

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 8/6/14
TIME: 4:00pm
TOWN CLERK'S OFFICE

➤ 939th Meeting

The 939th Meeting, a Regular Meeting of the Seymour Housing Authority, was held on September 3, 2014 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 Vice-Chairperson Horelick.

➤ Roll Call

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

➤ Public Comment Session

None.

➤ Previous Meeting Minutes

Vice-Chairperson Horelick introduced the previous meeting minutes of the 938th Special Meeting held on August 13, 2014.

Commissioner Bellucci motioned to accept the minutes of the 938th Special Meeting. Commissioner Dota seconded the motion. At this point, 5:33 P.M., Chairperson joined the meeting. 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. Commissioner Golebieski abstained from voting as she was not present at the August 13th meeting. Chairperson White declared the motion carried and the minutes of the 938th 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 Golebieski seconded the motion. Commissioner Golebieski inquired about the payment to Donald W. Smith for approximately \$11,000. The Executive Director stated that Mr. Smith is working on two projects, clerking the furnace installation for Moderate Rental and providing design work and construction supervision for all of the boiler repairs and replacements in Smithfield Gardens Assisted living. He stated the Smithfield work would be reimbursed by our replacement reserve escrow being held by CHFA. Chairperson White questioned the payment to Griffin

MINUTES

Occupational Health and the Executive Director commented that it was for drug screening for a potential hire. 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 bills approved for payment as presented.

Chairperson White introduced communications.

The Executive Director stated that he received two emails from HUD stating that we are delinquent on REAC and CFP reporting. He reminded the Commission about the HUD REAC inspection and that there was an exigent emergency found at Callahan House. He stated that the finding was a knock out cover missing on the underside of an electric panel. He commented that the item was corrected within 24 hours and submitted to HUD Construction Analyst as required by Code of Federal Regulation. He stated that there was a technical glitch on the HUD REAC website that prevented him from reporting it on line. He added that the item was corrected and reported to HUD within 24 hours as required. He added that the paperwork for the CFP program was being worked on and will be in HUD's hand by Friday, September 5. He commented that the email from the PIH Director in Hartford stated she would take matters up with the Board. He added that he has acted in compliance with the Code of Federal Regulation and as a result of a website glitch that HUD hasn't fixed yet is why the status of this reporting is where it is.

➤ **Executive Director's Report**

The Executive Director discussed his submitted report (See Exhibit II)

➤ **Old Business**

The Commission and the Executive Director commented on the vacating resident Commissioner position and the resident election process required. The Executive Director stated he is still working on policy and will be publishing the notices shortly.

➤ **New Business**

None

➤ **Any Other Business**

Chairperson White introduced the Smithfield Gardens Assisted Living mechanical upgrades to the HVAC Direct Digital Control (DDC) work to accompany the HVAC repairs/replacement contract award.

MINUTES

The Executive Director stated we wish to upgrade the controllers to the various systems in the mechanical room to control the Co-Generator and the boilers. The DDC system would control and communicate the operations so that when the co-generator is off the boilers kick on. He stated that we would also be able to control the heating and cooling systems much more efficiently by way of a control pad or panel or even access the controls via the internet. We solicited bids from two of the firms that bid the first part of the project. The Executive Director discussed the two bids and the Consultant's recommendation letter (see attached exhibit III). After some further brief explanation, Commissioner Bellucci motioned to approve and select the bid from Environmental Control Systems in the amount of \$45,465 and to authorize the Executive Director to enter into contract and act as Rehabilitation Coordinator. 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, Golebieski, Horelick and White.

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

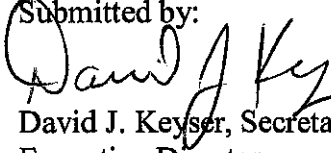
The Executive Director reported that the preparation of the 2015 Moderate Rental budget is indicating a need for a \$20 Base Rent increase. He stated that last increase of \$10 was implemented in 2012. He reminded the Commission of recent discussion regarding sustainability and reserve funding and the trend in Public Housing being instituted by CHFA and DOH. After some further brief discussion relative to the budget, Commission Golebieski motioned to authorize the Executive Director to begin the 120 process increase the Moderate Rental Base Rent by \$20 to begin January 1, 2015. Commissioner Dota seconded the motion. Commissioner Golebieski asked if this was the final amount or can the Board vote a reduced amount of the increase. The Executive Director explained that the process allows for a 30 day comment period and a Public Hearing and that those comments will be returned to the Board of Commissioners for consideration. At that time the Board may make the final decision. 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 and Horelick. Commissioner White abstained from voting so as to avoid a conflict of interest. Chairperson White declared the motion carried.

➤ Adjournment

At 6:21 P.M. Chairperson White asked for a motion to adjourn the 939th meeting of the Seymour Housing Authority. Commissioner Horelick motioned to adjourn the meeting. 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 935th Meeting, a Regular Meeting, duly adjourned at 6:21 P.M.

