

MINUTES

Seymour Housing Authority

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TIME: 3:58 PM
TOWN CLERK'S OFFICE

➤ 941st Meeting

The 941st Meeting, a Regular Meeting of the Seymour Housing Authority, was held on Wednesday, November 5, 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 5:30 P.M. by Chairperson White.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Golebieski and White. Also present was Executive Director David Keyser and Attorney Gregory Stamos.

➤ Public Comment Session

None.

➤ New Business

At this point, Chairperson White entertained a motion to go out of the order of the Agenda and to introduce New Business to discuss the Landscaping bids as a result of the attendance of Luigi Rossi, FTW Landscaping.

Commissioner Bellucci motioned to change the order of the Agenda to discuss the Landscaping Bids. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those present and in favor of the motion to signify by voting aye. Voting Aye were Commissioners Bellucci, Dota, Golebieski and White. Chairperson White declared the motion carried.

The Executive Director explained the bid tabulation sheet (See exhibit I) from the bids opening held on October 2, 2014. He also discussed the Consultant opinion letter from Donald W. Smith, Jr., P.E. (See exhibit II). He concurred with the decision to disqualify the low Bidder, FTW Landscaping based on prior contract performance and history. He stated that the next lowest bidder, Ted's Landscaping has been qualified by the Consultant and the Executive Director. He recommended the Board award the Landscaping bid to Ted's landscaping because it would be in the best interest of the Seymour Housing Authority.

Brief discussion was held and Luigi Rossi commented that he has provided good service throughout the contract including additional work directed by management. Further discussion followed regarding site damage and excessive mowing. The Executive Director mentioned damage to the gutter downspout boots and the fact that he told Luigi at the beginning of the season that he felt he started too soon. He stated that he told him

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that he wanted to be at 17 cuts and FTW is now on mow number 23. He stated there were a few other reasons for this disqualification but did not wish to detail these facts at a public meeting.

Attorney Stamos informed the Board of Commissioners that they may choose a contractor other than the low bidder when it is in the best interest of the Seymour Housing Authority.

After some further brief discussion, Commissioner Bellucci motioned to award the Landscaping bid to Ted's Landscaping in accordance with their bid as submitted on October 2, 2014 in agreement with the Consultant's recommendation; and, to authorize the Executive Director to enter into an agreement with Ted's Landscaping for the 2015 and 2016 mowing seasons. Commissioner Golebieski seconded the motion. Chairperson Ne White acknowledged the motion and its second and asked all in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski and White. Chairperson White declared the motion carried.

Luigi Rossi left the meeting immediately after the award.

The regular order of the Agenda resumed.

➤ **Previous Meeting Minutes**

Chairperson White introduced the previous meeting minutes of the 939th Regular Meeting held on September 3, 2014.

Commissioner Bellucci motioned to accept the minutes of the 939th Regular Meeting. Commissioner Golebieski 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, Golebieski and White. Chairperson White declared the motion carried and the minutes of the 939th Regular Meeting accepted as presented.

➤ **Bills & Communications**

Chairperson White introduced the September Bills. (See Exhibit III).

Commissioner Golebieski 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, Golebieski, and White. Chairperson White declared the motion carried and the September bills approved for payment as presented.

Chairperson White introduced the October Bills. (See Exhibit IV).

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Commissioner Bellucci 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, Golebieski, and White. Chairperson White declared the motion carried and the October bills approved for payment as presented.

➤ Executive Director's Report

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

➤ 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

Chairperson White introduced the Flat Rent Policy & Federal Tenant Selection and Continued Occupancy Policy Update.

The Executive Director reminded the Board of Commissioners that a Phone Poll Vote was conducted on this new business as a result of not having an October meeting due to lack of quorum. He reported that this Flat Rent policy change was based on a change in Federal Regulation as documented by HUD's PIH notice # 2014-12. He stated that the result of this policy change is that the Flat rents that were set at \$460 for efficiency apartments and \$609 for one bedrooms to not less than 80% of the Fair Market Rent in our Metropolitan area as posted by HUD each year. He also stated that the increase will go into effect for new residents as of October 1, 2014 current residents will not be affected until such time as the annual recertification takes place on May 1, 2015. He informed the commission that he held a meeting with Tenants Association and the residents that would be affected by this change. (See Exhibit VI minutes of the meeting with residents and Tenants Association) He also stated that residents whose rent would go up 30% as a result of this change would only incur a 30% increase this year (2015) and the remaining next year (2016).

Chairperson introduced Resolution # 389 concerning adoption of HUD's Flat Rent Adjustment (See Exhibit VII).

After some further brief discussion Commissioner Golebieski motioned to adopt Resolution # 389 concerning adoption of HUD's Flat Rent Adjustment. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its

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second and reminding the Board Members present to please vote the same as they did in the phone poll vote for the record, and she asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci			X
Dota			X
Golebieski	X		
White	X		

Chairperson White declared that the motion had carried and Resolution #389 was duly adopted.

Chairperson White introduced the 2015 Agency Plan.

The Executive Director briefly described the 2015 Agency Plan and distributed it and minutes from the Public Hearings held on September 30, 2014. (See Exhibit VIII).

Chairperson White introduced Resolution # 390 concerning PHA Certification of Compliance with the PHA Plans and Related Regulations (See Exhibit IX).

After brief review and discussion of the 2015 Plan, Commissioner Golebieski motioned to adopt resolution 390 concerning PHA Certification of Compliance with the PHA Plans and Related Regulations. Commissioner Dota seconded the motion.

Chairperson White acknowledged the motion and it's second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
White	X		

Commissioner White declared the motion carried and Resolution # 390 duly adopted.

Chairperson White introduced the tuition reimbursement policy update to the personnel policy (See Exhibit X). She reminded the Board of Commissioners that a Phone Poll Vote was conducted on this new business as a result of not having an October meeting due to lack of quorum.

The Executive Director stated that one of the maintenance staff is taking a plumbing course and would like to be reimbursed for tuition. He informed the Commission that

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this provision was previously in the personnel policies and must have inadvertently been left out. He stated that this policy has been consistent with what has been practiced by the Seymour Housing Authority historically for several years.

After some brief further discussion, Commissioner Golebieski motioned to adopt the proposed changes to the Personnel Policy for tuition reimbursement as presented. 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, Golebieski, and White. Chairperson White declared the motion carried.

Chairperson White introduced the 2015 Budgets and Management Plans.

The Executive Director introduced, discussed and explained the 2015 Moderate Rental Management Plan which he reminded that it included a \$20/month base rent increase (See Exhibit XII). He stated that a Public Hearing was scheduled and announced to the Moderate Rental Residents, however, no one showed up for the hearing so there are no minutes. He reminded the Commission that a phone poll vote was already conducted on this New Business and the motions did carry as a result of the polling.

After some further brief discussion, Commissioner Dota motioned to adopt the 2015 Moderate Rental Management Plan which includes a \$20/month base rent increase for January as presented and to authorize the Executive Director to submit it to CHFA for approval. 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 and Golebieski. Chairperson White abstained from voting so as to avoid a conflict of interest. Chairperson White declared the motion carried.

The Executive Director introduced, discussed and explained the 2015 Smithfield Gardens Assisted Living budget (See Exhibit XII). He reviewed the income and expense line items including the Core Services budget.

After some brief discussion, Commissioner Bellucci motioned to adopt the 2015 Smithfield Gardens Assisted Living Program Budget. 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, and White. Chairperson White declared the motion carried.

Chairperson White introduced Resolution # 391 concerning Board approval and certification of the 2015 Norman Ray House Budget. (See Exhibit XIII).

The Executive Director introduced, discussed and explained the 2015 Norman Ray House Budget (See Exhibit XIV). He reviewed the income and expense line items.

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After some further brief discussion, Commissioner Golebieski motioned to adopt Resolution # 391 concerning Board approval and certification of the 2015 Norman Ray House Budget. Commissioner Bellucci seconded the motion.

Chairperson White acknowledged the motion and it's second and asked for a Roll Call Vote which was recorded as follows:

Commissioner	Vote		
	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
White	X		

Commissioner White declared the motion carried and Resolution # 391 duly adopted and the 2015 Norman Ray House Budget accepted.

Chairperson White introduced Resolution # 392 concerning Board approval and certification of the 2015 Rev. Callahan House Budget. (See Exhibit XV).

The Executive Director introduced, discussed and explained the 2015 Rev. Callahan House Budget (See Exhibit XVI). He revived the income and expense line items.

After some further brief discussion, Commissioner Golebieski motioned to adopt Resolution # 392 concerning Board approval and certification of the 2015 Rev. Callahan House Budget. Commissioner Bellucci seconded the motion.

Chairperson White acknowledged the motion and it's second and asked for a Roll Call Vote which was recorded as follows:

Commissioner	Vote		
	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
White	X		

Commissioner White declared the motion carried and Resolution # 392 duly adopted and the 2015 Rev. Callahan House Budget accepted.

Chairperson White introduced the Snow Plowing Contractor Selection. She reminded the Commission that there was previously a Phone Poll vote on this issue of New Business.

The Executive Director discussed the bid tabulation sheet and consultant recommendation letter (See Exhibit XVII) indicating to award the Snow Plowing contract

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to Y B Paving of Seymour. He stated that the low bidder was Y B Paving and they have been qualified by Donald W. Smith, Jr. Consulting Engineer.

After some further brief discussion, Commissioner Bellucci motioned to accept the bid for Snow Plowing from Y B Paving for the 2014-2015 season and to authorize the Executive Director to enter into contract with Y B Paving for the amount of their bid as submitted on October 2, 2014. 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, and White. Chairperson White declared the motion carried.

Chairperson White introduced the Company Vehicle Policy (See Exhibit XV111).

The Executive Director stated the Company Vehicle Policy was drafted to clear up some matters involving reimbursement for mileage for use of personal vehicles. He briefly explained the provisions of the policy.

After some brief discussion, Commission Golebieski motioned to adopt the Company Vehicle and Mileage Reimbursement Policy as presented. 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, Golebieski, and White. Chairperson White declared the motion carried.

Chairperson White introduced the third quarter financial reports (See Exhibit XIX).

The Executive Director explained and described the pertinent line item variances and results of operations for the Moderate Rental, Norman Ray House, Callahan House and Smithfield Gardens Assisted Living properties as a result of operations through 9/30/2014.

After further brief discussion, Commissioner Golebieski motioned to accept the third quarter 2014 financial reports for Moderate Rental, Norman Ray House, and Callahan House and Smithfield Gardens Assisted Living properties as presented. 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, Golebieski, and White. Chairperson White declared the motion carried.

Chairperson White introduced Resolution # 393 concerning the write off of Air Conditioners, Refrigerators, and Stoves and damaged assets from the Callahan House (See Exhibit XX).

Commissioner Golebieski motioned to adopt Resolution # 393 concerning the write off of Air Conditioners, Refrigerators, and Stoves and damaged assets from the Callahan House. Commissioner Bellucci seconded the motion.

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Chairperson White acknowledged the motion and it's second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
White	X		

Commissioner White declared the motion carried and Resolution # 393 duly adopted.

Chairperson White introduced Resolution # 394 concerning the write off of Air Conditioners, Refrigerators, and Stoves and damaged assets from the Norman Ray House (See Exhibit XXI).

Commissioner Golebieski motioned to adopt Resolution # 394 concerning the write off of Air Conditioners, Refrigerators, and Stoves and damaged assets from the Norman Ray House. Commissioner Bellucci seconded the motion.

Chairperson White acknowledged the motion and it's second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
White	X		

Commissioner White declared the motion carried and Resolution # 394 duly adopted.

Chairperson White introduced Resolution # 395 concerning the write off of Air Conditioners, Refrigerators, and Stoves and damaged assets from the State Moderate Rental Program (See Exhibit XXII).

Commissioner Golebieski motioned to adopt Resolution # 395 concerning the write off of Air Conditioners, Refrigerators, and Stoves and damaged assets from the State Moderate Rental program. Commissioner Bellucci seconded the motion.

Chairperson White acknowledged the motion and it's second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		

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Dota	X
Golebieski	X
White	X

Commissioner White declared the motion carried and Resolution # 395 duly adopted.

➤ Any Other Business

The Executive Director updated the Board with the development progress of 34 Smith Street. He stated that the house needs rehabilitation estimated at approximately \$300,000. He stated that we must find a funding source for this work. He commented that this will require architectural drawings and specifications and various surveys. He stated that we must apply to the State of CT for pre-development funds. He commented that he has interviewed Jenifer Sven's from the firm of The Housing Development Team as well as J. D'Amelia and Associates. He recommended The Housing Development Team to prepare and submit the Pre-Development Application.

After some further brief discussion, Commissioner Bellucci motioned to authorize the Executive Director to enter into an agreement with The Housing Development Team to draft a Pre-Development application to the State of Connecticut Department of Housing for funds for 34 Smith Street rehabilitation. 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, Golebieski, and White. Chairperson White declared the motion carried.

➤ Adjournment

At 6:50 P.M. Chairperson White asked for a motion to adjourn the 941st meeting of the Seymour Housing Authority. Commissioner Bellucci 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 and White. Chairperson White declared the motion carried and the 941st Meeting, a Regular Meeting, duly adjourned at 6:50 P.M.

Submitted by:

David J. Keyser, Secretary and Executive Director
Executive Director

Minutes
Exhibit I

GENERAL HOUSING AUTHORITY REPAIR & MAINTENANCE AND LANDSCAPE MAINTENANCE										PAPER 2014										PAPER 2015									
OCT. 2, 2014										OCT. 2, 2014										OCT. 2, 2014									
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SANDING										SANDING										SANDING									
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BAND CLEAN-UP										BAND CLEAN-UP										BAND CLEAN-UP									
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	OCT. 2, 2014										OCT. 2, 2014										OCT. 2, 2014										OCT. 2, 2014									
FIRM NAME	SNOW REMOVAL A										SNOW REMOVAL B										SNOW REMOVAL C										SNOW REMOVAL D									
	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	N.R.			
FTW	450	800	1200	1700	2150	375	750	1125	1500	2000	500	1000	1500	2000	2500	3000	4000	5000	6000	7000	8000	9000	10000	11000	12000	13000	14000	15000	16000	17000	18000	19000	20000	21000	22000	23000	24000	25000		
TED'S LAWN CARE	450	800	1200	1700	2150	375	750	1125	1500	2000	500	1000	1500	2000	2500	3000	4000	5000	6000	7000	8000	9000	10000	11000	12000	13000	14000	15000	16000	17000	18000	19000	20000	21000	22000	23000	24000	25000		
YB PAVING	900	1600	2400	3600	800	900	400	600	600	800	500	700	1000	1200	1500	2000	2500	3000	4000	5000	6000	7000	8000	9000	10000	11000	12000	13000	14000	15000	16000	17000	18000	19000	20000	21000	22000	23000	24000	25000
HAMMILL CONST.	225	400	600	800	1200	450	800	1200	1600	2400	600	1150	1750	2350	3500	45	60	80	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120

*Minutes
Exhibit II*

Donald W. Smith, Jr., P.E.
CONSULTING ENGINEER
56 Greenwood Circle
Seymour, Connecticut 06483
(203) 888-4904
Fax: (203) 881-3434
Email: dwsjrpe@sbcglobal.net

**CIVIL ENGINEERING
SEPTIC DESIGN**

**CONSTRUCTION INSPECTION
SITE DEVELOPMENT**

Board of Commissioners
Seymour Housing Authority
28 Smith Street
Seymour, CT 06483

October 7, 2014

RE: Snow Removal and Lawn & Landscape Maintenance Bids

Dear Commissioners,

The Authority publicly advertised the above referenced project and received bids from four (4) different contractors by the bid deadline. See attached for a tabulation of the bids received.

We have reviewed the submitted information and have determined that the bid submitted by FTW, LLC is the lowest bid for the Lawn and Landscape Maintenance Services. As you may recall, FTW has provided these services to the Authority for the past four (4) years. Unfortunately, due to a record of poor performance with the Authority, including damage to the Authority's property in the past, FTW, LLC is hereby disqualified.

Accordingly, we have visited the shop of the second low bidder, Ted's Lawn Care, LLC at Tri-Town Plaza and on Bungay Road here in Seymour to review their equipment. We have also inquired of the references they have provided and find them to be acceptable.

Based on the above, we recommend that the Board award the Lawn and Landscape Maintenance Services portion of the above referenced project to Ted's Lawn Care LLC for the 2015 and 2016 landscape seasons, at the following unit prices:

1. Lump Sum Prices for Lawn and Landscape Maintenance (includes all work indicated in Section 2 of the Technical Requirements):

Callahan House:	<u>Two Thousand Five Hundred</u> Bid Price in Words	Dollars	\$ <u>2,500.00</u> Figures	per season
Smithfield Gardens:	<u>Four Thousand Nine Hundred</u> Bid Price in Words	Dollars	\$ <u>4,900.00</u> Figures	per season
Norman Ray House:	<u>Two Thousand Five Hundred</u> Bid Price in Words	Dollars	\$ <u>2,500.00</u> Figures	per season

2. Unit Prices for Grass Cutting Services in excess of 22 cuts:

Callahan
House: Fifty-Five Dollars \$ 55.00 per cut
Bid Price in Words Figures

Smithfield
Gardens: One Hundred Twenty Five Dollars \$ 125.00 per cut
Bid Price in Words Figures

Norman Ray
House: Eighty Dollars \$ 80.00 per cut
Bid Price in Words Figures

3. Lump Sum Prices for application of Fertilizer and pest control products (includes all work indicated in Section 3 of the Technical Requirements):

Callahan
House: Two Hundred eighty Dollars \$ 280.00 per season
Bid Price in Words Figures

Smithfield
Gardens: Eight Hundred Dollars \$ 800.00 per season
Bid Price in Words Figures

Norman Ray
House: Four Hundred Fifty Dollars \$ 450.00 per season
Bid Price in Words Figures

4. Lump Sum Prices for Removal of invasive brush (includes all work indicated in Section 4 of the Technical Requirements):

Norman Ray
House: Two Thousand Five Hundred Dollars \$ 2,500.00 for four
Bid Price in Words Figures applications/clean-
ups per season

Hofmann
Heights: Two Thousand Five Hundred Dollars \$ 2,500.00 for four
Bid Price in Words Figures applications/clean-
ups per season

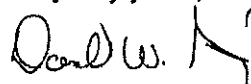
5. Lump Sum Price for Clean-up of drainage sluice (includes all work indicated in Section 5 of the Technical Requirements).

