NOVEMBER 1, 2014  
RESULTS FORWARDED TO FIRST SELECTMAN  
\*\*\* NOVEMBER, 2014  
SUCCESSFUL CANDIDATE APPOINTED

\*\*\* POSITION FILLED