MINUTES

Submitted by:

A handwritten signature in cursive script, appearing to read "David J. Key", with a long horizontal line extending to the right.

David J. Keyser, Secretary and Executive Director
Executive Director

Minutes
Exhibit I

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: August 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>
16	08/07/2014	No	DD	SHA PAYROLL	Payroll #16	No	\$25,719.26
17	08/21/2014	No	DD	SHA PAYROLL	Payroll #17	No	\$26,829.22
151	08/26/2014	No	CHK	VSP	VSP Online Payment Sept. Inv	No	\$58.44
6756	08/04/2014	No	CHK	Purchase Power	Postage By Phone # 27896240	No	\$1,020.99
6757	08/08/2014	No	CHK	Seymour/Oxford Rotary	Seymour/Oxford Rotary	No	\$125.00
6758	08/08/2014	No	CHK	Cash	Reimb Petty Cash	No	\$45.36
6759	08/13/2014	No	CHK	L & A General Services Corporati	RH #2 - Janitorial	No	\$1,830.00
6760	08/15/2014	No	CHK	Aegle Energy Services, Inc.	payment 1 of 3	No	\$1,711.24
6761	08/15/2014	No	CHK	AT&T	acct 203 881-0115 123	No	\$70.36
6762	08/15/2014	No	CHK	AT&T	acct 203 881-2464 165	No	\$306.73
6763	08/15/2014	No	CHK	AT&T	acct 203 888-4579 851	No	\$232.66
6764	08/15/2014	No	CHK	Basement Systems	22 chamberlin annual maintenance	No	\$159.00
6765	08/15/2014	No	CHK	Buddy's Fuel, LLC	15 chamberlin annual	No	\$910.00
6766	08/15/2014	No	CHK	Callahan House Tenants Associat	August association fee	No	\$25.00
6767	08/15/2014	No	CHK	Canon Financial Services, Inc.	acct 200-5026811-000	No	\$209.00
6768	08/15/2014	No	CHK	CL&P OFFICE	acct 51471483099	No	\$322.76
6769	08/15/2014	No	CHK	CL&P FED	acct 51779583004	No	\$1,519.10
6770	08/15/2014	No	CHK	CL&P RH	acct 5147764090	No	\$3,009.56
6771	08/15/2014	No	CHK	CL&P MR	acct 51118694017	No	\$40.74
6772	08/15/2014	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$1,245.13
6773	08/15/2014	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$423.82
6774	08/15/2014	No	CHK	CONN NAHRO	monthly meeting	No	\$360.00
6775	08/15/2014	No	CHK	Connecticut Housing Finance Aut	project #96089D	No	\$462.02
6776	08/15/2014	No	CHK	David J. Keyser	expense reimbursement	No	\$228.00
6777	08/15/2014	No	CHK	Direct Energy Services, Llc	acct 02395043-742-8	No	\$3,100.62
6778	08/15/2014	No	CHK	Environmental Systems Corporati	acct SEYMHO	No	\$1,265.05
6779	08/15/2014	No	CHK	Experian	acct TCTA-6906070	No	\$109.64
6780	08/15/2014	No	CHK	Federal Express	acct 5166-0070-5	No	\$5.84
6781	08/15/2014	No	CHK	FTW LLC	3 of 5 installments	No	\$810.00
6782	08/15/2014	No	CHK	G&K Services	July uniforms	No	\$264.17
6783	08/15/2014	No	CHK	Gregory Stamos	august legal retainer	No	\$1,222.50
6784	08/15/2014	No	CHK	Home Depot Credit Services	acct 6035 3225 0054 4212	No	\$11.12
6785	08/15/2014	No	CHK	Oxford Paint & Hardware, Inc	July 14 invoices paid in August	No	\$103.88
6786	08/15/2014	No	CHK	Ray House Tenants Association	August association fee	No	\$1,025.00
6787	08/15/2014	No	CHK	Robert Lashin	1G	No	\$475.00
6788	08/15/2014	No	CHK	Shell Credit Card Center	acct 065 093 700	No	\$286.21
6789	08/15/2014	No	CHK	Sherwin Williams	paint 19 chamberlin	No	\$951.29
6790	08/15/2014	No	CHK	Shred-It	shred service	No	\$116.00
6791	08/15/2014	No	CHK	Smithfield Gardens Assisted Livin	August rent	No	\$4,354.16
6792	08/15/2014	No	CHK	Staffworks, Inc.	temp office help	No	\$1,769.89
6793	08/15/2014	No	CHK	State of Connecticut Dept. of Lab	registration #91-378-04	No	\$162.04
6794	08/15/2014	No	CHK	The Neirod Company	Waiting List Training - Theresa Schr	No	\$129.00
6795	08/15/2014	No	CHK	Winter Bros Waste Systems	August container service	No	\$876.51
6796	08/15/2014	No	CHK	Xerox Financial	acct 010-0026454-001	No	\$405.00
6797	08/15/2014	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,367.39
6798	08/22/2014	No	CHK	Buel Cpa, P.C.	1st half of Dec. 31, 2013 audit	No	\$4,205.00
6799	08/22/2014	No	CHK	CONN NAHRO	Guest of SHA -	No	\$330.00