Castle Heights Two Thousand Four Hundred Dollars \$ 2,400.00 for two clean-ups per year
Bid Price in Words Figures

We trust that this information allows the Board to make an informed decision regarding 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

Minutes
Exhibit III

Seymour Housing Authority Vendor Accounting Cash Payment/Receipt Register Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: September 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

Doc Num	Payment Date	Voided	Type	Document Receipt	Document Description	Cleared	Amount
18	09/04/2014	No	DD	SHA PAYROLL	Payroll #18	No	\$25,974.61
19	09/18/2014	No	DD	SHA PAYROLL	Payroll #19	No	\$25,799.69
152	09/19/2014	No	CHK	VSP	Oct's Payment for VSP	No	\$58.44
6835	09/08/2014	No	CHK	Capital One Bank	ConnNaro Convention - Hotel Stay	No	\$945.00
6836	09/10/2014	Yes	CHK	American Express	Acc# 34000 - Aug.-Sept. 2014	No	\$495.41
6836	09/10/2014	No	VD	American Express	Dispute Charge	No	(\$495.41)
6837	09/10/2014	No	CHK	Peachtree Business Products	Bollard Post Sleeve - Callahan Slee	No	\$103.16
6838	09/15/2014	No	CHK	Aegle Energy Services, Inc.	payment 2 of 3	No	\$1,711.24
6839	09/15/2014	No	CHK	AIG	policy 1656312	No	\$4,015.00
6840	09/15/2014	No	CHK	Allen's Plumbing Supply	1 Seymour ave	No	\$62.82
6841	09/15/2014	No	CHK	American Express	Acc# 34000 - Aug.-Sept. 2014	No	\$424.72
6842	09/15/2014	No	CHK	American Rooter LLC	1 Seymour ave	No	\$148.50
6843	09/15/2014	No	CHK	Aquarion Water Company	acct 200086434	No	\$1,765.04
6844	09/15/2014	No	CHK	Aquarion Water Company	acct 200246493	No	\$11.43
6845	09/15/2014	No	CHK	Aquarion Water Company of CT	acct 200086423	No	\$3,090.25
6846	09/15/2014	No	CHK	AT&T	acct 203 881-0115 123	No	\$70.36
6847	09/15/2014	No	CHK	AT&T	acct 203 888-4579 851	No	\$232.64
6848	09/15/2014	No	CHK	AT&T	acct 203 881-2464 165	No	\$288.29
6849	09/15/2014	No	CHK	Buddy's Fuel, LLC	22 Seymour ave	No	\$465.10
6850	09/15/2014	No	CHK	Callahan House Tenants Associat	association fee	No	\$25.00
6851	09/15/2014	No	CHK	Canon Financial Services, Inc.	contract 200-5026811-000	No	\$209.00
6852	09/15/2014	No	CHK	CL&P MR	acct 51118694017	No	\$40.40
6853	09/15/2014	No	CHK	CL&P RH	acct 51384104042	No	\$1,813.42
6854	09/15/2014	No	CHK	CL&P FED	acct 51779583004	No	\$1,442.75
6855	09/15/2014	No	CHK	Colonial Business Forms	lobby poster	No	\$105.60
6856	09/15/2014	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$1,245.13
6857	09/15/2014	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$423.82
6858	09/15/2014	No	CHK	CONN NAHRO	monthly meeting	No	\$30.00
6859	09/15/2014	No	CHK	Connecticut Housing Finance Aut	project #96089D	No	\$462.02
6860	09/15/2014	No	CHK	David J. Keyser	reimbursement	No	\$228.00
6861	09/15/2014	No	CHK	Direct Energy Services, Llc	acct 02395043-742-8	No	\$3,131.08
6862	09/15/2014	No	CHK	Experian	acct TCTA-8908070	No	\$103.20
6863	09/15/2014	No	CHK	FEMA	policy 2009901071	No	\$997.00
6864	09/15/2014	No	CHK	Friends Of Fur LLC	16 chamberlin	No	\$375.00
6865	09/15/2014	No	CHK	FTW LLC	4 of 5 installments	No	\$580.00
6866	09/15/2014	No	CHK	G&K Services	September uniforms	No	\$84.52
6867	09/15/2014	No	CHK	Gregory Stamos	retainer september	No	\$1,849.75
6868	09/15/2014	No	CHK	Home Depot Credit Services	22 Seymour ave	No	\$17.50
6869	09/15/2014	No	CHK	Housing Telecommunications, Inc	9/30/14-9/30/15	No	\$732.78
6870	09/15/2014	No	CHK	Hungerfords Pump Service	commercial check-up	No	\$225.00
6871	09/15/2014	No	CHK	New England Septic & Excavating	pump 34 Seymour ave	No	\$225.00
6872	09/15/2014	No	CHK	Peter E. Karpovich,	sha vs chase notice to quit	No	\$43.00
6873	09/15/2014	No	CHK	Radovich Builders, LLP	12 install grab bar	No	\$420.00
6874	09/15/2014	No	CHK	Radovich Builders, LLP	3G repair ceiling	No	\$841.00
6875	09/15/2014	No	CHK	Radovich Builders, LLP	20 Seymour ave	No	\$7,556.50
6876	09/15/2014	No	CHK	Ray House Tenants Association	association fee	No	\$25.00
6877	09/15/2014	No	CHK	Smithfield Gardens Assisted Livin	rent	No	\$4,354.16

M. Nutger
Exhibit #11

Seymour Housing Authority

Vendor Accounting Cash Payment/Receipt Register

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: September 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

Doc Num	Payment Date	Voided	Type	Document/Receipt	Document Description	Cleared	Amount
6878	09/15/2014	No	CHK	Staffworks, Inc.	temp office help	No	\$1,366.56
6879	09/15/2014	No	CHK	Winter Bros Waste Systems	September container service	No	\$377.07
6880	09/15/2014	No	CHK	Winter Bros Waste Systems	September container service	No	\$411.62
6881	09/15/2014	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,371.48
6882	09/16/2014	No	CHK	L & A General Services Corporati	Apt. 20 RH Clean & Paint	No	\$7,680.00
6883	09/22/2014	No	CHK	State Of Connecticut-Dept.Of Lab	Jan. - July, 2014	No	\$207.50
6884	09/23/2014	No	CHK	Purchase Power	Acct# 8000-9080-0788-8851	No	\$1,999.32
6885	09/30/2014	No	CHK	Ferrari's Appliance	Fridge for SHA office	No	\$494.00
6886	09/30/2014	No	CHK	Aetna	acct 83851327	No	\$3,168.46
6887	09/30/2014	No	CHK	Aflac Attn: Remittance Processing	acct DHF89	No	\$572.02
6888	09/30/2014	No	CHK	Allen's Plumbing Supply	26 Seymour ave	No	\$55.00
6889	09/30/2014	No	CHK	Ally	Acct# 024914953493	No	\$525.63
6890	09/30/2014	No	CHK	American Rooter LLC	Preventive Snaking	No	\$866.50
6891	09/30/2014	No	CHK	Anthem Dental	Dental - Oct, 2014	No	\$993.19
6892	09/30/2014	No	CHK	Apicella, Testa & Company, P.C.	August Accounting service	No	\$1,665.00
6893	09/30/2014	No	CHK	Belletti's Tree Service	22 Chamberlin Rd	No	\$2,475.00
6894	09/30/2014	No	CHK	Buddy's Fuel, LLC	2 Chamberlin Rd	No	\$110.00
6895	09/30/2014	No	CHK	Buel Cpa, P.C.	2nd half of Dec. 31, 2013 audit	No	\$4,440.00
6896	09/30/2014	No	CHK	Callahan House Tenants Associat	one time fee	No	\$400.00
6897	09/30/2014	No	CHK	Calvert Safe & Lock Ltd.	key for 18 chamberlin	No	\$4.20
6898	09/30/2014	No	CHK	CANASP	Tella Cheever	No	\$25.00
6899	09/30/2014	No	CHK	chemsearch	red streak	No	\$252.85
6900	09/30/2014	No	CHK	CL&P OFFICE	Acct# 51471483099	No	\$277.28
6901	09/30/2014	No	CHK	CL&P RH	Acct# 51457764090	No	\$5,372.07
6902	09/30/2014	No	CHK	CL&P MR	34 Seymour Ave	No	\$40.56
6903	09/30/2014	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$102.90
6904	09/30/2014	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$100.53
6905	09/30/2014	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$80.53
6906	09/30/2014	No	CHK	Family Mobile LLC	Oil Change on White Truck	No	\$36.45
6907	09/30/2014	No	CHK	Friends Of Fur LLC	14 Chamberlin Rd	No	\$125.00
6908	09/30/2014	No	CHK	G&K Services	September uniforms	No	\$84.52
6909	09/30/2014	No	CHK	Home Depot Credit Services	MR 4 Chamb. Plumbing	No	\$38.88
6910	09/30/2014	No	CHK	Jeff's Appliance And Vacuums	Apt. 3P Callahan House	No	\$209.95
6911	09/30/2014	No	CHK	Kone Inc	contract 40113928 9/1/14-11/30/14	No	\$1,031.13
6912	09/30/2014	No	CHK	Lincoln National Life Insurance C	acct SEYMOURHOU-BL-1001365	No	\$369.32
6913	09/30/2014	No	CHK	Mr. Refinish	20 Chamberlin Rd	No	\$624.00
6914	09/30/2014	No	CHK	Oxford Paint & Hardware, Inc	Sept. Invoices	No	\$60.83
6915	09/30/2014	No	CHK	Penfield Communications Inc.	advertisement snow/landscaping	No	\$840.00
6916	09/30/2014	No	CHK	Peter E. Karpovich,	Service of Summary Execution -Sod	No	\$950.00
6917	09/30/2014	No	CHK	Pitney Bowes Global Financial Se	postage meter	No	\$163.95
6918	09/30/2014	No	CHK	Precision Concrete Cutting	SG & Callahan sidewalks	No	\$5,282.50
6919	09/30/2014	No	CHK	Seymour Janitorial Services	monthly cleaning/SG floors	No	\$2,000.00
6920	09/30/2014	No	CHK	Shell Credit Card Center	august gas charges	No	\$383.89
6921	09/30/2014	No	CHK	Sherwin Williams	Paint Supplies	No	\$270.87
6922	09/30/2014	No	CHK	Sprint	August cell phones	No	\$182.08
6923	09/30/2014	No	CHK	St. Treasurer For Merfund	MERF 09-2014	No	\$6,362.64
6924	09/30/2014	No	CHK	Staffworks, Inc.	temp office staff	No	\$2,675.47

Minutes
Exhibit III

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: September 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>
6925	09/30/2014	No	CHK	Staples Credit Plan	PO # 1581	No	\$933.49
6926	09/30/2014	No	CHK	The Warehouse Store Fixture Co	Refrigerator & Freezer for Callahan	No	\$3,824.00
6927	09/30/2014	No	CHK	Theresa Schremmer	Mileage Reimb. - Boomers & Beyon	No	<u>\$84.68</u>

*Minuteg
Exhibit III*

**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: September 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: 815009087, 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>
3512	09/03/2014	No	CHK	Melega, Margaret	PH AP Payment Sep 14	No	\$88.78
3513	09/15/2014	No	CHK	Aquarion Water Company Of Ct	acct 200204684	No	\$1,884.34
3514	09/15/2014	No	CHK	AT&T	acct 203 888-5093 150	No	\$355.07
3515	09/15/2014	No	CHK	CL&P SGAL	acct 51083234013	No	\$8,067.18
3516	09/15/2014	No	CHK	Direct Energy Services, Llc	acct 67282386-587-4	No	\$1,555.89
3517	09/15/2014	No	CHK	Fitz Vogt & Associates, LTD	purchased meal service	No	\$25,637.83
3518	09/15/2014	No	CHK	Friends Of Fur LLC	yellow jackets	No	\$175.00
3519	09/15/2014	No	CHK	FTW LLC	4 of 5 installments	No	\$560.00
3520	09/15/2014	No	CHK	HD Supply	trash bags	No	\$33.30
3521	09/15/2014	No	CHK	Jeff's Appliance And Vacuums	dryer on level G	No	\$267.04
3522	09/15/2014	No	CHK	Kone Inc	August 14 Invoices	No	\$721.53
3523	09/15/2014	No	CHK	NDC Housing & Development	asset management fees	No	\$3,024.00
3524	09/15/2014	No	CHK	Precision Glass & Mirror	August 14 Invoices	No	\$977.70
3525	09/15/2014	No	CHK	Radovich Builders, LLP	Investigate hole in roof	No	\$1,992.50
3526	09/15/2014	No	CHK	Robert Lashin	unit 223	No	\$1,000.00
3527	09/15/2014	No	CHK	Seymour Housing Authority	management fee	No	\$4,985.00
3528	09/15/2014	No	CHK	Smart Music	outside services	No	\$100.00
3529	09/15/2014	No	CHK	Theo Pro Compliance & Consultin	august file approvals	No	\$40.00
3530	09/15/2014	No	CHK	Winter Bros Waste Systems	September container service	No	\$401.18
3531	09/15/2014	No	CHK	Yankee Gas	acct 57478540034	No	\$1,338.70
3532	09/17/2014	No	CHK	Donald W. Smith, Jr. P.E	SG Various Mechanical Improvemen	No	\$4,000.00
3533	09/19/2014	No	CHK	Lipsett, Edna	PH AP Payment Sep 14	No	\$889.91
3534	09/24/2014	No	CHK	Fazio, John	PH AP Payment Sep 14	No	\$550.03
3535	09/30/2014	No	CHK	AllState Fire Equipment	5lb dry chemical	No	\$103.50
3536	09/30/2014	No	CHK	comcast	acct 8773 40 218 0198370	No	\$4.47
3537	09/30/2014	No	CHK	Comcast	acct 8773 40 218 0089536	No	\$53.95
3538	09/30/2014	No	CHK	Comcast	acct 8773 40 218 0089510	No	\$1,071.81
3539	09/30/2014	No	CHK	Fix It Now LLC	Kitchen maintenance SG	No	\$202.15
3540	09/30/2014	No	CHK	Friends Of Fur LLC	Unit # 118 SG	No	\$150.00
3541	09/30/2014	No	CHK	HD Supply	Cleaning Supplies SG	No	\$553.18
3542	09/30/2014	No	CHK	Jeff's Appliance And Vacuums	unit 116 fridge	No	\$209.95
3543	09/30/2014	No	CHK	Kone Inc	maintenance 9/1/14-11/30/14	No	\$1,092.12
3544	09/30/2014	No	CHK	New England Masonry Co.	repair flat roof leak	No	\$538.61
3545	09/30/2014	No	CHK	Professional Carpet Systems	Steam Clean Carpeting Dining room	No	\$800.97
3546	09/30/2014	No	CHK	Valley Electric Supply & Lighting	SG Bulbrite	No	\$55.60
3547	09/30/2014	No	CHK	Seymour Housing Authority	Sept. reimb	No	\$41,065.48

Minutes
Exhibit III

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 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>
1768	09/03/2014	No	CHK	Simpson, Gall	PH AP Payment Sep 14	No	\$4.00
1769	09/09/2014	No	CHK	Seymour Housing Authority	CFP 50113 Transfer	No	\$1,282.23
1770	09/09/2014	No	CHK	West State Mechanical, Inc	Periodic Est. #04 - CFP 50113	No	\$6,354.77
1771	09/29/2014	No	CHK	Seymour Housing Authority	Callahan Early Reimb	No	\$20,000.00
1772	09/30/2014	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$21,585.42
1773	09/30/2014	No	CHK	Seymour Housing Authority	RH Reimb	No	\$20,628.15

**Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Capital Fund**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 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: Wachovia Bank, Bank Account: Checking, GL Account: 1111.CFP

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>
207	09/09/2014	No	CHK	Donald W. Smith, Jr. P.E	CFP 50113 INV# 6	No	\$750.00
208	09/09/2014	No	CHK	West State Mechanical, Inc	CFP 50113 Periodic Est. #04	No	\$532.23

**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: September 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>
243	09/09/2014	No	CHK	Cash	Reimb. Petty Cash for Mow Lawn 8.	No	\$50.00
244	09/09/2014	No	CHK	Estrella, Anthony	Mow Lawn 9.10.2014	No	\$50.00
245	09/29/2014	No	CHK	Estrella, Anthony	Mow Lawn wk of 9.22nd - 26th	No	\$50.00

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 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>
1671	09/29/2014	No	CHK	Seymour Housing Authority	MR Early Reimb	No	\$10,000.00
1672	09/30/2014	No	CHK	Seymour Housing Authority	MR Reimb	No	\$31,020.07

#SEYM Seymour Housing Authority*Minutes
Exhibit III*

Cover Letter (S193)	
Check Date :	09/04/2014-1
Period Range :	08/18/2014 TO 08/31/2014
Week Number :	Week #36

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	17865.33
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	18100.86

Total Billing Impound		135.18
Total Agency Checks	3	184.65
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 **18630.69**