Minutes
Exhibit I

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: August 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: 0815014177, 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>
6800	08/23/2014	Yes	CHK	David J. Keyser	ConnNahro- Travel Meals	No	\$180.00
6800	08/28/2014	No	VD	David J. Keyser	Not needed	No	(\$180.00)
6801	08/23/2014	No	CHK	Lane, Donna	ConnNahro - Travel Meals	No	\$120.00
6802	08/23/2014	Yes	CHK	Nora Birch-Wlodarski	Travel - Meals	No	\$120.00
6802	08/28/2014	No	VD	Nora Birch-Wlodarski	Not needed	No	(\$120.00)
6803	08/28/2014	No	CHK	Lisa M. Sanchez	Mileage Reimb. ConnNahro Training	No	\$135.60
6804	08/28/2014	No	CHK	Nora Birch-Wlodarski	Reimb. for Mileage ConnNahro Trail	No	\$78.40
6805	08/28/2014	No	CHK	Theresa Schremmer	Mileage Reimb. for Waiting List Train	No	\$149.43
6806	08/29/2014	No	CHK	Aetna	acct 83851327	No	\$3,168.46
6807	08/29/2014	No	CHK	Aflac Attn: Remittance Processing	acct DHF89	No	\$572.02
6808	08/29/2014	No	CHK	Allen's Plumbing Supply	6 brothers	No	\$32.97
6809	08/29/2014	No	CHK	Ally	acct 024914953493	No	\$525.63
6810	08/29/2014	No	CHK	Anthem Dental	acct # ACT6850861	No	\$1,138.57
6811	08/29/2014	No	CHK	Apicella, Testa & Company, P.C.	compile books	No	\$2,877.50
6812	08/29/2014	No	CHK	Aquarion Water Company	shut off for work done at 22 Seymour	No	\$87.00
6813	08/29/2014	No	CHK	Arrow Window Shade Mfg. Co.	31 Ray house	No	\$258.34
6814	08/29/2014	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$100.53
6815	08/29/2014	No	CHK	Comcast	acct 8773 40 216 0089528	No	\$102.90
6816	08/29/2014	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$80.53
6817	08/29/2014	No	CHK	Donald W. Smith, Jr. P.E	snow/lawn bids	No	\$11,307.50
6818	08/29/2014	No	CHK	Friends Of Fur LLC	ray house #39	No	\$250.00
6819	08/29/2014	No	CHK	G&K Services	august uniforms	No	\$84.52
6820	08/29/2014	No	CHK	George Ellis Company	repair condenser fan motor	No	\$312.50
6821	08/29/2014	No	CHK	HD Supply	janitorial supplies	No	\$199.41
6822	08/29/2014	No	CHK	Home Depot Credit Services	22 Seymour ave	No	\$435.68
6823	08/29/2014	No	CHK	Housing And Development Law In	HDLI membership 9/1/14-9/1/15	No	\$495.00
6824	08/29/2014	No	CHK	Intersect Dvvc, LLC	quarterly backup	No	\$618.00
6825	08/29/2014	No	CHK	Lincoln National Life Insurance C	acct SETNIYRHOU-BL-1001365	No	\$369.32
6826	08/29/2014	No	CHK	Oxford Paint & Hardware, Inc	August OPH	No	\$165.47
6827	08/29/2014	No	CHK	Peter E. Karpovich,	sha vs shaboo summons	No	\$486.00
6828	08/29/2014	No	CHK	Seymour Janitorial Services	august cleaning	No	\$1,360.00
6829	08/29/2014	No	CHK	Siemens Industry Inc	fire panel repair	No	\$520.00
6830	08/29/2014	No	CHK	Sprint	acct 453584322	No	\$180.01
6831	08/29/2014	No	CHK	St. Treasurer For Merfund	MERF 08-2014	No	\$6,470.41
6832	08/29/2014	No	CHK	Staffworks, Inc.	temp office help	No	\$1,423.50
6833	08/29/2014	No	CHK	Staples Credit Plan	also Inv# 9382	No	\$842.43
6834	08/29/2014	No	CHK	Webe 108 & WICC 600	boomers & beyond	No	\$1,575.00

Minuter
Exhibit I

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: August 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

<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>
3486	08/15/2014	No	CHK	Patrignelli, Alice	PH AP Payment Aug 14	No	\$1,559.79
3487	08/15/2014	No	CHK	Allen's Plumbing Supply	plumbing supplies	No	\$41.34
3488	08/15/2014	No	CHK	AT&T	acct 203 888 5093-150	No	\$360.92
3489	08/15/2014	No	CHK	CL&P SGAL	acct 51083234013	No	\$8,316.43
3490	08/15/2014	No	CHK	Direct Energy Services, Llc	acct 67282386-587-4	No	\$1,836.39
3491	08/15/2014	No	CHK	Fitz Vogt & Associates, LTD	purchased meal service	No	\$25,629.83
3492	08/15/2014	No	CHK	FTW LLC	Shrub trimming	No	\$860.00
3493	08/15/2014	No	CHK	HD Supply	July 14 Invoices paid in August	No	\$101.75
3494	08/15/2014	No	CHK	Life Source, Inc.	annual fire monitoring	No	\$420.00
3495	08/15/2014	No	CHK	Seymour Housing Authority	August Management fee	No	\$4,965.00
3496	08/15/2014	No	CHK	Theo Pro Compliance & Consultin	July File approvals	No	\$40.00
3497	08/15/2014	No	CHK	Trans Clean Corp	degrease kitchen/exhaust	No	\$425.00
3498	08/15/2014	No	CHK	Winter Bros Waste Systems	August container service	No	\$401.18
3499	08/15/2014	No	CHK	Yankee Gas	acct 57669970055	No	\$1,386.18
3500	08/29/2014	No	CHK	Aegls Energy Services, Inc.	05/15/14-08/15/14	No	\$3,122.90
3501	08/29/2014	No	CHK	Apicella, Testa & Company, P.C.	comple books	No	\$22.50
3502	08/29/2014	No	CHK	Art Horn	meteorologist	No	\$150.00
3503	08/29/2014	No	CHK	comcast	acct 8773 40 216 0196370	No	\$4.47
3504	08/29/2014	No	CHK	Comcast	acct 8773 40 216 0069536	No	\$53.95
3505	08/29/2014	No	CHK	Comcast	acct 8773 40 216 0069510	No	\$1,071.81
3506	08/29/2014	No	CHK	Griffin Hospital Occupational Medi	sara Hazen	No	\$65.00
3507	08/29/2014	No	CHK	HD Supply	monthly housekeeping	No	\$376.54
3508	08/29/2014	No	CHK	M. J. Daly & Sons, Inc.	1/4ly sprinkler inspection	No	\$360.50
3509	08/29/2014	No	CHK	Phillip Crosson	magic show	No	\$135.00
3510	08/29/2014	No	CHK	Robert Lashin	unit 109	No	\$857.42
3511	08/29/2014	No	CHK	Seymour Housing Authority	SG Reimb.	No	\$33,848.39

Minutes
Exhibit I

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: August 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

<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>
1762	08/04/2014	No	CHK	Albro, Kate	PH AP Payment Aug 14	No	\$300.05
1763	08/05/2014	No	CHK	Callahan House Association	To cover Callahan RSC Salary	No	\$2,692.30
1764	08/20/2014	No	CHK	Callahan House Association	To cover RSC Payroll	No	\$2,692.30
1765	08/29/2014	No	CHK	Seymour Housing Authority	Callahan Early Reimb	No	\$10,000.00
1766	08/29/2014	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$22,219.58
1767	08/29/2014	No	CHK	Seymour Housing Authority	RH Reimb	No	\$14,708.24

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: August 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

<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>
239	08/07/2014	No	CHK	Ferguson & McGuire/APS	Property Ins	No	\$1,252.76
240	08/08/2014	No	CHK	Cash	Reimb Petty Cash Mow Lawn @ 34	No	\$100.00
241	08/13/2014	No	CHK	Estrella, Anthony	Mow Lawn @ 34 Smith St	No	\$50.00
242	08/20/2014	No	CHK	William Detullio Real Estate Appr	Appraisal on land	No	\$400.00

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: August 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

<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>
1669	08/29/2014	No	CHK	Seymour Housing Authority	MR Early Reimb	No	\$20,000.00
1670	08/29/2014	No	CHK	Seymour Housing Authority	MR Reimb	No	\$14,378.42

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	08/07/2014-1
Period Range :	07/21/2014 TO 08/03/2014
Week Number :	Week #32

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	1	235.53
Total Direct Deposits	27	17679.88
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
Total Net Payroll	22 Items	17915.41

Total Billing Impound		119.25
Total Agency Checks	3	215.37
Total Agency Checks DD	1	60.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	
Sum of Checks		18310.03

Total of Checks Printed	26 Items	
Total Tax Liability		7409.23
Total Workers Comp Liability		0.00
Total Payroll Liability		25719.26
Total Direct Deposits		17739.88

Total Debited From Account	25719.26
-----------------------------------	-----------------

NEXT PERIOD DATES

Check Date: 08/21/2014 Week 34
 Period Begin: 08/04/2014
 Period End: 08/17/2014
 Call In Date: 08/18/2014 Week 33

Payroll rep: Camblotti Teresina

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)

Check Date :	08/07/2014-1
Period Range :	07/21/2014 TO 08/03/2014
Week Number :	Week #32