Total of Checks Printed **27 Items**

Total Tax Liability	7343.92
Total Workers Comp Liability	0.00

Total Payroll Liability **25974.61**

Total Direct Deposits 18075.33

Total Debited From Account **25974.61**

NEXT PERIOD DATES

Check Date: 09/18/2014 Week 38
Period Begin: 09/01/2014
Period End: 09/14/2014
Call In Date: 09/15/2014 Week 37

Payroll rep: Camblotti Teresina

#SEYM Seymour Housing Authority**Tax Report For Payroll (S247)**

Check Date :	09/04/2014-1
Period Range :	08/18/2014 TO 08/31/2014
Week Number :	Week #36

Tax Type	Rate	Tax ID	Wages	Amount	Freq/Period
Federal Taxes					
Federal		080687649	23,846.35	2,662.91	21 Semi-Weekly
EE OASDI	0.062000	080687649	24,351.47	1,509.80	21 Semi-Weekly
EE Medicare	0.014500	080687649	24,351.47	353.10	21 Semi-Weekly
ER OASDI	0.062000	080687649	24,351.47	1,509.80	21 Semi-Weekly
ER Medicare	0.014500	080687649	24,351.47	353.10	21 Semi-Weekly
COBRA Credit		080687649			21 Semi-Weekly
Total 941 Liabilities without COBRA				6,388.71	
Total 941 Liabilities with COBRA				6,388.71	
ER FUI	0.008000	080687649	0.00		21 Quarterly
Total Federal Taxes				6,388.71	
State Withholding					
CT State Withholding		6613871-000	23,846.35	831.34	21 Weekly CT
Total State Withholding				831.34	
Employer SUI Withholding					
CT-SUI	0.038000	91-378-04	3,259.96	123.87	21 Quarterly
Total Employer SUI				123.87	
Total Employee Taxes				5,367.15	
Total Employer Taxes without COBRA				1,986.77	
Total Tax Liability without COBRA				7,343.92	
Total Tax Liability with COBRA				7,343.92	
Regular checks				235.53	
Manual checks				0.00	
3rd Party Checks				0.00	
Vold Checks				0.00	
Direct Deposit Checks				18,075.33	
Total Net Payroll				18,310.86	
Agency Checks				184.65	
Agency Checks DD				0.00	
Agency Checks Vold				0.00	
Billing Impound				135.18	
Total Workers Comp				0.00	
Total Payroll Liability				25,974.61	
Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group				
Tax Deposit Checks Vold	Tax deposit to be made by Human Resource Consulting Group				
Total Check/Direct Deposits				18,630.69	
Total Direct Deposits				18,075.33	
Total Amount Debited from your Account before Credit applied				25,974.61	
Total Amount Debited from your Account after Credit applied				25,974.61	

#SEYM Seymour Housing Authority

*minutes
Exhibit, TH*

Cover Letter (S193)	
Check Date :	09/18/2014-1
Period Range :	09/01/2014 TO 09/14/2014
Week Number :	Week #38

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	17318.32
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	17553.85
Total Billing Impound		688.25
Total Agency Checks	4	275.99
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		18728.09
Total of Checks Printed	28 Items	
Total Tax Liability		7071.60
Total Workers Comp Liability		0.00
Total Payroll Liability		25799.69
Total Direct Deposits		17528.32
Total Debited From Account		25799.69

NEXT PERIOD DATES

Check Date: 10/02/2014 Week 40
Period Begin: 09/15/2014
Period End: 09/28/2014
Call In Date: 09/29/2014 Week 39

Payroll rep: Cambiotti Teresina

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)

Check Date :	09/18/2014-1
Period Range :	09/01/2014 TO 09/14/2014
Week Number :	Week #38

Tax Type	Rate	Tax ID	Wages	Amount	Freq	Frequency
Federal Taxes						
Federal	-----	080887649	23,203.07	2,555.86	21	Semi-Weekly
EE OASDI	0.082000	080887649	23,703.97	1,469.67	21	Semi-Weekly
EE Medicare	0.014500	080887649	23,703.97	343.66	21	Semi-Weekly
ER OASDI	0.082000	080887649	23,703.97	1,469.67	21	Semi-Weekly
ER Medicare	0.014500	080887649	23,703.97	343.66	21	Semi-Weekly
COBRA Credit	-----	080887649	-----		21	Semi-Weekly
Total 941 Liabilities without COBRA				6,182.52		
Total 941 Liabilities with COBRA				6,182.52		
ER FUI	0.008000	080887649	0.00		21	Quarterly
Total Federal Taxes				6,182.52		
State Withholding						
CT State Withholding		6613871-000	23,203.07	800.35	21	Weekly CT
Total State Withholding				800.35		
Employer SUI Withholding						
CT-SUI	0.038000	91-378-04	2,335.06	88.73	21	Quarterly
Total Employer SUI				88.73		
Total Employee Taxes				5,169.54		
Total Employer Taxes without COBRA				1,902.06		
Total Tax Liability without COBRA				7,071.60		
Total Tax Liability with COBRA				7,071.60		
Regular checks				235.53		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,528.32		
Total Net Payroll				17,763.85		
Agency Checks				275.99		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				688.25		
Total Workers Comp				0.00		
Total Payroll Liability				25,799.69		
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				18,728.09		
Total Direct Deposits				17,528.32		
Total Amount Debited from your Account before Credit applied				25,799.69		
Total Amount Debited from your Account after Credit applied				25,799.69		

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

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

Date Printed: 09/15/2014 12:12:45 PM

Minutes
Exhibit IV

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: October 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>
20	10/02/2014	No	DD	SHA PAYROLL	Payroll #20	No	\$25,536.51
21	10/16/2014	No	DD	SHA PAYROLL	Payroll #21	No	\$25,183.90
153	10/22/2014	No	CHK	VSP	VSP online	No	\$58.44
6928	10/06/2014	No	CHK	Xerox Financial	Contract # 010-0028454-001	No	\$850.50
6929	10/08/2014	No	CHK	Cash	Aug. & Sept. Expense	No	\$138.64
6930	10/08/2014	No	CHK	Nan McKay And Associates Inc.	Section 3 - October 16th - Bpt., CT T	No	\$225.00
6931	10/08/2014	No	CHK	Nan McKay And Associates Inc.	Section 3 - 10.16.2014 - Bpt., CT Da	No	\$225.00
6932	10/09/2014	Yes	CHK	Theresa Schremmer	Reimb. Mileage 2013 - 2014	No	\$159.51
6932	10/09/2014	No	VD	Theresa Schremmer	Void	No	(\$159.51)
6933	10/10/2014	No	CHK	Theresa Schremmer	Reimb. Mileage 2013 - 2014	No	\$159.51
6934	10/15/2014	No	CHK	Aegle Energy Services, Inc.	pmt 3	No	\$1,822.70
6935	10/15/2014	No	CHK	Aflac Attn: Remittance Processing	Acc# DHF89 - Sept.2014	No	\$572.02
6936	10/15/2014	No	CHK	AIG	acct 1024715395	No	\$3,995.00
6937	10/15/2014	No	CHK	Allen's Plumbing Supply	mr auger	No	\$15.00
6938	10/15/2014	No	CHK	American Express	Acc# 6-34000	No	\$539.33
6939	10/15/2014	No	CHK	Andy's Oil	W/O# 30361 - @ \$150 each Upper	No	\$4,600.00
6940	10/15/2014	No	CHK	Aquarion Water Company	acct 200086455	No	\$373.31
6941	10/15/2014	No	CHK	Aquarion Water Company of CT	acct 200086443	No	\$373.31
6942	10/15/2014	No	CHK	AT&T	acct 203 881-0115 123	No	\$70.36
6943	10/15/2014	No	CHK	AT&T	203 881-2484 185	No	\$284.98
6944	10/15/2014	No	CHK	AT&T	acct 203 888-4579 851	No	\$229.70
6945	10/15/2014	No	CHK	Banner Group Systems Inc.	janitorial supplies	No	\$571.45
6946	10/15/2014	No	CHK	Buddy's Fuel, LLC	12 Seymour ave	No	\$292.00
6947	10/15/2014	No	CHK	Buddy's Fuel, LLC	5 chamberlin	No	\$975.00
6948	10/15/2014	No	CHK	Callahan House Tenants Associat	association fee	No	\$25.00
6949	10/15/2014	No	CHK	Canon Financial Services, Inc.	contract # 200-5026811-000	No	\$209.00
6950	10/15/2014	No	CHK	CL&P FED	acct 51779583004	No	\$1,037.14
6951	10/15/2014	No	CHK	CL&P RH	acct 51364104042	No	\$10.91
6952	10/15/2014	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$1,245.13
6953	10/15/2014	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$423.82
6954	10/15/2014	No	CHK	CONN NAHRO	monthly meeting	No	\$30.00
6955	10/15/2014	No	CHK	Connecticut Housing Finance Aut	project #98089D	No	\$462.02
6956	10/15/2014	No	CHK	Connecticut Post	5 Year Plan	No	\$1,308.60
6957	10/15/2014	No	CHK	CT Business System	supply delivery charge	No	\$23.85
6958	10/15/2014	No	CHK	David J. Keyser	medical reimbursement	No	\$228.00
6959	10/15/2014	No	CHK	Direct Energy Services, Llc	acct 02395043-742-8	No	\$3,058.78
6960	10/15/2014	No	CHK	Donald W. Smith, Jr. P.E	furnace replacement work	No	\$580.00
6961	10/15/2014	No	CHK	Environmental Systems Corporati	Ray Duct repair	No	\$378.00
6962	10/15/2014	No	CHK	Experian	acct TCTA-6906070	No	\$76.79
6963	10/15/2014	No	CHK	G&K Services	October uniforms	No	\$87.82
6964	10/15/2014	No	CHK	Ge Appliance	refrigerators	No	\$1,976.00
6965	10/15/2014	No	CHK	Gregory Stamos	September legal charges	No	\$1,776.00
6966	10/15/2014	No	CHK	Home Depot Credit Services	Callahan bulbs	No	\$29.82
6967	10/15/2014	No	CHK	Lane, Donna	mileage to/from Westport	No	\$30.78
6968	10/15/2014	No	CHK	Peter E. Karpovich,	sha vs beall notice to quit	No	\$129.40
6969	10/15/2014	No	CHK	Professional Carpet Systems	Steam Clean Carpeting-Main Office	No	\$742.76
6970	10/15/2014	No	CHK	Ray House Tenants Association	Association fee	No	\$25.00

Minutes
Exhibit IV

Seymour Housing Authority General Ledger Cash Payment/Receipt Register

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: October 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

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
6971	10/15/2014	No	CHK	Robert Lashin	unit #3	No	\$350.00
6972	10/15/2014	No	CHK	Seymour Water Pollution Control	acct 1031421	No	\$3,840.06
6973	10/15/2014	No	CHK	Shell Credit Card Center	acct 085 093 700	No	\$290.63
6974	10/15/2014	No	CHK	Smithfield Gardens Assisted Livin	Rent	No	\$4,354.16
6975	10/15/2014	No	CHK	Sound Technology Services	Computers SG/Callahan - Laptop C	No	\$2,348.16
6976	10/15/2014	No	CHK	Sprint	acct 453584322	No	\$180.11
6977	10/15/2014	No	CHK	Staffworks, Inc.	temp office help	No	\$930.02
6978	10/15/2014	No	CHK	Valley Electric Supply & Lighting	emergency batteries for emerg. light	No	\$83.70
6979	10/15/2014	No	CHK	Winter Bros Waste Systems	October container service	No	\$410.38
6980	10/15/2014	No	CHK	Winter Bros Waste Systems	October container service	No	\$375.93
6981	10/15/2014	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,361.61
6982	10/20/2014	No	CHK	Mobizent LLC	Customer ID SHA	No	\$2,039.76
6983	10/23/2014	No	CHK	Acm Resources, Inc.	Rosa Grant	No	\$6,086.25
6984	10/28/2014	No	CHK	Aetna	acct 83851327	No	\$3,168.46
6985	10/28/2014	No	CHK	Aflac Attn: Remittance Processing	October aflac	No	\$858.03
6986	10/28/2014	No	CHK	Ally	acct 024914953493	No	\$525.83
6987	10/28/2014	No	CHK	American Rooter LLC	pool room toilet & sink	No	\$412.00
6988	10/28/2014	No	CHK	Anthem Dental	acct # Act6850861	No	\$993.19
6989	10/28/2014	No	CHK	Apicella, Testa & Company, P.C.	accounting services	No	\$3,890.00
6990	10/28/2014	No	CHK	Arrow Line Painting	restripe parking lot	No	\$1,180.00
6991	10/28/2014	No	CHK	Bender Plumbing Supplies Inc.	plumbing supplies	No	\$781.99
6992	10/28/2014	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$80.53
6993	10/28/2014	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$100.53
6994	10/28/2014	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$102.90
6995	10/28/2014	No	CHK	Duct Clean Corporation	air ventilator cleaning	No	\$525.00
6996	10/28/2014	No	CHK	Family Mobile LLC	repairs to company car	No	\$1,803.00
6997	10/28/2014	No	CHK	Friends Of Fur LLC	27 chamberlin	No	\$85.00
6998	10/28/2014	No	CHK	FTW LLC	cut/clean 2 hillsides on chamberlin	No	\$1,275.00
6999	10/28/2014	No	CHK	G&K Services	October uniforms	No	\$84.52
7000	10/28/2014	No	CHK	Home Depot Credit Services	5 chamberlin supplies	No	\$31.84
7001	10/28/2014	No	CHK	Jeff's Appliance And Vacuums	2v fridge repair	No	\$225.95
7002	10/28/2014	No	CHK	Langan	air testing unit 32	No	\$2,450.00
7003	10/28/2014	No	CHK	Lincoln National Life Insurance C	acct SEYMOURHOU-BL-1001365	No	\$369.32
7004	10/28/2014	No	CHK	Mr. Refinish	11 brothers tub	No	\$499.00
7005	10/28/2014	No	CHK	Pitney Bowes Inc	ink for postage machine	No	\$183.57
7006	10/28/2014	No	CHK	Robert Lashin	unit 15	No	\$425.00
7007	10/28/2014	No	CHK	Seymour Janitorial Services	common area cleaning	No	\$1,390.00
7008	10/28/2014	No	CHK	Seymour Water Pollution Control	remainder of unbilled usage	No	\$3,587.50
7009	10/28/2014	No	CHK	Sherwin Williams	paint supplies	No	\$528.98
7010	10/28/2014	No	CHK	St. Treasurer For Merfund	MERF 10-2014	No	\$9,507.31
7011	10/28/2014	No	CHK	Staffworks, Inc.	temp office help	No	\$1,727.18
7012	10/28/2014	No	CHK	Staples Credit Plan	PO # 1614	No	\$590.44

*minutes
Exhibit IV*

**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: October 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>
3548	10/15/2014	No	CHK	Aegis Energy Services, Inc.	repair heat exchanger	No	\$1,882.02
3549	10/15/2014	No	CHK	Aquarion Water Company Of Ct	acct 200204656	No	\$373.31
3550	10/15/2014	No	CHK	AT&T	acct 203 888-5093 150	No	\$357.81
3551	10/15/2014	No	CHK	Buddy's Fuel, LLC	apt 227 thermostat	No	\$182.00
3552	10/15/2014	No	CHK	CL&P SGAL	acct 51083234013	No	\$5,978.81
3553	10/15/2014	No	CHK	Connecticut Post	Acct# 108885 9.28th & 9.28th	No	\$1,392.00
3554	10/15/2014	No	CHK	Fitz Vogt & Associates, LTD	purchased meal service	No	\$25,837.70
3555	10/15/2014	No	CHK	Friends Of Fur LLC	SG	No	\$50.00
3556	10/15/2014	No	CHK	HD Supply	janitorial supplies	No	\$399.67
3557	10/15/2014	No	CHK	Seymour Housing Authority	October management fee	No	\$4,965.00
3558	10/15/2014	No	CHK	Theo Pro Compliance & Consultn	September file approvals	No	\$20.00
3559	10/15/2014	No	CHK	TPC Associates, Inc.	trouble on system	No	\$458.85
3560	10/15/2014	No	CHK	Winter Bros Waste Systems	October container service	No	\$401.18
3561	10/15/2014	No	CHK	Yankee Gas	acct 57478540034	No	\$1,384.15
3562	10/28/2014	No	CHK	Aegis Energy Services, Inc.	replaced dump loop bearing ass.	No	\$528.93
3563	10/28/2014	No	CHK	Arrow Line Painting	parking lot restriping	No	\$650.00
3564	10/28/2014	No	CHK	Buddy's Fuel, LLC	noisy alarm call	No	\$110.00
3565	10/28/2014	No	CHK	Comcast	acct 8773 40 216 0069536	No	\$53.95
3566	10/28/2014	No	CHK	Comcast	acct 8773 40 216 0069510	No	\$1,071.68
3567	10/28/2014	No	CHK	Direct Energy Services, Llc	acct 67282386-587-4	No	\$1,946.93
3568	10/28/2014	No	CHK	Ferguson & McGuire/APS	Directors & Officers Insurance-11/1/	No	\$3,135.00
3569	10/28/2014	No	CHK	FTW LLC	5 cuts above 16	No	\$750.00
3570	10/28/2014	No	CHK	Jeff's Appliance And Vacuums	unit 219 fridge repair	No	\$225.00
3571	10/28/2014	No	CHK	Valley Electric Supply & Lighting	bulbs for common areas	No	\$16.90
3572	10/29/2014	No	CHK	Seymour Housing Authority	SG Reimb	No	<u>\$38,215.75</u>