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060887649	23,626.59	2,627.06	22	Semi-Weekly
EE OASDI	0.062000	060887649	24,130.59	1,496.10	22	Semi-Weekly
EE Medicare	0.014500	060887649	24,130.59	349.88	22	Semi-Weekly
ER OASDI	0.062000	060887649	24,130.59	1,496.10	22	Semi-Weekly
ER Medicare	0.014500	060887649	24,130.59	349.88	22	Semi-Weekly
COBRA Credit	-----	060887649	-----	-----	22	Semi-Weekly
Total 941 Liabilities without COBRA				6,319.02		
Total 941 Liabilities with COBRA				6,319.02		
ER FUI	0.006000	060887649	0.00	-----	22	Quarterly
Total Federal Taxes				6,319.02		
State Withholding						
CT State Withholding		6613871-000	23,626.59	819.08	22	Weekly CT
Total State Withholding				819.08		
Employer SUI Withholding						
CT-SUI	0.038000	91-378-04	7,135.24	271.13	22	Quarterly
Total Employer SUI				271.13		
Total Employee Taxes				5,292.12		
Total Employer Taxes without COBRA				2,117.11		
Total Tax Liability without COBRA				7,409.23		
Total Tax Liability with COBRA				7,409.23		
Regular checks				235.53		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,739.88		
Total Net Payroll				17,975.41		
Agency Checks				215.37		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				119.25		
Total Workers Comp				0.00		
Total Payroll Liability				25,719.26		
Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group				
Tax Deposit Checks Void		Tax deposit to be made by Human Resource Consulting Group				
Total Check/Direct Deposits				18,310.03		
Total Direct Deposits				17,739.88		
Total Amount Debited from your Account before Credit applied				25,719.26		
Total Amount Debited from your Account after Credit applied				25,719.26		

Minutes
Exhibit I

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	08/21/2014-1
Period Range :	08/04/2014 TO 08/17/2014
Week Number :	Week #34

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	1	321.58
Total Direct Deposits	27	17902.35
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
Total Net Payroll	21 Items	18223.93

Total Billing Impound		690.18
Total Agency Checks	3	196.81
Total Agency Checks DD	3	210.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	
Sum of Checks		19320.92

Total of Checks Printed	27 Items	
Total Tax Liability		7508.30
Total Workers Comp Liability		0.00
Total Payroll Liability		26829.22
Total Direct Deposits		18112.35

Total Debited From Account	26829.22
-----------------------------------	-----------------

NEXT PERIOD DATES

Check Date: 09/04/2014 Week 36
 Period Begin: 08/18/2014
 Period End: 08/31/2014
 Call In Date: 08/29/2014 Week 35

Payroll rep: Cambiotti Teresina

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)

Check Date : 08/21/2014-1

Period Range : 08/04/2014 TO 08/17/2014

Week Number : Week #34

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,044.74	2,688.73	21	Semi-Weekly
EE OASDI	0.062000	060687649	24,563.80	1,522.96	21	Semi-Weekly
EE Medicare	0.014500	060687649	24,563.80	356.18	21	Semi-Weekly
ER OASDI	0.062000	060687649	24,563.80	1,522.96	21	Semi-Weekly
ER Medicare	0.014500	060687649	24,563.80	356.18	21	Semi-Weekly
COBRA Credit	-----	060687649	-----		21	Semi-Weekly
Total 941 Liabilities without COBRA				6,447.01		
Total 941 Liabilities with COBRA				6,447.01		
ER FUI	0.006000	060687649	0.00		21	Quarterly
Total Federal Taxes				6,447.01		
State Withholding						
CT State Withholding		6613871-000	24,044.74	852.44	21	Weekly CT
Total State Withholding				852.44		
Employer SUI Withholding						
CT-SUI	0.036000	91-378-04	5,495.88	208.85	21	Quarterly
Total Employer SUI				208.85		
Total Employee Taxes				5,420.31		
Total Employer Taxes without COBRA				2,087.99		
Total Tax Liability without COBRA				7,508.30		
Total Tax Liability with COBRA				7,508.30		
Regular checks				321.58		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,112.35		
Total Net Payroll				18,433.93		
Agency Checks				196.81		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				690.18		
Total Workers Comp				0.00		
Total Payroll Liability				26,829.22		
Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group				
Tax Deposit Checks Void		Tax deposit to be made by Human Resource Consulting Group				
Total Check/Direct Deposits				19,320.92		
Total Direct Deposits				18,112.35		
Total Amount Debited from your Account before Credit applied				26,829.22		
Total Amount Debited from your Account after Credit applied				26,829.22		