Minute
Exhibit IV

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: October 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>
1774	10/20/2014	No	CHK	Seymour Housing Authority	Reimb. MR - Buel Inv 8.22.2014	No	\$1,135.00
1775	10/20/2014	No	CHK	Seymour Housing Authority	Reimb. MR Buel Inv. 8.22.2014	No	\$547.00
1776	10/23/2014	No	CHK	Seymour Housing Authority	Callahan Early Reimb	No	\$20,000.00
1777	10/23/2014	No	CHK	Chromlik, Shirley	PH AP Payment Oct 14	No	\$40.00
1778	10/29/2014	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$25,410.79
1779	10/29/2014	No	CHK	Seymour Housing Authority	RH Reimb	No	\$14,230.55

**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: October 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>
246	10/15/2014	No	CHK	Friends Of Fur LLC	34 Smith St	No	\$50.00
247	10/15/2014	No	CHK	Aquarion Water Company of CT	Acc# 200340760	No	\$39.41

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: October 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>
1673	10/23/2014	No	CHK	Seymour Housing Authority	MR Early Reimb	No	\$20,000.00
1674	10/29/2014	No	CHK	Seymour Housing Authority	MR Reimb	No	\$14,459.08

Minuter
Exhibit IV

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	09/04/2014-1
Period Range :	08/18/2014 TO 08/31/2014
Week Number :	Week #36

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	17865.33
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	18100.86

Total Billing Impound		135.18
Total Agency Checks	3	184.65
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 **18630.69**

Total of Checks Printed **27 Items**

Total Tax Liability	7343.92
Total Workers Comp Liability	0.00

Total Payroll Liability **25974.61**

Total Direct Deposits **18075.33**

Total Debited From Account **25974.61**

NEXT PERIOD DATES

Check Date: 09/18/2014 Week 38
 Period Begin: 09/01/2014
 Period End: 09/14/2014
 Call In Date: 09/15/2014 Week 37

Payroll rep: Cambiotti Teresina

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)

Check Date : 09/04/2014-1
 Period Range : 08/18/2014 TO 08/31/2014
 Week Number : Week #36

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	23,846.35	2,662.91	21	Semi-Weekly
EE OASDI	0.082000	060687649	24,351.47	1,509.80	21	Semi-Weekly
EE Medicare	0.014500	060687649	24,351.47	353.10	21	Semi-Weekly
ER OASDI	0.082000	060687649	24,351.47	1,509.80	21	Semi-Weekly
ER Medicare	0.014500	060687649	24,351.47	353.10	21	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	21	Semi-Weekly
Total 941 Liabilities without COBRA				6,388.71		
Total 941 Liabilities with COBRA				6,388.71		
ER FUI	0.006000	060687649	0.00	-----	21	Quarterly
Total Federal Taxes				6,388.71		
State Withholding						
CT State Withholding		6613871-000	23,846.35	831.34	21	Weekly CT
Total State Withholding				831.34		
Employer SUI Withholding						
CT-SUI	0.038000	91-378-04	3,259.96	123.87	21	Quarterly
Total Employer SUI				123.87		
Total Employee Taxes				5,357.15		
Total Employer Taxes without COBRA				1,986.77		
Total Tax Liability without COBRA				7,343.92		
Total Tax Liability with COBRA				7,343.92		
Regular checks				235.53		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,075.33		
Total Net Payroll				18,310.86		
Agency Checks				184.65		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				135.18		
Total Workers Comp				0.00		
Total Payroll Liability				25,974.61		
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				18,630.69		
Total Direct Deposits				18,075.33		
Total Amount Debited from your Account before Credit applied				25,974.61		
Total Amount Debited from your Account after Credit applied				25,974.61		

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

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

Date Printed: 09/02/2014 10:35:13 AM

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#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	09/18/2014-1
Period Range :	09/01/2014 TO 09/14/2014
Week Number :	Week #38

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	17318.32
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	17553.85

Total Billing Impound		688.25
Total Agency Checks	4	275.99
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		18728.09

Total of Checks Printed	28 Items	
Total Tax Liability		7071.60
Total Workers Comp Liability		0.00
Total Payroll Liability		25799.69
Total Direct Deposits		17528.32

Total Debited From Account **25799.69**

NEXT PERIOD DATES

Check Date: 10/02/2014 Week 40
 Period Begin: 09/15/2014
 Period End: 09/28/2014
 Call In Date: 09/29/2014 Week 39

Payroll rep: Cambiotti Teresina

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	09/18/2014-1
Period Range :	09/01/2014 TO 09/14/2014
Week Number :	Week #38

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal		060687649	23,203.07	2,555.86	21	Semi-Weekly
EE OASDI	0.062000	060687649	23,703.97	1,469.67	21	Semi-Weekly
EE Medicare	0.014500	060687649	23,703.97	343.66	21	Semi-Weekly
ER OASDI	0.062000	060687649	23,703.97	1,469.67	21	Semi-Weekly
ER Medicare	0.014500	060687649	23,703.97	343.66	21	Semi-Weekly
COBRA Credit		060687649			21	Semi-Weekly
Total 941 Liabilities without COBRA				6,182.52		
Total 941 Liabilities with COBRA				6,182.52		
ER FUI	0.006000	060687649	0.00		21	Quarterly
Total Federal Taxes				6,182.52		
State Withholding						
CT State Withholding		6613871-000	23,203.07	800.35	21	Weekly CT
Total State Withholding				800.35		
Employer SUI Withholding						
CT-SUI	0.038000	91-376-04	2,335.06	88.73	21	Quarterly
Total Employer SUI				88.73		
Total Employee Taxes				5,169.54		
Total Employer Taxes without COBRA				1,902.08		
Total Tax Liability without COBRA				7,071.60		
Total Tax Liability with COBRA				7,071.60		
Regular checks				235.53		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,528.32		
Total Net Payroll				17,763.85		
Agency Checks				275.99		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				688.25		
Total Workers Comp				0.00		
Total Payroll Liability				25,799.69		
Tax deposit to be made by Human Resource Consulting Group						
Tax deposit to be made by Human Resource Consulting Group						
Total Check/Direct Deposits				18,728.09		
Total Direct Deposits				17,528.32		
Total Amount Debited from your Account before Credit applied				25,799.69		
Total Amount Debited from your Account after Credit applied				25,799.69		

Human Resource Consulting Group

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

Date Printed: 09/15/2014 12:12:45 PM

November 2014

MINUTES
EXHIBIT V

Minutes
Exhibit V

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House

2014 Year-to-Date Vacancies 7

Callahan House remained fully occupied during October 2014. We expect one move out notice for November. 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; 24 days/ 29200 days available = 0.11986% percentage through October 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 2114 subsidy calculation year, we have experienced 48 days and have 300 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013). For the 2015 subsidy calculation we used 11 days we have 337 days to use for the balance of the subsidy year.

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

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. o 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

Minutes
Exhibit ✓

Norman Ray House

2014 Year-to-Date Vacancies 9

Norman Ray House has experienced two move outs and one move in for October. Norman Ray House has experienced 139 vacancy days since January 1, 2014 and has averaged 15.44 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 October 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 16 days and have 152 days remaining to use.

NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2014 FEDERAL ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	NEXT RESIDENT	IN-DATE	NO. OF
2	Marcil	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	Franco	7/7/2014	Chilberg	7/10/2014	3
31	Herbert	8/4/2014	Jamison	8/5/2014	1
25	Simpson	8/15/2014	Galezowski	8/18/2014	3
15	Chromik	10/22/2014	Garcia	10/30/2014	8
3	Johnson	10/30/2014	Vacant		1

Average number of vacancy days per vacancy:

18.57

minutes
Exhibit V

State Moderate Rental

2014 Year-to-Date Vacancies 7

Moderate Rental experienced one move-out and one move-in during October 2014. In addition, one unit remained unoccupied during October. Moderate Rental has experienced 189 vacancy days since January 1, 2014 and averaged 27 days per vacancy through October 31, 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; 189 days/ 29565 days available = 0.6392% percentages through October 31, 2014.

STATE MODERATE RENTAL VACANCY/TURNOVER DAYS 2014
FAMILY HOUSING

UNIT	Base PRIOR Rent RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
20C	427 Rodriquez	9/30/2013	Buster	1/10/2014	10
6C	420 Cominski	7/17/2014	Lavin	2/17/2014	30
14C	414 Cuzio	4/13/2014	Sperling	5/12/2014	29
6C	420 Lavin	5/15/2014	Veras	6/27/2014	43
22S	427 Krouch	8/4/2014	Maldonado	8/22/2014	18
11B	430 Soderberg	9/22/2014	Vacant		39
5C	414 Cabezas	10/1/2014	Nozine	10/20/2014	20

Average number of vacancy days per vacancy: 27

The Vacancy Loss is approximately \$2,656 January 1 through October 31, 2014. We had \$4,164 budgeted for Vacancy Loss through October 31, 2014.

Minutes
Exhibit ✓

Smithfield Gardens

2012 Year-to-Date Vacancies 19

Smithfield Gardens Assisted Living experienced one move outs and two move ins during October 2014. Smithfield Gardens has experienced 1064 vacancy days since January 1, 2013 and averaged 53 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; 1064 days / 20,440 days available = 5.000% percentage through October 31, 2014.

VING

Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
960 Kukel	11/20/2013	Woodworth	1/15/2014	15
960 LaRussa	12/2/2013	Clarke	3/27/2014	86
960 Hanczor	12/4/2013	Stevens	2/14/2014	45
800 Ramia	12/9/2013	Baker	3/22/2014	81
960 Martin	12/13/2013	Torello	4/1/2014	90
960 Santacroce	12/25/2013	Baile	3/22/2014	81
960 Cromwell	1/7/2014	LaPaglia	4/9/2014	91
800 Monaco	1/24/2014	Berchem	4/24/2014	89
960 Principi	1/31/2014	Merkle	4/8/2014	66
960 Turziano	2/28/2014	Hersh	4/25/2014	55
960 Dolan	3/9/2014	Perkowski	5/10/2014	61
800 Perrott	4/24/2014	Godbout	6/24/2014	60
800 Mancuso	6/6/2014	Burns	7/10/2014	34
960 Clarkr	6/9/2014	Mililti	8/2/2014	54
960 Hudenets	6/11/2014	Varakian	8/4/2014	54
960 Patrignelli	8/12/2014	Moss	8/29/2014	17
960 Melega	8/31/2014	Spadaccino	10/4/2014	34
960 Lipsett	9/18/2014	Vacant		43
800 Fazio	9/24/2014	Kowalonek	10/1/2014	7
960 Merkle	10/31/2014	Vacant		1

Average number of vacancy days per vacancy: 53

The vacancy loss is approximately \$32,427 since January 1, 2014 Through October 31, 2014. We budgeted \$18,241 Vacancy Loss through October 31, 2014.

Minutes
Exhibit ✓

Section

2

General Information

Complaints

Callahan House

We received complaints about the smell of marijuana on the 1st floor coming from 2 units. An informational memo was distributed about the "One Strike Policy". WE also sent eviction notices out to the two units. The Seymour Police Department responded to a few phone calls from the residents and the Tenant's Association.

We received complaints about loud music from a first floor apartment. Management had a discussion with the resident.

We had reports of suspicious activity occurring late nights in front of a 1st floor apartment. We continue to monitor the situation.

Moderate Rental

We received a complaint that a resident's daughter had light a fire with some discarded photos near the woods on Brothers Court. The complaint went on to state that the Police and Fire Department had investigated the fire and that the Police spoke to several youths about this. Upon further fact finding, the Police Report states that there were no minors around to question. The household with the minor who allegedly light the fire will be receiving a pre-termination letter.

We received a complaint that a resident's son was being erroneously accused of punching another family's child in the stomach. We are waiting for more information on this matter.

Complaints were received relative to the individual participating in the Lawn Mowing matter on Chamberlin Rd. These complaints evolve more around nuisance behavior. The resident will be issued a pre-termination notice.

Norman Ray House

Complaints continue about a Ray House resident's nuisance behavior. This report stated that the individual was found in the apartment of another resident rummaging through prescriptions and debit

Minutes
Exhibit ✓

cards. The individual was encouraged to contact the Seymour Police. Initial contact was made, but the individual never went to the PD to fill out an official report. The resident perpetrating the nuisance behavior has been issued a Writ Summons and Complaint and will appear in Housing Court the day of this Board Meeting.

Rev. Callahan House

Parking Lot Striping & Numbering

The parking lines, numbering and reserved signs have been refreshed in the parking lot of Smithfield Gardens Assisted living. The Firm of Arrow Painting completed the work on October 6, 2014.

Emergency Evacuation Route Delineation

In the past few years, we consulted with Donald W. Smith, Consulting Engineer and the Fire Marshall to develop clear delineation of fire evacuation routes for Callahan House residents. A building floor plan map was drafted to clearly mark evacuation routes and hung in the common areas of Callahan House for residents and visitors to see. In addition, direction of egress was installed on the back of each apartment door. Over time, due to changes in occupancy, these directional markers on the backs of doors have been removed and are no longer present. I have ordered a more permanent and pronounced signage for the backs of the apartment doors. These directional signs are being installed this month to preserve the intent of the emergency evacuation plan.

Norman Ray House

Parking Lot Striping & Numbering

The parking lines, numbering and reserved signs have been refreshed in the parking lot of Smithfield Gardens Assisted living. The Firm of Arrow Painting completed the work on October 6, 2014.

Moderate Rental

Waiting List

The 2 bedroom and 3 bedroom waiting lists have been open for a 90 day period and has closed on September 30, 2014. We processed approximately 460 applications we found 190 applicants eligible. The lottery drawing for position on the waiting list occurred on October 31, 2014. The remaining 270 were found to be ineligible. The majority of those found ineligible were for reason of not being able to document sufficient income to pay the rent.

Bulk Pick Up

Bulk pick up is now the last Friday of every month but may only be utilized once by each family. Public works is keeping a spreadsheet of the family info to make sure that no one utilizes the bulk pick up more than one time a year.

The Valley Independent Sentinel announced that each resident is now getting 2 new garbage cans. One for garbage and one for recycling.

Rehabilitation Efforts

I have set up a meeting with DOH November 12 at 10:30 AM at the offices of Department of Housing in Harford. In attendance at this meeting will be myself, John D'Amelia from the J. D'Amelia and Associates, Michael Santoro, Community Development with DOH, Commissioner Klein from DOH and any commissioner that would like to attend. To be discussed will be the approximate \$11 million or so that we need for the Moderate Rental Program.

Furnace Replacements

The furnace replacements for Chamberlin Rd., Brothers Court and Seymour Ave. have been completed. We have experienced a few maintenance issues with some units not firing or running and producing no heat. Both installation contractors have been responsive and have made repairs and completed service under warrantee.

Health Safety Issue

During the furnace replacement we discovered a unit at upper Chamberlin Rd. that had mold and wetness present in the basement. Upon completing an inspection of the leaking source. We discovered a leak in the wall from the kitchen sink waste pipe. We also observed that the tenant had a considerable amount of clutter and debris in the basement that is wet and moldy. We assisted the tenant removing the items at their costs. We also found that the oil tank in the basement is ready to crack and leak as a result of age. This oil tank was replace as soon as we completed the cleanup in the basement.

Oil Tank Replacements

During the furnace replacement we discovered that the oil tanks are reaching the end of their useful lives. I started a replacement plan which includes replacing an oil tank every other month. In this way we can stagger the costs effect on cash flow and begin the work. This was an item listed for need of replacements included in the physical needs survey conducted by CHFA's contractor. We have no rehabilitation money so we must complete this work from our reserves. The oil tank replacements are at a cost of approximately \$1,700 per unit.

34 Smith Street

We have reviewed options for applying for funding. As a result, we have decided not to apply by October 15, 2014 to the Special Purpose funding for small projects. The decision was based on not being able to score adequate points to be successful with the competitive application. Instead we will apply for some pre-development money to be able to develop a full and qualified application.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 96% (54 of 56 units) occupied as of 10/31/2014
- Three applications in processing
- Two move-ins in October
- 5 applicants on waiting list for 60% units (\$985 rent)
- 6 applicants on waiting list for 50% units (\$825 rent)
- Average age is 85.3
- Age range is 66 - 102
- Average length of tenancy is 26.65 months

Budgeting Statistics:

- 23 of 19 units rented at \$825
- 31 of 37 units rented at \$985
- 54 of 54 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings held 10/1, 10/8, 10/16, 10/24, 10/31 (attended by MRC Director, RSC & RNs)
 - 58 residents' statuses reviewed each week
 - 3 residents out at rehab as of 10/31/2014
 - Resident Council Meeting held 09/30/14 - minutes follow; next meeting 10/30/14
 - October Fire Drill completed 10/22/14 (third shift)
 - New advertising campaign initiated with the CT Post for 09/26/14-11/28/14
-

Mechanical Repair/replacements – Boiler room

Last month the Board of Commissioners chose the firms of Aegis Engineering, Environmental Control Systems and Radovich Builders to complete the repairs/replacements to the mechanical equipment in the Boiler Room. The contracts to begin the work are being signed on 10/7/2014. The work includes:

- Replace the cooling tower
- Remove/replace refrigerant coil, install new chiller water coil, 2 unit
- Relocate existing chemical shot
- Remove Glycol injection system & install port for adding glycol

As a result of a failure of the absorption chiller, we are now faced with adding the replacement of the absorption chiller to this work to be done.

This is currently being partially financed from our Replacement Reserve with CHFA which currently has \$216,000 in it.

Parking Lot Striping & Numbering

Minutes
Exhibit V

The parking lines, numbering and reserved signs have been refreshed in the parking lot of Smithfield Gardens Assisted living. The Firm of Arrow Painting completed the work on October 6, 2014.