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

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

Date Printed: 08/18/2014 12:06:07 PM

September 2014

*Minutes
Exhibit II*

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House

2014 Year-to-Date Vacancies 3

Callahan House experienced 2 move outs in July and 2 move outs in August 2014. Callahan House has experienced 35 vacancy days since January 1, 2014 and has averaged 5 turn around days per vacancy since January 1 2014. 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; 35 days/ 29200 days available = 0.1198% percentage through August 31,2014.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. For the 2015 subsidy calculation we used 60 days we have 288 days to use for the balance of the subsidy year. For the 2016 subsidy calculation we have used 11 days and have 337 days to use for the balance of subsidy year calculation. (July 1, 2014 to June 30 2015)

CALLAHAN HOUSE	VACANCY/TURNOVER DAYS	2014
FEDERAL ELDERLY	Vacancy Turnover Days	2014

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
4L	Rivera	2/28/2014	Connors	3/7/2014	8
4J	Spencer	5/17/2014	Tokarz	5/21/2014	4
2N	Cisero	5/18/2014	O'Dell	5/30/2014	12
1G	Israel	7/31/2014	Krouch	8/4/2014	4
1L	Avlon	7/31/2014	Fox	8/1/2014	1
3R	Albro	8/1/2014	Hanks	8/4/2014	3
3Q	Fox	8/1/2014	Hebert	8/4/2014	3

Norman Ray House

2014 Year-to-Date Vacancies 4

Norman Ray House experienced one move out in July and two move outs in August 2014. Norman Ray House has experienced 130 vacancy days since January 1, 2014 and has averaged 18.57 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 = 14600 days available; 130 days/ 14600 days available = .8904% percentage through August 31, 2014.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 = 480 unit months available (UMA). 480 X 3% = 14 UMA or 168 days. For the 2014 subsidy calculation year, we have experienced 68 days and have 100 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013). For the 2015 subsidy calculation year we have experienced 132 days and have 36 days remaining to use. For the 2016 subsidy calculation year (July 1, 2014 to June 30, 2015) we have used 7 days and have 161 days available through June 30, 2015.

NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2014
FEDERAL ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
2	Mardil	1/31/2014	Schwartz	3/1/2014	30
19	Parks	3/8/2014	West	5/8/2014	61
5	Rodman	3/28/2014	Schwartz	4/28/2014	30
2	Schwartz	4/28/2014	Slie	5/1/2014	2
1	Franko	7/7/2014	Chilberg	7/10/2014	3
31	Hebert	8/4/2014	Jamison	8/5/2014	1
25	Simpson	8/15/2014	Galezowski	8/18/2014	3

Average number of vacancy days per vacancy: 18.57

State Moderate Rental

2014 Year-to-Date Vacancies 3

Moderate Rental experienced one move-in and one move-out during August 2014. Moderate Rental has experienced 130 vacancy days since January 1, 2014 and averaged 26 days per vacancy through April 30, 2014. 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; 130 days/ 29565 days available = 0.4397% percentages

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2014
FAMILY HOUSING		

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
20C	427	Rodriguez	9/30/2013	Buster	1/10/2014	10
6C	420	Cominski	7/17/2014	Lavin	2/17/2014	30
14C	414	Ouzio	4/13/2014	Sperling	5/12/2014	29
6C	420	Lavin	5/15/2014	Veras	6/27/2014	43
22S	420	Krouch	8/4/2014	Maldonado	8/22/2014	18

Average number of vacancy days per vacancy: 26

The Vacancy Loss is approximately \$1,816 January 1 through August 31, 2014. We had \$3,332 budgeted for Vacancy Loss through August 31, 2014.

Smithfield Gardens

2012 Year-to-Date Vacancies 13

Smithfield Gardens Assisted Living experienced one move in and two move outs during August 2014. Smithfield Gardens has experienced 980 vacancy days since January 1, 2014 and averaged 57.6 days per vacancy. By using a standardized Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 56 units X 365 days = 20,440 days available; 980 days / 20,440 days available = 4.79% percentage through August 31, 2014.

UNIT	CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
126	60%	960 Kukel	11/20/2013	Woodworth	1/15/2014	15
220	60%	960 LaRussa	12/2/2013	Clarke	3/27/2014	86
218	60%	960 Hanczor	12/4/2013	Stevens	2/14/2014	45
112	50%	800 Ramia	12/9/2013	Baker	3/22/2014	81
201	60%	960 Martin	12/13/2013	Torello	4/1/2014	90
226	60%	960 Santacroce	12/25/2013	Baile	3/22/2014	81
120	60%	960 Cromwell	1/7/2014	LaPaglia	4/9/2014	91
107	50%	800 Monaco	1/24/2014	Berchem	4/24/2014	89
208	60%	960 Principi	1/31/2014	Merkle	4/8/2014	66
222	60%	960 Turziano	2/28/2014	Hersh	4/25/2014	55
101	60%	960 Dolan	3/9/2014	Perkowski	5/10/2014	61
227	50%	800 Perrott	4/24/2014	Godbout	6/24/2014	60
216	50%	800 Mancuso	6/6/2014	Burns	7/10/2014	34
220	60%	960 Clark	6/9/2014	Millili	8/2/2014	54
211	60%	960 Hudenets	6/11/2014	Varakian	8/12/2014	53
109	60%	960 Patrignelli	8/12/2014	Moss	8/29/2014	17
223	60%	960 Melega	8/29/2014			2

Average number of vacancy days per vacancy: 57.6

The vacancy loss is approximately \$29,776 since January 1, 2014 Through ~~June~~ ^{August} 30, 2014. We budgeted \$14,605 Vacancy Loss through August 31, 2014.