SIGNIFICANT MODIFICATION TO THE AGENCY PLAN FLAT RENT REGULATORY CHANGES

Affected Tenants
Meeting Minutes

Present:

Nicholas Dota	Apt 4W
Virginia Dota	Apt 4W
Laura Bengivengo	Apt 4F
Vera Wilhemy	Apt 3G
Anthony Furfaro	Apt 2B
Willie Rosa	Apt 3L
Leta A. Shortell	Apt 2H
Alice Boissevain	Apt 2F
Katherine Everlith	Apt 2V
Robert Lashin	Apt 4C
Samuel Mezzatesta	Apt 4K

SHA representation: David J. Keyser, Executive Director
Donna Lane, Bookkeeper/Remote Operations Manager

Date of meeting: 9/15/2014, 2:00 P.M., Rev. Callahan House Community Room
32 Smith Street, Seymour CT 06483

I. Announcements

The Executive Director stated that the purpose of this meeting was to inform all residents affected by the Flat Rent change and gather comments about the changes to Flat Rent charged to residents. He commented that HUD issued a PIH Notice, PIH 2014-12 in May of 2014.

II. Discussion

The Executive Director stated that PIH Notice 2014-12 communicated changes to Flat Rent Requirements contained within Public Law 113-76, the Fiscal Year 2014 Appropriations Act. He commented that as of October 31, 2014 the Flat Rent is to be set at no less than 80% of the applicable Fair Market Rent (FMR). The Executive Director described the FMR as an yearly publication by HUD as to what the average HUD statistics show the Fair Rent in community is for a Zero Bedroom and a One Bedroom apartment. He stated the latest posted FMR for efficiency is \$931 and a one bedroom apartment is \$931 and a one bedroom is \$982. He concluded that 80% of the FMR for an efficiency apartment is \$744 and the one bedroom is \$786 respectively.

The Executive Director commented that PIH Notice 2014-12 gave further direction that the residents rent may not be raised in excess of 35% in any one year and that we would have to implement the changes to applicable residents by charging \$630 in the first year and the balance of the \$744 or \$786 the following year.

The Executive Director stated that the Flat Rents will change annually based on the annual publication of the Fair Market Rents by HUD.

The Executive Director explained the history of Flat Rent as initiated by the Quality Housing and Work Responsibility Act of 1998 and how Flat Rent worked. He summarized that resident pay 30% of adjusted gross income toward their rent. He stated that a Flat Rent was established based on the actual cost of operating an apartment. He stated that this calculation was done once and the current Flat Rents for an efficiency apartment is \$467 for an efficiency apartment and \$609 for a one bedroom. He stated that some residents 30% calculation resulted in rents higher than the Flat Rent and the resident would be given the choice to pay the lower Flat Rent for 3 years without having to recertify each year. He stated that only those residents's on Flat Rent would be affected. He estimated that approximately 19 residents were currently on Flat Rent. He stated that this would not affect all the residents, just those 19 residents that are on Flat Rent would be affected by this change in policy.

He also stated the Flat Rent will be implemented by October 31, but will not affect the current residents until the annual recertification which is in May 2015.

The Executive Director stated that in order to conform with the new Regulations, the Seymour Housing Authority will be adopting a Resolution and an amendment to the Federal Tenant Selection and Continued Occupancy Policy (TSCOP), Section 4. He distributed a copy of the TSCOP.

III. Roundtable/Comments

The Executive Director stated that recommendations for changes to the policy based on this meeting were going to be presented to the Board of Commissioners at its next regularly scheduled meeting to occur on October 8, 2014. He then opened the floor to comments or questions.

Resident/Public Comment: Vera Whilimey, Apt 3G. wanted to know what the difference was between paying 30% of income vs the Flat Rent. She said she was unaware she could choose to pay 30%.

SHA Response: The Executive Director stated that all rents are based on 30% of adjusted gross income. He stated that a Flat Rent established for an efficiency apartment is \$467 for an efficiency apartment and \$609 for a one bedroom. He stated that some residents 30% calculation resulted in rents higher than the Flat Rent and the resident would be given the choice to pay the lower Flat Rent

Resident Comment: Tony Furfaro, Apt. 2B asked if disability income counts toward rent and if that would affect the flat rent.

SHA Response: The Executive Director responded that a disability income would be considered as an income that would be considered in the rental calculation. It would not be excluded.

Resident Comment: Virginia Dota, Apt. 4W asked if residents will still have the choice to use the flat rent vs the standard calculation.

SHA Response: The Executive Director responded that if a resident's calculation based on 30% of income is calculated higher than the flat rent then the resident could choose to pay the flat rent. If the calculation is near the flat rent, they could choose flat rent. He stated that the residents still have choice; just the flat rent is higher based on 80% of Fair Market Rent.

Resident Comment: Vera Whilimey, Apt 3G stated that she was never informed that she had a choice not to take flat rent. She said that staff never explained the difference to her.

SHA Response: The Executive Director responded that if a resident's calculation based on 30% of income is calculated higher than the flat rent then the resident could choose to pay the flat rent. He commented that staff has been trained and is competent enough to review the calculation of the rents and anyone who qualified for flat rent, staff would know to discuss the program with them. He stated that staff also knows to inform people on flat rent that if they have had changes to income or medical expenses that they could ask for a re-determination of rent at any time so long as the change is greater than 10% of annual income. He used an example of a resident that underwent obtaining dentures. He commented that this is typically a \$5,000 expense. In this event, the rent would change significantly and the resident could ask for a redetermination. He stated that he is reasonably certain that staff has adequately explained that to the residents.

Resident Comment: Sam Mezzatesta, Apt. 4K asked if a resident could choose 30% of income calculation instead of Flat Rent.

SHA Response: The Executive Director responded that residents can choose the calculation based on 30% of income if they wish.

Resident Comment: Vera Whilimey, Apt 3G asked if this change in rent calculation policy for Flat Rent would affect the young people in the building living on disability income.

SHA Response: The Executive Director responded that he cannot not divulge personal information about anyone's calculation. He stated it only affected those individuals who's calculation based on 30% of adjusted income was equal to or above the Flat Rent. If someone's rent calculated at 30% of income is more than the Flat Rent, then the tenant pays 30% of adjusted income. He stated that all of their rental amounts are the same (30%).

Resident Comment: Virginia Dota, Apt 4W, commented that she was under the impression that all sources of income are counted toward the rent including disability income. She added that income from bank accounts is counted as well.

SHA Response: The Executive Director responded that is correct, those are definitely sources income and included in the rental calculation.

Resident Comment: Vera Whilimey, Apt 3G, commented that when she moved in, the building was for elderly only. She stated that now everyone is allowed to move into the building regardless of age. She stated that these individuals are disrespectful and they abuse the system. They use their disability money on beer and cigarettes. She asked what criteria are they allowed to move in.

*Minutes
Exhibit PP*

SHA Response: The Executive Director responded that the regulations for admissions have been in place always in the Elderly LIPH program. He stated that in 1961 the State Legislation adopted language that included individuals with disabilities in with the eligible criteria for State of Connecticut elderly housing. He commented that this issue has been in the federal program longer than the State program and is unavoidable. He stated that urban communities have experienced the mixed population in elderly housing for more than two decades. He stated that it has occurred in Seymour as an issue not until 2005. He stated operational statistics show the young disabled population at only 5% at the end of 2005 and that presently we have 38% young disabled in our Federal Elderly LIPH complexes. He did not answer the comments about what the residents on disability income are spending their money on as a matter of civil rights and personal liberties. He stated if there is nuisance behavior occurring the Seymour Housing Authority has a process for complaints and the Lease has provisions to deal with nuisance behavior. He stated that the Seymour Housing Authority has always acted to resolve problems with nuisance behavior and Lease enforcement.

Resident Comment: Vera Whilimey, Apt 3G, commented that she would not be willing to pay \$744/month for rent considering the living conditions, referring to a resident population of young disabled.

SHA Response: The Executive Director responded that she certainly has a right to move where she would like. He reminded her that the Fair Market rent published by HUD indicates that an efficiency apartment costs \$931/month. He stated that he would doubt her rent would be \$744 or the Flat Rent as a result of a rental calculation based on 30% of adjusted income. He estimated that 30% of adjusted gross income would be far less than the flat rent, somewhere in the \$500/month area. He further commented that there are currently 19 residents on Flat Rent at the rate of \$467/month for an efficiency and \$609 for a one bedroom. He approximated that 15 individuals would fall off the Flat Rent calculation and be paying 30% of adjusted income which is considerable lower than Flat Rent.

Resident Comment: Virginia Dota, Apt 4W, commented that it was her understanding that the Ripton (a HUD section 202 complex) in Derby the rents were \$400/month.

SHA Response: The Executive Director responded that as he understands it that the \$400 is a base rent amount and that individuals there could pay more based on a percentage of income in accordance with the HUD Section 202 program.

Resident Comment: Vera Whilimey, Apt 3G, commented that residency at Callahan House has certainly changed since she first moved in and that it is disgraceful the Young are mixed in with the Seniors.

SHA Response: The Executive Director responded that it has always been part of HUD Regulation that anyone who qualified for Social Security under the definitions of disability qualified for Elderly Housing. He repeated his earlier comments and added that the Housing Authority is not permitted to refuse applicants that qualify, to do so would be considered discrimination.

The Bookkeeper/Outside Operations Manager responded that the Fair Housing Laws do not permit any Housing Authority or management company to discriminate. She also pointed out that there are many advocacy groups in the Naugatuck Valley that

*Minutes
Exhibit #1*

assist the Disabled to apply. She commented that this has also lead to an increase in disabled applicants.

IV Conclusion

The Executive Director asked if there were any more comments or suggestions relative to the proposed Flat Rent Policy.

Hearing none, he concluded the meeting by summarizing that he was going forward to the Board of Commissioners with his recommendations. He stated that he would also present the comments made at this meeting and those mailed to the Housing Authority.

SIGNIFICANT MODIFICATION TO THE AGENCY PLAN FLAT RENT REGULATORY CHANGES

Tenant Association
Meeting Minutes

Present: Dominic Bellucci - President
Judy Renkwith - Treasurer
Gary Bill - Chaplin
Cheryl Martin - Secretary

SHA representation: David J. Keyser, Executive Director

Date of meeting: 9/15/2014, 11:00 A.M., Seymour Housing Authority Office
28 Smith Street, Seymour CT 06483

I. Announcements

The Executive Director stated that the purpose of this meeting was to inform residents and the Resident Association and gather comments about the changes to Flat Rent charged to residents. He commented that issued a PIH Notice, PIH 2014-12 in May of 2014.

II. Discussion

The Executive Director stated that PIH Notice 2014-12 communicated changes to Flat Rent Requirements contained within Public Law 113-76, the Fiscal Year 2014 Appropriations Act. He commented that as of October 31, 2014 the Flat Rent is to be set at no less than 80% of the applicable Fair Market Rent (FMR). The Executive Director described the FMR as an yearly publication by HUD as to what the average HUD statistics show the Fair Rent in community is for a Zero Bedroom and a One Bedroom apartment. He stated the latest posted FMR for efficiency is \$931 and a one bedroom apartment is \$931 and a one bedroom is \$982. He concluded that 80% of the FMR for an efficiency apartment is \$744 and the one bedroom is \$786 respectively.

The Executive Director commented that PIH Notice 2014-12 gave further direction that the residents rent may not be raised in excess of 35% in any one year and that we would have to implement the changes to applicable residents by charging \$630 in the first year and the balance of the \$744 or \$786 the following year.

The Executive Director stated that the Flat Rents will change annually based on the annual publication of the Fair Market Rents by HUD.

He also stated the Flat Rent will be implemented by October 31, but will not affect the current residents until the annual recertification which is in May 2015.

The Executive Director stated that in order to conform with the new Regulations, the

Seymour Housing Authority will be adopting a Resolution and an amendment to the Federal Tenant Selection and Continued Occupancy Policy (TSCOP), Section 4. He distributed a copy of the TSCOP.

III. Roundtable/Comments

The Executive Director stated that recommendations for changes to the policy based on this meeting were going to be presented to the Board of Commissioners at its next regularly scheduled meeting to occur on October 8, 2014. He then opened the floor to comments or questions.

Resident/Public Comment: Cheryl Martin – Treasurer and Resident of Apt 3B, asked if all the residents would be affected by the Flat Rent increase.

SHA Response: The Executive Director explained the history of Flat Rent as initiated by the Quality Housing and Work Responsibility Act of 1998 and how Flat Rent worked. He summarized that resident pay 30% of adjusted gross income toward their rent. He stated that a Flat Rent was established based on the actual cost of operating an apartment. He stated that this calculation was done once and the current Flat Rents for an efficiency apartment is \$467 for an efficiency apartment and \$609 for a one bedroom. He stated that some residents 30% calculation resulted in rents higher than the Flat Rent and the resident would be given the choice to pay the lower Flat Rent for 3 years without having to recertify each year. He stated that only those residents's on Flat Rent would be affected. He estimated that approximately 19 residents were currently on Flat Rent. He stated that this would not affect all the residents, just those 19 residents that are on Flat Rent would be affected by this change in policy.

Resident Comment: Dominic Bellucci – President and Resident of Apt. 4M, commented that this issue and the letters the Housing Authority has sent out has sparked controversy at the Callahan House. He stated that the people who got the notice about the Flat Rent rate increase are up in arms over the increase. These Residents whose rents going up are stating the younger residents who are on Social Security Disability aren't being affected by this increase. He stated that these Flat Rent residents are commenting that the younger residents use their state money inappropriately and they cause all these problems in the building and their rents are not going up. Dominic warned the Executive Director that he was going to hear a lot of complaining about this matter.

SHA Response: The Executive Director responded that each resident pays 30% of their respective income toward the rent. He stated that if anything the residents that are on Flat Rent are getting a break by paying Flat Rent instead of 30% of Adjusted Income. He commented that those comments are irrelevant to this discussion. He commented that this is a matter of Federal Regulation and is being implemented in order to be in compliance with the rules of the program. This is the result of nothing the Seymour Housing Authority did. Tenants benefits and what they spend their money on are of no consequence to this ruling and the implementation of this information.

IV SUMMARY

DISCUSSION

Minutes
Exhibit

The Executive Director asked if there were any further comments about the Flat Rent. Hearing none, he informed the Association members that he intends to discuss the Agency Plan and the Capital Funds plans in a meeting next week.

Resident/Public Comment: Gary Bill, Chaplin and Resident of Apt. 4P asked if the Capital Funds work would include ceiling replacements as we were doing in the past.

SHA Response: The Executive Director commented that we would not be effecting repairs to ceilings at this time. He stated that the work items were split between Callahan House and Norman Ray House.

V Conclusion

The Executive Director asked if there were any more comments or suggestions relative to the proposed Flat Rent Policy.

Hearing none, he concluded the meeting by summarizing that he was going forward to the Board of Commissioners with his recommendations. He stated that he would also present the comments made at this meeting and those mailed to the Housing Authority.

Minutes
Exhibit ~~III~~

Resolution # 389

A resolution relative to adoption of HUD's Flat Rent adjustments.

Flat Rent Significant Amendment

The Housing Authority of the Town of Seymour hereby amends its flat rent policies to comply with the statutory changes contained within, Public Law 113-76, the Fiscal Year 2014 Appropriation Act.

The Housing Authority of the town of Seymour will set the flat rental amount for each public housing unit that complies with the requirement that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utility costs. The new flat rental amount will apply to all new program admissions effective November 1, 2014. For current program participants that pay the flat rental amount, the new flat rental amount will be offered, as well as the income-based rental amount, at the next annual rental option.

The Housing Authority of the Town of Seymour will place a cap on any increase in a family's rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent options to the family as follows:
 - The lower of the product of the calculation and the updated flat rental amount; and
 - The income-based rent.

Brenda White, Chairperson

Date

(SEAL)

Minuter
Exhibit III

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information Seymour Housing Authority CT035 PHA Name: _____ PHA Code: _____ PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2015</u>												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>120</u> Number of HCV units: _____												
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <tr> <th>PH</th> <th>HCV</th> </tr> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:												
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.												
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <ul style="list-style-type: none"> The Seymour Housing Authority revised its Agency plan to include the provisions of PIH Notice 2014-13 relative to Changes to Flat Rent Requirements 2014 Appropriations Act. This is considered a significant change and was done with resident input and public notice as well as a Public Hearing. Updated the Seymour Housing Authority Personnel Policy in areas of continued education and company motor vehicle travel policy. updated work items to the 5 Yr Capital Funds Program (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. The Agency Plan is available at the offices of the Seymour Housing Authority, located at 28, Smith Street, Seymour, CT 06483. The plan is also available at the office of the Seymour Town Clerk, located at the Town Hall, One First Street, Seymour, CT 06483. The Agency Plan is also able to be viewed at the Seymour Public Library, located at 46 Church Street, Seymour, CT 06483. It may also be viewed on line at HUD's PIH Agency Plans web-site : http://www.hud.gov/utilities/intercept.cfm?offices/pih/pna/approved/pdf/08/ct035v02.pdf												
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.												
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.												
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.												
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.												

8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>The Seymour Housing Authority is not located in an enterprise zone. Therefore, the State of Connecticut's Consolidated Plan is used as the source for compliance in matters of planning. Specifically the following excerpt is pertinent to the Seymour Housing Authority's plan (See below addressing 9.0).</p>
9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <i>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</i>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" "None"</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <i>Note: Faxed copies of these documents will not be accepted by the Field Office.</i></p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

9.0 HOUSING NEEDS

State con Plan

PLANNING PROCESS

The Connecticut 2010-2015 Consolidated Plan for Housing and Community Development was developed in tandem with the State Long-Range Housing Plan. The State of Connecticut is committed to providing quality affordable housing, encouraging economic growth, and undertaking community redevelopment activities. Housing and community development needs in the state are great; however the resources available to address these needs are finite. The state recognizes that a realistic and comprehensive housing and community development strategy is vital to the future economic prosperity of Connecticut and that serious challenges continue to be present that must be addressed if Connecticut is to remain competitive and maintain its quality of life.

Overall Goals

The following strategic goals are of equal importance and form the basis of Connecticut's strategy:

I. Expanding the Supply of Quality Affordable Housing –

- o Enhance suitable living environment, create decent housing, and provide economic opportunities for low- and moderate-income persons and address the shelter, housing and service needs of the homeless, those threatened with homelessness with an emphasis on preventing homelessness.
- o Fair housing initiatives promote equal housing opportunity for all of Connecticut's citizens and increase housing choice opportunities through the application of responsible development principles and strategies.
- o The state will work to preserve and increase the supply of quality affordable rental housing available to low- and moderate-income households and improve the ability of low- and moderate-income residents to access homeownership opportunities and, within available resources assist distressed households in maintaining homeownership. While increasing the supply of low- and moderate income homes available for ownership, the quality of the living environment can be improved by incorporating responsible development strategies such as mixed-use and transit-oriented developments. Most urban areas are natural mixed-use developments whereas suburban areas need to move away from the traditional single-use developments.

II. Public Housing –

- o Resident Initiatives. Connecticut does not have a state housing agency, as defined in Title 24, Part 5, Section 5.1 of the Code of Federal Regulations, administering federal public housing funds.
- o Public housing needs. There are 107 Public Housing Authorities in Connecticut. The state's housing needs have been identified in the housing needs section of this plan. In Connecticut there are approximately 28,900 public housing units. Of that number 11,900 are federal housing units, those units supported by Annual Contribution Contracts and 17,000 are state-financed housing units which are not supported at all by federal dollars. Connecticut is one of four states with state-financed public housing, i.e. pre-housing finance authorities. Connecticut's first state-financed units were occupied in 1948 and the stock is among the oldest in the state. These state financed public housing units are managed primarily by local housing authorities and do not receive any federal support. It has been determined that the most immediate threat to the state's public housing units, mostly due to the age of the stock and its level of deferred maintenance, is its preservation. The objective identified below responds to the state's public housing needs.

III. Elderly and Frail Elderly –

- o Create a continuum of affordable housing with support services and increase the supply of permanent supportive housing so that people with disabilities can live independently within their community of choice.
- o Increase the number of elderly and frail elderly clients served by DSS.
- o Connecticut has an aging population. In 2008, the number of homeowners 65 years old

and older totaled almost 220,000 and there were almost 73,000 renters. The elderly population faces many challenges; the greatest is living independently and on a fixed income after retirement. This demographic is typically income-constrained, yet is forced to absorb increases in taxes, housing prices, and medical care costs. Demographic projections predict an astronomical increase in the elderly population in decades to come. The Connecticut State Data Center predicts a 72% increase in the population age 65 and older, compared to a 3% decline in the population ages 20-64 from 2005 to 2030.

- o A major obstacle is keeping up with the demand for elderly housing as the eligible population increases. One of the greatest obstacles to elderly housing and services is the limited availability of state and federal resources. Unfortunately the need for elderly housing and services far exceeds the state and federal financial resources available to address them.

IV. Homelessness Prevention and Supportive Housing -

- o The state will emphasize programs targeted at homelessness prevention and rapid rehousing and supportive housing as the primary means to prevent and end homelessness in Connecticut. The state will work to expand permanent supportive housing in Connecticut to break the cycle of long-term, chronic homelessness.

V. Persons with Disabilities -

- o Increase the number of linkages among federal agencies, state agencies and consumers in providing resources to continue the successful keeping of families and those individuals with disabilities together, through placing them in stable living situations and providing them with appropriate counseling and other supportive services.
- o Increase the accessibility of DMHAS provided client support services connected to affordable housing for individual with disabilities.
- o Continue to provide for accessibility modifications.
- o Expand accessibility modification activities to: 1) specifically target persons with disabilities who are ready and willing to leave nursing facilities and return to community living; 2) provide a full range of supportive services, including but not limited to employment training, social, health, recreational, housing and transportation services to ensure successful transition and long-term independence.
- o Create a continuum of affordable housing with support services and increase the supply of permanent supportive housing so that the elderly can live independently within their community of choice

SEYMOUR HOUSING AUTHORITY'S IDENTIFIED NEED. SEYMOUR HOUSING AGENCY PLAN

The Seymour Housing Authority is a Small Agency without sufficient resources to address all the needs identified in the State's goals for affordable housing.

It is imperative that we maintain the existing aging housing stock as a viable resource for our community seek new sources of affordable housing to replace aging existing stock. Finding a sustainable source for supportive services for the aging population and growing disabled population will also be a focus for the Seymour Housing Authority. Ensuring that we affirmatively further affordable and fair housing opportunities is consistent with our mission and the goals of the State's Consolidated Plan. The following represents the Seymour Housing Authority's goals more specifically:

- NEED/GOAL 1: MAINTAIN VIABLE HOUSING SUPPLY** - Preserve and increase the supply of quality affordable housing available to low- and moderate-income households for seniors and disabled.
- NEED/GOAL 2: AFFORDABLE HOUSING PLANNING**- Identify and apply for all available resources to assist in the development of housing.
- NEED/GOAL 3: SUPPORTIVE HOUSING** - Develop and implement strategies and solutions to address the supportive housing needs of the elderly, frail elderly and growing disabled population.
- NEED/GOAL 4: RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY** – Develop and maintain opportunity for resident support through community resources for low and moderate income households for seniors and disabled.
- NEED/GOAL 5: SECURITY AND SAFETY ISSUES** – Develop and maintain security and safety programs for low and moderate income households for seniors and disabled.
- NEED/GOAL 6: MARKET AFFORDABLE AND FAIR HOUSING OPPORTUNITIES** - Improve the ability of low- and moderate-income residents to access rental housing opportunities through affirmative marketing.
- NEED/GOAL 7: FAIR HOUSING** - Empower upward mobility for low- and moderate-income residents through fair housing.

Under Goal #1 The Seymour Housing Authority recognizes that housing opportunity is shrinking for its Seniors. Since 2006 the disabled population has grown from 5% to nearly 50% of the Senior Housing rent rolls in both Callahan and Norman Ray Houses. This growing population places many seniors at risk as a result of special needs and life styles of the younger population. We have experienced increased illegal narcotic activity, nuisance behavior, property damage, property damage causing nuisance to several residents and have held several grievance hearings. Many disabled require case work and support that is not available to them. The mixed population is not tolerable for the Seniors. For these reasons, the Seymour Housing Authority will seek to designate one building as elderly only to preserve housing stock for seniors. In doing so, non-senior applicants will be housed in the non-designated facility. We will affect changes to our Tenant Selection and Continued Occupancy Policy (TSCOP) that will allow seniors to transfer from one building to the designated building and allow transfers from the designated building to the un-designated building. The TSCOP would also be altered to allow disabled residents to transfer from the designated property, Rev. Callahan House to the non designated Norman Ray House. These transfers will not be made mandatory and will be based on resident choices. We will also seek funds from sources such as the ROSS Grant or other charitable foundations to fund a Resident Services Coordinator and provide a level of self sufficiency programs for the disabled.

Under Goal # 2 The Seymour Housing Authority has been informed that current legislation is proposed to defund the Operating Subsidy for the newly federalized project Norman Ray House, CT035000002 to be reverted back to a State of Connecticut Elderly project. Funding would have to be received by the State Department of Economic and Community Development from the State of Connecticut Elderly Rental Assistance Program Funding.

Under Goal # 2 The Seymour Housing Authority adopted the regulations relative to Flat Rental rates being set at 80% of fair market rent..

10. ADDITIONAL INFORMATION:

10 (a) Goals Obtained

- The obvious benefit to the promotion program will be to establish the Seymour Housing Authority as a household name in the community, as the low-income elderly housing provider of choice.
- We sought in partnership with the Callahan House Tenants Association, and obtained funds from HUD, specifically the ROSS Grant. We were granted nearly \$300,000 from HUD for a three year period. There is a need for supportive services to enable disabled and elderly residents to remain living independently and/or age in place. Residents lack skills and training in employability, access to the Internet and computer technology, educational programs, as well as supportive services and programs designed to

promote economic self-sufficiency. Residents lack the knowledge to move to market rate rental housing and/or purchase a home. There is a need for families residing in Public and Indian housing to gain computer skills necessary to compete in the job market and complete school/homework assignments. There is a need for families residing in Public and Indian housing to gain employment through job training and mentoring programs. There is a need for families residing in Public and Indian housing to receive training in financial management and life skills training. There is a need for families residing in Public and Indian housing to receive post employment career enhancement counseling. There is a need for families residing in Public and Indian housing to obtain a High School diploma or GED or two-year or 4-year degree in order to qualify for employment opportunities at a living wage. Our Resident Services Coordinator is successfully bringing programs to residents as well as providing case management.

- Seymour Housing Authority continued to be a High Performer Status for its management of the LIPH Program
- Seymour Housing Authority continued to affirmatively market its property with quarterly mailings.
- The Seymour Housing Authority purchased a single family or multi-family house to develop a supportive housing program.
- Seymour Housing Authority continues to provide residents with Self Sufficiency/Improvement programs
- The Seymour Housing Authority has worked hard on tenant empowerment during 2014 and the following has been accomplished:
 - Maintained a computer lab for all the residents and applicants of the Seymour Housing Authority to use. We have computers that are hooked up to the internet for use. Residents are able to access the internet to write email, search for family, or a job, or purchase needed commodities.
 - A local foundation, Katherine Mathies Foundation, granted the Callahan House Tenants Association a \$5,000 grant to purchase commercial refrigeration and freezer equipment for the Congregate Meal Program.
- Staff training included the following during 2014:
 - Fair Housing
 - Tax Credit
 - Evictions
 - Advocacy & Marketing Strategies
 - Procurement Do's & Dents
 - Fair Housing Law/tenant screening
 - Customer Service Techniques
 - Financing Affordable Housing

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

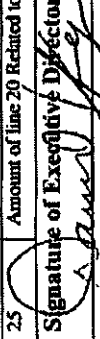
minutes
 Exhibit VIII

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: CT26P03550112 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2012 FFY of Grant Approval: 2012	
Type of Grant		Type of Grant		Type of Grant	
Original Annual Statement		Revised Annual Statement (revision no:)		Revised Annual Statement (revision no:)	
Performance and Evaluation Report for Period Ending: 09/30/2012		Final Performance and Evaluation Report		Final Performance and Evaluation Report	
Summary by Development Account		Summary by Development Account		Summary by Development Account	
Line	Original	Revised	Obligated	Total Actual Cost ¹	Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	2,500.00	2,313.00	2,313.00	2,313.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	8,000.00	8,053.05	8,053.05	8,053.05
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	83,025.00	83,158.95	83,158.95	83,158.95
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary PHA Name: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR		Grant Type and Number Capital Fund Program Grant No: CT26P03550112 Replacement Housing Factor Grant No: Date of CFP:	FFY of Grant: 2012 FFY of Grant Approval:				
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:							
<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Final Performance and Evaluation Report							
Line	Summary by Development Account	Original	Revised ²	Obligated	Total Actual Cost ¹	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA						
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant: (sum of lines 2 - 19)	93,525.00	93,525.00	93,525.00	93,525.00	93,525.00	
21	Amount of line 20 Related to LBP Activities						
22	Amount of line 20 Related to Section 504 Activities						
23	Amount of line 20 Related to Security - Soft Costs						
24	Amount of line 20 Related to Security - Hard Costs						
25	Amount of line 20 Related to Energy Conservation Measures						
Signature of Executive Director 		Date 10/24/14		Signature of Public Housing Director _____			Date _____

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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 Exhibit VIII

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9(j) of the U.S. Housing Act of 1937, as amended.

Minutes
Exhibit VIII

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Minutes
Exhibit VIII

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: CT26P03550113 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2013 FFY of Grant Approval: 2013	
PHA Name: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR					
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Revised Annual Statement (revision no:)			
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input checked="" type="checkbox"/> Final Performance and Evaluation Report			
Summary by Development Account		Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	1,300.00	1,300.00	1,300.00	1,300.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	7,000.00	7,000.00	7,000.00	7,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	46,677.77	46,677.77	46,677.77	46,677.77
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	34,884.23	34,884.23	34,884.23	34,884.23
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2013 FFY of Grant Approval:	
PHA Name: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR	Grant Type and Number Capital Fund Program Grant No: CT26P03550113 Replacement Housing Factor Grant No: Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost ¹ Revised ² Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	89,862.00	89,862.00 89,862.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date 10-21-14		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

Minutes
Exhibit VIII

**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

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¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

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¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: CT26P03550114 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2014 FFY of Grant Approval: 2014	
PHA Name: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR					
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:1) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Total Estimated Cost Revised¹	Obligated	Total Actual Cost¹ Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ²				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)		2,000.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		7,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures		84,246.00		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHIF funds shall be included here.

Minutes
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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/31/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2014 FFY of Grant Approval: 2014	
PHA Name: HOUSING AUTHORITY OF SEYMOUR	Grant Type and Number Capital Fund Program Grant No: CT26P03550114 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ² Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	93,246.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

To be completed for the Performance and Evaluation Report.
To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
¹ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
² RHF funds shall be included here.

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**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

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Exhibit VII[illegible]

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be completed for the Performance and Evaluation Report.

**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

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¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2571-0226
Expires 8/31/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: CT26P0355015 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2015 FFY of Grant Approval: 2015	
PHA Name: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR					
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:1) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Total Estimated Cost Revised ¹	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ²				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	2,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	7,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	84,800.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAS with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHF funds shall be included here.

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/31/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2015 FFY of Grant Approval: 2015	
PHA Name: HOUSING AUTHORITY OF SEYMOUR	Grant Type and Number Capital Fund Program Grant No: CT26P03550115 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost ¹ Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	93,800.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

To be completed for the Performance and Evaluation Report.
To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
¹ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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Exhibit VIII

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/31/2011**

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1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
2 To be completed for the Performance and Evaluation Report.

**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

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¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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Exhibit #111

PART I: SUMMARY					
PHA Name/Number		Locality (City/County & State)			
Development Number and Name		Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016	Work Statement for Year 3 FFY 2017	<input checked="" type="checkbox"/> Original 5-Year Plan Work Statement for Year 4 FFY 2018 <input type="checkbox"/> Revision No: Work Statement for Year 5 FFY 2019
A.					
B	Physical Improvements Subtotal		\$149,000	\$116,000	\$203,300
C.	Management Improvements		\$0	\$0	\$0
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0	\$0	\$0
E	ADMINISTRATION		\$3,000	\$3,000	\$4,000
F.	Other		\$8,000	\$9,000	\$10,000
G.	Operations		\$0	\$0	\$0
H.	Demolition		\$0	\$0	\$0
I.	Development		\$0	\$0	\$0
J.	Capital Fund Financing - Debt Service		\$0	\$0	\$0
K.	Total CFP Funds		\$160,000	\$128,000	\$217,300
L.	Total Non-CFP Funds		\$0	\$0	\$0
M.	Grand Total		\$160,000	\$128,000	\$217,300

\$10,051,900
\$689,000
\$298,000
\$11,038,900
\$11,038,900

Part II: Supporting Pages – Physical Needs Work Statement(s) Continuation

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**Subtotal of Estimated Cost
(COMMON BUILDINGS)**

Minutes
Exhibit VIII

Part II: Supporting Pages - Physical Needs Work Statement(s) Continuation				Work Statement for Year: 2019 FFY		
				Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
				UNIT EXTERIORS		
				CT035000001 Balconies & Railings		11,000
				CT035000001 Brick resurfacing- AC Sleeves/Sand/Prime/Paint	80	21,200
				CT035000001 Building Slab	1	262,000
				CT035000001 Bushes (new)	1	6,500
				CT035000001 Callahan landscape		6,500
				CT035000001 Canopies	1	142,000
				CT035000001 Columns & Porches		
				CT035000001 Decks & Patios		
				CT035000001 Exterior Doors	1	135,000
				CT035000001 Exterior Lighting		
				CT035000001 Exterior Paint & Caulking	1	2,000
				CT035000001 Exterior Stairwells/ Fire Escapes	16	2,000
				CT035000001 Foundation		
				CT035000001 Gutters/Downspouts		
				CT035000001 Landing & Railings	1	
				CT035000001 Mail Facilities	1	32,500
				CT035000001 Roof Replacement	80	250,000
				CT035000001 Siding		
				CT035000001 Soffits		
				CT035000001 Stucco Wall Repair	1	5,000
				CT035000001 Tree removal, etc	1	6,500
				CT035000001 Trim removal	1	12,000
				CT035000001 Tuck-Pointing	1	20,000
				CT035000001 Windows	1	
				CT035000002 Bushes (new)	1	14,800
				CT035000002 Exterior block veneer/sill, re-pointing waterproofing	40	330,000
				CT035000002 Tree removal, etc	1	12,000
				Subtotal of Estimated Cost (UNIT EXTERIORS)		1,271,000

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Part II: Supporting Pages - Physical Needs Work Statement(s)