Section

2

General Information

IPA Audit is being done and is due on REAC website by 9/30/2014.

Complaints

Callahan House

We received complaints between two residents regarding threatening behavior. The two residents have recently *resolved by themselves*.

Moderate Rental

Mediation was held between the residents of Hofmann Heights relative to lawn mowing responsibility and nuisance behavior.

Norman Ray House

Threats between two residents one threatening the other name calling. Pretermination to resident.

One resident allegedly disturbed other tenants belongings in a common area and was arrested for public disturbance.

Rev. Callahan House

The back flow preventers, water booster pump and mixing valve work at Callahan House has been completed.

Norman Ray House

The kitchen cabinet replacement to 7 units has been completed.

Moderate Rental

The two and three bedroom waiting list is open and we continue to process applications

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 98% (55 of 56 units) occupied as of 08/31/2014
- Four applications in processing
- Three move-ins in August; 2 move-outs
- 7 applicants on waiting list for 60% units (\$985 rent)
- 5 applicants on waiting list for 50% units (\$825 rent)
- Average age is 85.9
- Age range is 67 - 102
- Average length of tenancy is 26.19 months

Budgeting Statistics:

- 23 of 19 units rented at \$825
- 32 of 37 units rented at \$985
- 55 of 55 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings held 8/6, 8/13, 8/20, 8/27 (attended by MRC Director, RSC & RNs)
 - 58 residents' statuses reviewed each week
 - 3 residents out at rehab as of 08/31/2014
 - Levels of care for July 2014: 0 @ Level 1; 15 @ Level 2; 26 @ Level 3; 17 @ Level 4
 - Resident Council Meeting held 07/31/14 - minutes follow; next meeting 08/28/14
 - August Fire Drill completed 08/25/14 (first shift)
 - Annual Fire Marshal inspection occurred 08/14/14; no violations
 - NDC Annual Site Visit scheduled for 09/22/14
 - CHFA Annual Site Visit scheduled for 09/25/14
-

Minutes
Exhibit III

CONSULTING ENGINEER
56 Greenwood Circle
Seymour, Connecticut 06483
(203) 888-4904
Fax: (203) 881-3434
Email: dwsjrpe@sboglobal.net

CIVIL ENGINEERING
SEPTIC DESIGN

CONSTRUCTION INSPECTION
SITE DEVELOPMENT

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

September 3, 2014

RE: Bid Opening Results
Smithfield Gardens
Mechanical Improvements - Controls

Dear Commissioners,

The Authority has received two (2) proposals (copies attached) for the controls work associated with the miscellaneous mechanical improvement project at Smithfield Gardens, in the following amounts,

Environmental Systems Corp. ... \$45,465

Aegis Energy Services Inc. \$57,700

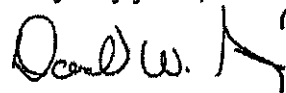
Although the two proposals are not quite apples to apples, we find the proposal from Environmental Systems Corp. to be complete and at a reasonable price. Environmental Systems Corp. is currently providing services to the Authority and this work would enhance those services.

Accordingly, we recommend the Board award the above referenced Contract to the lowest responsible, qualified bidder, Environmental Systems Corp. in the amount of \$45,465 (forty five thousand four hundred sixty five 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



Fred Wish
HVAC Service Manager
Service Group

18 Jansen Court
West Hartford, CT 06110-1913
Office: 860.953.8800 ext. 123
Mobile: 860.883.1101
f.wish@esccontrols.com

September 3, 2014

Donald W. Smith, Jr., P.E.
Consulting Engineer
56 Greenwood Circle
Seymour, CT 06483

Re: Provide installation of Solidyne controls for the following.

Mr. Smith

Environmental Systems Corporation Service is pleased to submit this proposal for the following.

Scope of Work.

Cooling tower

- Cooling Tower VFD Enable. (VFD by others)
- Cooling Tower VFD 0-10 signal.
- Cooling Tower fan status.
- Cooling Tower vibration switch monitor. (Switch by others)
- Condenser water supply temperature.
- Condenser water return temperature.

Heat exchanger 1

- Heat exchanger pump enable.
- Heat exchanger pump status. (Flow DP switch)
- Heat exchanger Cogen side inlet temperature.
- Heat exchanger Cogen side outlet temperature.
- Heat exchanger building loop side inlet temperature.
- Heat exchanger building loop side outlet temperature.