Work Statement for Year: 2018
FFY

Development Number/Name General Description of Major Work Categories		Quantity	Estimated Cost
UNIT INTERIORS			
CT035000001 Bathroom Exhaust Fan		80	50,000
CT035000001 Bathroom Flooring (non-Cyclical)		80	68,000
CT035000001 Call-for-Aid Systems		82	
CT035000001 Ceiling Replace/Asbestos removal		35	300,000
CT035000001 Combine Apts. To make one bedroom units		60	1,500,000
CT035000001 Commodes		80	64,000
CT035000001 Counters and Sinks (see Kitchen Cabinets)		80	52,000
CT035000001 Cycle Paint 10 Units		10	9,000
CT035000001 Dishwashers			
CT035000001 Dryers			
CT035000001 Extended Fire Rated Walls at First Floor		80	56,000
CT035000001 Faucets		80	330,000
CT035000001 Flooring (non-routine)		80	120,000
CT035000001 Hot Water Baseboard w/Control Valve		14	8,500
CT035000001 Install fire walls between units on first floor		1	146,000
CT035000001 Interior Door Locksets		1	335,000
CT035000001 Interior Doors			
CT035000001 Interior Painting		1	60,000
CT035000001 Interior Unite Smoke/Fire Detection		80	16,000
CT035000001 Kitchen & Bath Supplies Valves		80	104,000
CT035000001 Kitchen Cabinets		80	48,000
CT035000001 Lighting			
CT035000001 Microwave			
CT035000001 Miscellaneous Specialties		80	58,800
CT035000001 Ranges (5 replaced/year)		80	44,800
CT035000001 Refrigerators (5 replaced/year)		80	10,400
CT035000001 Replace 3Gal Toilets w/low power flush toilets		80	49,200
CT035000001 Replace bathtubs & waste CT0350002		40	70,600
CT035000001 Replace stairwell steel pans, carpet & treads		80	65,000
CT035000001 Replace vertical blinds w/shades		80	35,000
CT035000001 Shower/Tub Surrounds & Wainscot		80	130,000
CT035000001 Stairs and Handrails			
CT035000001 Vanities		80	56,000

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Part II: Supporting Pages – Physical Needs Work Statement(s) Continued					Work Statement for Year: 2018 FFY		
					Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
					MECHANICAL		
					CT035000001 Add roof top solar panels to power lights	80	150,000
					CT035000001 Replace/Upgrade co-generator with 75kwh machine	80	120,000
					CT035000001 Repair/replace toilet standoffs	80	80,000
					CT035000001 Install whole building electric filter	80	32,000
					CT035000001 Sprinkler System Head Testing	1	5,000
					CT035000001 Sprinkler Head Replacement	550	33,000
					CT035000001 Water Distribution		49,000
					CT035000001 Sanitary & Venting Piping		49,000
					CT035000001 Storm Water Piping		49,000
					CT035000001 Kitchen Hot Water Booster	1	3,800
					CT035000001 Domestic Hot Water HX Coils	1	4,000
					CT035000001 Repair 2 nd Floor Toilet Stacks	15	
					CT035000001 Reline 1,000 gal Storage Tank	1	12,000
					CT035000001 Heating system water pumps & manifolds	1	50,000
					CT035000001 Replace roof exhaust fans	80	25,000
					CT035000001 Boiler & Associated Equipment	1	20,000
					CT035000001 Chiller & Associated Equipment	1	70,000
					CT035000001 Common Area HVAC system	1	35,000
					CT035000001 Corridor HVAC system	1	20,000
					CT035000001 Electric Power Distribution (includes fixtures)	1	833,000
					CT035000001 Trash Compactor	1	20,000
					CT035000001 Cooling Equipment/Systems		
					CT035000001 Whole building surge suppressor	1	50,000
					CT035000001 Unit reconfiguration		
					CT035000001 Replace smoke detectors & bases	80	60,000
					CT035000001 Building security/fire alarm	1	196,000
					CT035000001 Security & access systems	1	147,000
					CT035000001 Generator		250,000
					CT035000002 Generator		200,000
					CT035000002 Elevator	1	187,500
					CT035000002 Hot Water Heater Replace Gas	1	22,000

Minutes
Exhibit VIII

Part II: Supporting Pages -- Physical Needs Work Statement(s) Continued				
Work Statement for Year: 2018 FFY				
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	
	SPECIAL CATEGORIES			
	Amount of PNA related to Lead Paint/Asbestos compliance -- popcorn ceiling	72	\$720,000	
	Lead paint testing ONLY	42	\$8,400	
	Amount of PNA relating to Section 504 Compliance		0	
	Subtotal of Estimated Special Costs		\$728,400	
	NEW CONSTRUCTIONS			
	CT035000001 DWELLING UNITS			
	Subtotal of Estimated New Construction Cost			
	OTHER			
	CT035000001 Site Acquisitions			
	CT035000001 Other Fees and Costs			
	CT035000001 Demolition			
	CT035000001 Dwelling Unit Conversion- 9HC Units	9	\$750,200	
	CT035000001 Contingency		0	
	Subtotal of Estimated "Other" Cost		\$750,200	
	Grand Total for 2018		10,051,900	

Part III: Supporting Pages – Management Needs Work Statement(s)					
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____				
	Development Number/Name General Description of Major Work Categories			Estimated Cost	
	ADMINISTRATIVE				
	ARCHITECT & ENGINEERING			\$689,000	
Statement	Administrative Costs, Advertising, Bid Spec Copies, Blue Prints			\$298,000	
	Subtotal of Estimated Cost			\$987,000	

Minutes
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Agency Plan Public Hearing
Meeting Minutes
9/30/2014

Present:	Tara Hall	Apt. 4G	Carol Sisson	Apt. 2L
	Lenore Frano	Apt. 4E	Dominick Bellucci	Apt. 4M
	Michele Taylor	Apt. 2R	Don Martin	Apt. 3B
	Carol Born	Apt. 3J	Cheryl Martin	Apt. 3B
	Margeret Baldwin	Apt. 2W	Vera Wilhelmy	Apt. 3G
	Laura Bengivengo	Apt. 4F	Samuel Mezzatesta	Apt. 4K
	Gabriele Kolakowski	Apt. 1D	Mary Yocher	Apt. 2K
	Geri Salzano	Apt. 4X	Virginia Dota	Apt. 4W
	Alice Boissevain	Apt. 2F	Kathleen Ziminsky	Apt. 2C
	Anne Reimer	Apt. 1J	Harriet Rich	Apt. 3P
	Katherine Everlith	Apt. 2V	Loise Sclarretti	Apt. 4A
	Roy Everlith	Apt. 2V	Albert Sclarretti	Apt. 4A
	Anthony Furfaro	Apt. 2B	Jeanne Fox	Apt. 1L
	Phyllis Furfaro	Apt. 2B	Bill Weymer	Apt. 2L
	Margaret Krouch	Apt. 1G	William Rosa	Apt. 3L

SHA representation: David J. Keyser, Executive Director

Date of meeting: 9/30/2014, 5:30 P.M., Callahan House Community Room

I. Announcements

The Executive Director stated that the purpose of this meeting was to gather input and comments about the proposed Agency Plan and 5 yr Capital Fund Plan and to present the comments made here to the Board of Commissioners.

II. Discussion

The Executive Director commented and provided the history behind the Agency Plan and the Capital Fund Plan which is required since 1998. He stated the each year the Plan must be reviewed at a public hearing. He stated that he would review Policy Changes and then the Capital Fund Program with the residents.

He said there was only one policy change this year as a result in changes to the Flat Rent Rate. He stated that He has already met with the residents that the rent increase will affect. He stated if you haven't met with me, then the rent will not be affected, however, it will remain at 30% of adjusted gross income and the Flat Rent does'nt apply.

The Executive Director stated that PIH Notice 2014-12 communicated changes to Flat Rent Requirements contained within Public Law 113-76, the Fiscal Year 2014 Appropriations Act. He commented that as of October 31, 2014 the Flat Rent is to

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be set at no less than 80% of the applicable Fair Market Rent (FMR). The Executive Director described the FMR as an yearly publication by HUD as to what the average HUD statistics show the Fair Rent in community is for a Zero Bedroom and a One Bedroom apartment. He stated the latest posted FMR for efficiency is \$931 and a one bedroom apartment is \$931 and a one bedroom is \$982. He concluded that 80% of the FMR for an efficiency apartment is \$744 and the one bedroom is \$786 respectively.

The Executive Director commented that PIH Notice 2014-12 gave further direction that the residents rent may not be raised in excess of 35% in any one year and that we would have to implement the changes to applicable residents by charging \$630 in the first year and the balance of the \$744 or \$786 the following year.

The Executive Director stated that the Flat Rents will change annually based on the annual publication of the Fair Market Rents by HUD.

He also stated the Flat Rent will be implemented by October 31, but will not affect the current residents until the annual recertification which is in May 2015.

The Executive Director stated that in order to conform with the new Regulations, the Seymour Housing Authority will be adopting a Resolution and an amendment to the Federal Tenant Selection and Continued Occupancy Policy (TSCOP), Section 4.

Resident/Public Comment: Geri Salzano, Apt. 4W asked to verify that the tenants who had Flat Rent were the only tenants that would have a rent increase.

SHA Response: The Executive Director stated that is correct. He stated that in any event, the rents remain at 30% of adjusted gross income toward rent. If you haven't received a memo from him about your rent, the rent will remain at 30%.

Discussion Resumed:

The Executive Director then distributed and discussed the five year capital fund plan. He started out by mentioning the work items for 2014 as follows:

Callahan House: Replace the Hot Water Mixing Valve (Fungible from 2013)
 Install power assist low flow gpf toilets to 40 units
 Replace 14 refrigerators
 Install solid partitions between units on first floor above the drop ceiling

Norman Ray House: Replace 20 Closet Doors

He then discussed 2015 Capital Fund budget as follows:

Callahan House: Install power assist low flow gpf toilets to 40 units
 Replace 10 refrigerators

Norman Ray House: Replace Kitchen Cabinets – 16 units
 Replace 10 refrigerators
 Cycle Paint 10 units

He then discussed 2016 Capital Fund budget as follows:

Callahan House: Ceiling replace/Asbestos removal - 9 units
Cycle paint 10 units
Ten year cycle replace smoke detectors

Norman Ray House: Replace Kitchen Cabinets - 10 units

He then discussed 2017 Capital Fund budget as follows:

Callahan House: Ceiling replace/Asbestos removal - 9 units
Cycle paint 10 units
Ten year cycle replace smoke detectors 40 units

Norman Ray House: None

He then discussed 2018 Capital Fund budget as follows:

Callahan House: Cycle paint 10 units
Ten year cycle replace smoke detectors

Norman Ray House: Exterior Brick resurfacing

He then discussed 2019 Capital Fund budget as follows:

The Executive Director briefly described the various work items totaling approximately \$10m broken into areas including site, common buildings, unit interiors, mechanical, special categories, new construction, other and administrative. He stated that 2019 is a "catch - all" for work items. In the event if something breaks down and needs replacement, it must be in the Capital Fund Plan for the Seymour Housing Authority to be able to affect repairs.

III. Roundtable/Comments

The Executive Director stated that comments collected at this hearing were going to be presented to the Board of Commissioners at its next regularly scheduled meeting to occur on October 8, 2014. He then opened the floor to comments or questions.

Resident/Public Comment: James Kulenski, Apt. 1K asked if the Seymour Housing Authority has looked into using other sources of funding from private grants for the things we need at the Callahan House. He said there are usually many philanthropic sources available.

SHA Response: The Executive Director stated that we have from time to time checked on other funding available or not available for us. He reminded that we just received a grant from Katherine Matthies Foundation for the 3rd year in a row. He stated that a commercial refrigerator and freezer from this Foundation. He also stated that we received significant funding from HUD for ROSS Grant to provide nearly \$300k in funds for a Resident Services Coordinator for a period of 3 years. He thanked James for the suggestion.

Resident Comment: Tony Furfaro, Apt. 2B commented that his apartment has no heat. He relayed his frustration about this because he has been told the thermostat was malfunctioning. He stated he doesn't believe this is the reason. He commented that the electric heat was removed to put in the baseboard radiator heat. He stated the third and fourth floors have electric heat.

SHA Response: The Executive Director responded that the heat on the second and first floors are baseboard heat which draws its hot water from the Co-generator and/or boilers. If Apt. 2B has no heat then no one else has heat and that is not what is being reported by other residents. The Executive Director stated that during "shoulder seasons", Spring and Fall, the demand for heat fluctuates greatly. For example, this past weekend temperatures were in the 80's. If the system were fully on as is in the Winter months, the residents on the 1st and 2nd floors would have excessive heat on these days. This is why the heating system is not fully converted for these shoulder months. The temperatures fluctuate sporadically. Any system of similar design has this problem. We have the same condition at Smithfield Gardens Assisted Living. Best thing if the resident is cold because of sudden drop in temperature is to use a space heater.

Resident/Public Comment: Laura Bengivengo, Apt 4F asked if the Capital Fund money the Seymour Housing Authority receives is for both Callahan and Norman Ray House. She stated that there doesn't seem to be enough money to complete the items that are necessary.

SHA Response: The Executive Director responded that the money is combined for the two complexes. He stated that this funding has been historically shrinking by about \$4,000 to \$5,000 each year.

Resident Comment: Virginia Dota, Apt. 4W, asked if we intended to replace the electric heat on the 3rd and 4th floor in the same manner we did on the 1st and 2nd Floors and is that in year five of the Capital Needs Plan.

SHA Response: The Executive Director stated that there is work items planned in the five year plan to address the heat source on the 3rd and 4th floors in a similar manner as to the 1st and 2nd floor.

Resident/Public Comment: Lenore Frano, Apt 4E, commented on the Public Restroom in the pool room. She said it is seldom used and there is a sewer odor that emits from that bathroom. Lenore mentioned that she would like Seymour Housing Authority to consider installing a humidifier/dehumidifier in the pool room. She stated it is very stuffy in that room. Lenore asked if we could consider installing hand sanitizer stations throughout the building at this, the outset of flu season. Lenore also expressed that there appears to be Mold present throughout the building and is concerned that is hazardous to the resident's health. And lastly, can the Housing Authority consider installing a backup generator for the building.

SHA Response: The Executive Director stated that he will refer the odor problem in the pool room bathroom to maintenance to investigate. He speculated that it may be because of little use, the p-trap under the lavatory sink dries out and permits methane gas to enter the area from the sewers. He stated he will look into that. As far as a humidifier/dehumidifier, he would investigate this matter further. He stated he would consider the hand sanitizers and review this proposal. With regard to the generator proposal, the Executive Director stated that there is a generator proposed

in the five year plan already. He stated that this is a pretty big rehabilitation item estimated at \$250,000. There are many electric upgrade changes required to be made relative to installing a generator. He stated that the Seymour Housing Authority would have to combine three years of Capital Fund money to finance the purchase/installation of a backup generator.

Resident Comment: Cheryl Martin, Apt. 3B Asked if there was a plan to replace the Stoves sometime in the next 10 yrs. She stated she has problems with the burners being unlevel and the stove has burn marks around the oven. It also was not very clean at move in.

SHA Response: The Executive Director responded that stoves are more resilient than refrigerators, they can be repaired more easily. He stated that the stoves are relatively new and they are in good working order. He asked that Cheryl put in a work ticket for the items of concern relative to her stove.

Resident/Public Comment: Jeane Fox, Apt 1L commented that the call for aide in her apartment is inadequate. She said she fell and the fact that she had to crawl across her room for the call string was very difficult and created a hardship. She stated there should be more of them around the apartment.

SHA Response: The Executive Director asked if her string was available or not obstructed by furniture and if it was hung no more than 6 inches above the floor.

Further Resident/Public Comment: Jeane Fox, Apt. 1L commented that there are no obstructions to the cord, just should be more.

Further SHA Response: The Executive Director stated he would give some consideration to adding a work item into the CFP budget to upgrade the system.

Resident Comment: Carol Born, Apt. 3J, reported that recently maintenance replaced five tiles in the kitchen floor that were broken. She stated that they have cracked again. She asked how old the flooring was and why it was cracking. She also asked how to get the cracked tiles repaired.

SHA Response: The Executive Director responded that the subflooring in the dwellings are original flooring. He stated that the building settles and at times will crack like that. He stated that she should report it to maintenance with a work order slip and we will take care of it.

Resident/Public Comment: Dominick Bellucci, Apt. 4M commented that on October 15, 2014 the Police Commission will be meeting on Franklin Street. He urged that as many residents that can go to this meeting to please attend. He stated that he intends to speak up and request that the Commission fill the vacant Community Officer. He stated that a bus is being supplied.

SHA Response: The Executive Director responded that this an issue that has been contentious for a few years.

Resident Comment: Holly Gillison asked if the Seymour Housing Authority would consider accepting time payments for damages.

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IV Conclusion

The Executive Director asked if there were any more comments or suggestions relative to the proposed five year plan or the capital fund items.

Hearing none, he concluded the meeting by summarizing that he was going forward to the Board of Commissioners with his recommendations. He stated that he would also present the comments made at this meeting and those mailed to the Housing Authority.

**PHA Certifications of Compliance
with PHA Plans and Related
Regulations**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 11/1/2015, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

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12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the Town of Seymour CT 035
PHA Name PHA Number/HA Code

5 5-Year PHA Plan for Fiscal Years 20 - 20

 Annual PHA Plan for Fiscal Years 2015 - 2015

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Brenda White

Title

Chair person

Signature

Date

10-8-14

**Personnel Policies – Proposed Addition
(New Section 35A)**

35A) Tuition Reimbursement

The Seymour Housing Authority supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers. In keeping with this philosophy, the company has established a reimbursement program for expenses incurred through approved institutions of learning. Full-time, regular employees who have completed their probationary period are eligible for participation in this program as long as the courses are job-related.

The Seymour Housing Authority will reimburse up to a maximum of \$1,000 per year incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or might lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, seminars and certification tests. The employee must secure a passing grade or obtain a certification to receive any reimbursement. Expenses must be validated by receipts, and a copy of the final grade card or certification must be presented to show hours or certification received.

To receive tuition reimbursement, the employee must provide the Executive Director with information about the course for which he or she would like to receive reimbursement and *must* receive a pre-approval from the Executive Director prior to enrolling. After completion of the course, the employee should submit a copy of the paid receipt *and* evidence of a passing grade or certification to the accounting department which will then process the reimbursement. Copies of receipts, evidence of passing grades or certification, and of reimbursement checks will be kept in the employee's personnel file.