Air handler # 1

- Supply fan enable.
- Fan status. (Airflow switch)
- Air handler outside damper enable / disable.
- Air handler outside damper position. (Damper end switch)
- Space temperature. (Adjustable digital display)
- Air handler supply air temperature.

- Air handler hot water valve control. (Modulating 0-10 volt)
- Air handler hot water valve position.
- Air handler cooling valve control. (Modulating 0-10 volt)
- Air handler cooling valve position.

Air handler # 2

- Supply fan enable.
- Fan status. (Airflow switch)
- Air handler outside damper enable / disable.
- Air handler outside damper position. (Damper end switch)
- Space temperature. (Adjustable digital display)
- Air handler supply air temperature.
- Air handler hot water valve control. (Modulating 0-10 volt)
- Air handler hot water valve position.
- Air handler cooling valve control. (Modulating 0-10 volt)
- Air handler cooling valve position.

Chiller

- Chiller enable.
- Chiller status.
- Chilled water pump 1 enable.
- Chilled water pump 1 status. (Flow DP switch)
- Chilled water pump 2 enable.
- Chilled water pump 2 status. (Flow DP switch)
- Condenser water pump start.
- Condenser water pump status. (Flow DP switch)

Cogen

- Generator status.
- Generator cooling pump status.
- Loop temperature.
- Domestic hot water demand. (Modulating 0-10 volt)
- Domestic water valve position.
- Dump radiator enable.
- Dump radiator valve position.

Other

- Provide update and programming for Solidyne I3 web server.
- Calibrate and commission all points.
- Provide Solidyne M2 controllers to match existing protocol for controllers in building.
- Provide needed programming.

- Assist Customer IT personal for internet connection.
- Quote based on prevailing wage.
- Permit (Based on education fund only)

The total amount for the above project will be\$45,465.00
plus Connecticut Sales Tax if applicable.

Excluded in the above quote will be the following.

- Providing or replacing of any controls other than listed above.
- Providing or replacing of any other parts or material other than specified above.
- Any overtime for the above project.
- Provide any wiring from switch to Inet server other than interface connection.
- Providing of any network lines, switches, gateways, routers or modems.
- Providing of any IP addresses or IT programming.
- Providing of any computer or software other than listed above.
- Replacement of any existing control cards with Bacnet cards.

Please feel free to give me a call with any questions.

Thank you for your consideration,

Environmental Systems Corporation

Best regards,

Fred A. Wish

Fred A. Wish
Mechanical Service Manager

Included in that fee is a one-year warranty on all labor provided by *Environmental Systems Corporation* Parts and materials are covered by standard warranties provided by their manufacturers.

Warranty periods begin when installation is completed. The owner has a one- month period following the completion of the installation, to accept or reject work performed by *Environmental Systems Corporation* after which time we will assume that the work has been accepted.

Environmental Systems Corporation assumes normal workday access to the job site and payment in full within 30 days after receipt of each invoice. *Environmental Systems Corporation*

Minutes
Exhibit #1

Environmental Systems Corporation

will not be held responsible for normal wear and tear. The removal and disposal of Asbestos and toxic materials are the owner's responsibility.

This proposal is valid for a period of 15 days from the date shown at the top of this proposal, after which time we will be happy to provide an adjusted quote if necessary. We look forward to performing this work for you. Please give me a call at (860) 953-8800 if you have any questions.

ACKNOWLEDGED AND ACCEPTED

BY: _____

PO# _____

TITLE: _____

DATE: _____

Minutes
Exhibit III

- Dave Thompson
-
- Aug 21

To

- Jr PE Don Smith

Don

For the new control system we have included the following:

Existing Cogen controls to be replaced with a DDC system, this will allow Aegis and the Housing Authority to access, monitor and adjust the building control system thru an internet connection. No special software is needed, any computer can access thru a web browser.

New cogen panel to have new starters and VFD for pumps and fans.

Adding new temperature sensors in the cogen loop to monitor system performance, 10-12, with wells cut into the loop.

Adding an 1 1/2" 3-way control valve for the cogen to building space heating load module.

Existing chiller controls to be changed to per the new chiller design.

Aegis to add a new chiller panel to operate the system.

New chiller panel to have new starters and VFD for pumps and fans.

Adding new temp sensors on the chiller system to monitor system performance,

Adding a 3-way control valve for the chiller heat medium, to regulate the temp into the chiller per new chiller design.

AHU Kitchen and Office

Temp control of the AHU's

Adding 3-way valve for the chilled water loop on each unit

Adding an space temperature sensor with temperature setpoint adjustment, with override button and digital temp display.

Wired back to the main DDC in the boiler room, will also be visible remotely thru a web browser.

The price for the building controls work including the installation labor and materials is \$57,700.00

Regards

Dave Thompson | Project Engineer
Aegis Energy Services
T 413-536-1156 | F 413-536-1104
55 Jackson St, Holyoke, MA 01040
www.aegisenergyservices.com