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
PROJECT - SMITH ACRES, SMITH ACRES EXT, CASTLE HEIGHTS, HOFMANN HEIGHTS
BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2013 ACTUAL OPERATING	2014 ANNUALIZED OPERATING	2014 APPROVED BUDGET	2015 PROPOSED BUDGET Current Rent	2015 PROPOSED BUDGET \$20
INCOME					
3100 RENTAL INCOME - BASE	415,578	416,388	416,388	416,388	435,828
3100 RENTAL INCOME - EXCESS OF BASE	51,483	39,692	53,499	40,092	34,078
3210 DWELLING VACANCY LOSS	(4,683)	(3,532)	(5,000)	(5,000)	(5,000)
NET RENTAL INCOME	462,378	452,548	464,887	451,480	464,906
3510 SALES AND SERVICES TO TENANTS	6,100	5,140	3,500	3,500	3,500
3610 INTEREST INCOME	(443)	71	100	100	100
3620 OTHER INCOME	36,017	35,742	35,834	36,632	36,632
TOTAL INCOME	504,052	493,501	504,321	491,712	505,138
EXPENSES					
4120 SALARIES - OFFICE	115,457	100,786	105,954	104,939	104,939
4120 COMPENSATED ABSENCES	(333)	5,218	5,218	5,206	5,206
4130 LEGAL	9,458	9,206	10,026	10,337	10,337
4131 ACCOUNTING FEES	6,986	4,528	8,000	8,000	8,000
4151 OFFICE SUPPLIES	4,405	4,010	5,925	6,367	6,367
4152 RENTS	20,900	20,900	20,900	20,900	20,900
4153 TRAVEL	2,246	1,848	1,261	1,261	1,261
4159 OTHER OFFICE EXPENSE	28,637	18,350	25,711	26,233	26,233
4160 PENSIONS AND OTHER FUNDS	39,100	40,202	39,258	36,273	36,273
4161 PAYROLL TAXES	12,728	12,048	12,699	12,467	12,467
TOTAL MANAGEMENT EXPENSES	239,584	217,096	234,952	231,982	231,982
4310 WATER	282	226	400	400	400
4320 ELECTRICITY	1,677	1,832	2,200	2,000	2,000
4340 FUEL	2,674	(2,012)	2,000	2,000	2,000
TOTAL UTILITY EXPENSE	4,633	46	4,600	4,400	4,400
4410 MAINTENANCE WAGES	23,596	24,488	30,459	31,170	31,170
4420 MATERIALS AND SUPPLIES	13,179	14,204	20,000	20,950	20,950
4430 CONTRACTUAL SERVICES	130,927	108,114	119,400	115,900	115,900
4440 MAINTENANCE SHOP AND EQUIPMENT EXPE	0	0	0	0	0
TOTAL MAINTENANCE EXPENSE	167,702	146,806	169,859	168,020	168,020
4711 INSURANCE	20,862	23,990	23,990	26,820	26,820
4717 INTEREST & PRINCIPAL PAYMENTS	25,419	25,418	25,420	25,420	25,420
TOTAL OTHER EXPENSE	46,281	49,408	49,410	52,240	52,240
4810 PROVISION FOR REPAIRS AND REPL	40,009	37,434	37,500	27,070	40,497
4820 PROVISION FOR VACANCY AND COLL LOSS	(389)	8,000	8,000	8,000	8,000
TOTAL PROVISIONS	39,620	45,434	45,500	35,070	48,497
6100 EXTRAORDINARY (INCOME) EXPENSE	1,121	(0)	0	0	0
TOTAL EXPENSES	498,941	458,790	504,321	491,712	505,138
NET SURPLUS/(DEFICIT) FOR PERIOD	5,111	34,711	0	0	0
PROVISION PER UNIT MONTH	46	39	39	28	42

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
BUDGET - SMITHFIELD GARDENS ASSISTED LIVING

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	2013 ACTUAL OPERATING	2014 ANNUALIZED OPERATING	2014 APPROVED BUDGET	2015 PROPOSED BUDGET
Rent Revenue- Tenant Rental Payment	616,440	625,440	625,440	625,440
Rent Revenue- RAP Income	530,666	549,358	533,029	515,692
Apartments- Vacancy	(40,060)	(60,134)	(21,890)	(31,272)
Net Rental Revenue	<u>1,107,046</u>	<u>1,114,664</u>	<u>1,136,578</u>	<u>1,109,860</u>
Miscellaneous Revenue - Office Rent (Net)	58,410	58,410	58,406	58,406
Miscellaneous Revenue - NSF, Damages, Interest	10,361	11,980	8,516	9,000
Total Miscellaneous Revenue	<u>68,771</u>	<u>70,390</u>	<u>66,922</u>	<u>67,406</u>
Core Services Revenue	201,546	192,450	209,127	202,127
ALSA Personal Services Revenue	1,011,131	1,007,764	1,000,000	1,037,000
Dietary Services/Meals Revenue	293,398	285,118	292,110	289,189
Elderly Service Income (See Separate Schedule)	<u>1,506,075</u>	<u>1,485,332</u>	<u>1,501,237</u>	<u>1,528,316</u>
Total Other Revenue	<u>1,574,846</u>	<u>1,555,722</u>	<u>1,568,159</u>	<u>1,595,722</u>
TOTAL REVENUE	<u>2,681,892</u>	<u>2,670,386</u>	<u>2,704,737</u>	<u>2,705,582</u>
Conventions & Meetings	2,919	1,428	2,179	2,195
Advertising & Marketing	7,252	9,682	5,107	7,743
Office Salaries	50,398	39,762	43,345	41,732
Office Expenses	28,910	18,582	22,344	20,244
Management Fee	58,274	59,594	59,749	58,413
Manager or Superintendent Salary	60,547	61,920	61,458	63,760
Legal Expense- Project	1,815	1,980	2,592	2,261
Audit Expense	8,150	7,100	8,500	7,500
Bookkeeping Fees/Accounting Services	4,480	6,098	8,000	8,000
Miscellaneous Administrative Expenses (Tax Compl)	360	660	500	600
Total Administrative Expenses	<u>223,105</u>	<u>206,806</u>	<u>213,774</u>	<u>212,449</u>
Electricity	26,377	33,528	24,000	31,000
Water	7,218	8,374	7,500	8,000
Gas	58,689	59,970	68,000	62,000
Total Utilities Expense	<u>92,284</u>	<u>101,870</u>	<u>99,500</u>	<u>101,000</u>
Maint./Repairs Payroll	16,205	16,564	19,425	17,246
Hskp./Cleaning Payroll	3,410	3,178	2,998	2,953
Cleaning/Decorating/Grounds/Repairs Supplies	25,624	27,610	24,450	25,470
Contract Costs	92,499	65,326	89,350	76,600
Garbage & Trash Removal	4,246	4,814	4,100	4,900
Heating/Cooling Repairs & Maintenance	34,105	18,218	25,500	18,000
Snow Removal	34,280	38,058	25,000	30,000
Cable	12,642	13,048	12,800	13,000
Miscellaneous Operating (Casualty Loss)	0	0	0	0
Total Operating & Maintenance Expenses	<u>223,011</u>	<u>186,816</u>	<u>203,623</u>	<u>188,169</u>
Real Estate Tax	13,920	13,920	13,920	13,920
Payroll Taxes (project share)	11,940	11,302	12,134	11,475
Property & Liability Insurance	53,452	44,400	44,400	45,000
Fidelity Bond Insurance	6,027	3,932	3,932	4,050
Workmen's Compensation	6,357	9,842	9,842	3,945
Health Insurance & Other Benefits & Comp Abs	36,782	41,590	40,018	36,820
Miscellaneous Taxes, Licenses, Permits	810	0	700	800
Total Taxes & Insurance	<u>129,288</u>	<u>124,986</u>	<u>124,946</u>	<u>116,010</u>
Core Services Expenses	266,029	299,044	291,618	285,481
Personal Services Expenses	1,011,131	1,007,764	1,000,000	1,037,000
Dietary Services/Meals Expenses	284,834	306,410	306,420	306,410
Elderly Service Expense (See Separate Schedule)	<u>1,581,994</u>	<u>1,613,218</u>	<u>1,598,038</u>	<u>1,628,891</u>
TOTAL OPERATING EXPENSES	<u>2,229,682</u>	<u>2,233,696</u>	<u>2,239,881</u>	<u>2,246,519</u>
OPERATING INCOME (LOSS)	<u>452,210</u>	<u>436,690</u>	<u>464,856</u>	<u>459,063</u>
Mortgage Principal & Interest- CHFA Debt	421,195	421,420	421,420	421,420
Replacement Reserve Deposits	41,356	43,010	43,010	35,352
NET PROJECTED CASH FLOW	<u>(10,341)</u>	<u>(27,740)</u>	<u>426</u>	<u>2,291</u>

Minutes
Exhibit XII

SMITHFIELD GARDES
ASSISTED LIVING SERVICES
BUDGET

	2013 ACTUAL	2014 ANNUALIZED	2014 APPROVED BUDGET	2015 PROPOSED BUDGET
Core Service Revenue	201,546	192,450	209,127	202,127
Personal Service Revenue	1,011,131	1,007,764	1,000,000	1,037,000
Dietary Services/Meals Revenue	293,398	285,118	292,110	289,189
TOTAL ELDERLY SERVICE REVENUE	1,506,075	1,485,332	1,501,237	1,528,316
Core Services Expenses				
Salaries - RSC	24,291	25,234	25,064	25,675
Salaries - Housekeeping/Maint	36,002	34,158	40,262	39,815
Salaries - Operational Workers	139,367	148,196	141,348	131,170
Total Salaries	199,660	207,588	206,674	196,660
Benefits - Health Insurance & Retirement	21,347	35,186	32,578	34,308
Benefits - Payroll Taxes	24,860	23,564	24,487	21,814
Benefits - W/C Insurance	15,421	23,980	23,980	25,700
Total Benefits & Taxes	61,628	82,730	81,044	81,821
Total Salaries, taxes, benefits	261,288	290,318	287,718	278,481
Laundry/Linens Purchased Services	0	0	0	0
Supplies - Laundry/Cleaning	2,597	3,092	2,000	2,500
Supplies - Activities/Pendants	1,069	4,706	900	2,500
Activities - Outside Services	1,075	928	1,000	2,000
Total Core Service Expense	266,029	299,044	291,618	285,481
Personal Service Expense	1,011,131	1,007,764	1,000,000	1,037,000
Dietary Purchased Services & Servers	284,834	306,410	306,420	306,410
TOTAL ELDERLY SERVICE EXPENSE	1,561,994	1,613,218	1,598,038	1,628,891
Core Services Net Operating Income	(64,483)	(106,594)	(82,491)	(83,354)
Personal Services Net Operating Income	0	0	0	0
Meals Services Net Operating Income	8,564	(21,292)	(14,310)	(17,221)
TOTAL SERVICES NET OPERATING INCOME	(55,919)	(127,886)	(96,801)	(100,575)

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp.12/31/2012)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the Town of Seymour PHA Code: CT035000002

PHA Fiscal Year Beginning: 1/1/2015 Board Resolution Number: # 391

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 10/08/2014
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Brenda A. White	Signature:	Date: 10/08/2014
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Minutes
Exhibit XII

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
BUDGET - RAY HOUSE

	2013 ACTUAL OPERATING	2014 ANNUALIZED OPERATING	2014 APPROVED BUDGET	2015 PROPOSED BUDGET
INCOME				
3110 DWELLING RENTAL	106,599	110,576	105,500	107,000
3620 TENANT CHARGES	2,152	1,430	1,800	1,800
3690 OTHER INCOME	28,254	28,142	27,660	28,424
8020 CURRENT YEAR OPERATING SUBSIDY	84,569	107,186	80,000	100,000
TOTAL INCOME	221,574	247,334	214,960	237,224
EXPENSES				
4110 ADMINISTRATIVE SALARIES	57,019	50,794	52,340	50,839
4120 COMPENSATED ABSENCES	(669)	2,512	2,562	\$2,346
4130 LEGAL AND OTHER SERVICES	1,797	5,232	3,494	4,401
4170 ACCOUNTING AND AUDITING FEES	5,158	3,854	6,700	9,505
4150 TRAVEL	1,083	910	623	623
4190 SUNDRY	24,751	21,526	21,278	22,772
4210 TENANT SERVICES	7,221	2,300	5,379	1,000
TOTAL MANAGEMENT EXPENSES	96,360	87,128	92,375	91,485
4350 BULK CABLE TELEVISION	(6,022)	(8,316)	-	(6,000)
4310 WATER	8,530	9,604	7,500	9,500
4320 ELECTRICITY	23,435	30,022	23,000	30,000
TOTAL SERVICES/UTILITY EXPENSE	25,943	31,310	30,500	33,500
4410 MAINTENANCE WAGES	10,910	11,294	9,254	9,485
4420 MATERIALS AND SUPPLIES	3,442	4,760	6,750	4,730
4430 CONTRACTUAL SERVICES	55,227	56,310	31,775	58,000
TOTAL MAINTENANCE EXPENSE	69,579	72,364	47,779	72,215
4711 INSURANCE	7,337	8,430	8,666	9,057
4540 EMPLOYEE BENEFITS	26,424	26,564	24,343	21,885
4610 EXTRAORDINARY MAINTENANCE	446	-	1,000	500
4715 PAYMENTS TO MUNICIPALITIES IN LIEU OF TAXES	7,463	7,096	7,500	7,500
TOTAL OTHER EXPENSE	41,670	42,090	41,508	38,942
4820 PROVISION FOR VACANCY AND COLLECTION LOSS	-	200	200	-
6100 EXTRAORDINARY (INCOME) EXPENSE	(1,066)	-	-	-
7520 REPLACEMENT OF NONEXPENDABLE EQ	7,276	-	1,000	1,000
TOTAL EXPENSES	239,762	233,092	213,363	237,143
PROVISION FOR OPERATING RESERVE	\$ (18,188)	\$ 14,242	\$ 1,597	\$ 81

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0028
(exp.12/31/2012)

Minutes
Exhibit XV

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the Town of Seymour PHA Code: CT035000001

PHA Fiscal Year Beginning: 1/1/2015 Board Resolution Number: # 392

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 10/08/2014
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Brenda A. White	Signature:	Date: 10/08/2014
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Minutes
Exhibit XVI

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
PROJECT - CALAHAN HOUSE

PROPOSED BUDGET
FOR THE YEAR ENDING DECEMBER 31,

	2013 ACTUAL OPERATING	2014 ANNUALIZED OPERATING	2014 APPROVED BUDGET	2015 PROPOSED BUDGET
INCOME				
060 3110 DWELLING RENTAL	332,312	336,252	330,000	332,000
100 3610 INTEREST ON GENERAL FUND INVESTMENTS	1,605	1,610	1,500	1,600
130 3690 OTHER INCOME	44,650	42,800	40,080	41,074
160 7530 RECEIPTS FROM NONEXPENDABLE EQUIP	0	0	0	0
720 8020 CURRENT YEAR OPERATING SUBSIDY	208,984	216,354	203,000	210,000
GROSS INCOME	587,551	597,016	574,580	584,674
EXPENSES				
180 4110 ADMINISTRATION SALARIES	114,061	101,638	104,679	103,678
180 4120 COMPENSATED ABSENCES	(3,663)	5,040	5,181	5,177
190 4130 LEGAL EXPENSES	2,804	4,880	3,988	4,802
210 4150 TRAVEL	2,601	1,888	1,245	1,245
220 4170 ACCOUNTING AND AUDITING FEES	12,684	15,302	21,300	18,995
223 4190 SUNDRY	52,533	46,822	41,157	45,044
4190 SOCIAL SERVICE COORDINATOR	14,481	14,306	11,572	12,278
TOTAL ADMINISTRATIVE EXPENSES	195,501	189,874	189,123	191,218
290 4310 WATER & SEWER	24,801	26,146	20,000	26,400
300 4320 ELECTRICITY	31,442	37,100	33,000	37,000
300 4330 GAS	75,205	77,322	68,000	75,000
300 4340 CABLE	(6,353)	(11,740)	0	(11,700)
TOTAL UTILITIES	125,095	128,828	121,000	126,700
360 4410 LABOR	18,505	19,218	21,205	21,684
370 4420 MATERIALS	16,188	13,298	14,950	14,450
380 4430 CONTRACT COSTS	134,163	139,458	95,750	116,300
TOTAL ORDINARY MAINTENANCE	168,856	171,974	131,905	152,434
440 4510 INSURANCE	16,515	19,050	18,781	20,608
450 4520 PAYMENT IN LIEU OF TAXES	21,067	19,568	20,900	20,530
470 4540 EMPLOYEE BENEFIT CONTRIBUTIONS	51,497	51,228	49,333	45,860
480 4620 CASUALTY/COLLECTION LOSSES	(591)	250	250	250
710 4610 EXTRAORDINARY MAINTENANCE	44,167	20,272	15,000	16,000
TOTAL GENERAL EXPENSES	132,655	110,368	104,264	103,248
TOTAL ROUTINE EXPENSES	622,107	601,044	546,292	573,600
580 7520 REPLACEMENT OF NONEXPENDABLE EQUIP	19,623	10,344	12,000	10,000
590 7540 PROPERTY BETTERMENTS & ADDITIONS	599	0	2,000	1,000
TOTAL	642,329	611,388	560,292	584,600
810 6100 EXTRAORDINARY INCOME	(298)	0	0	0
TOTAL	642,031	611,388	560,292	584,600
770 PROVISION FOR OPERATING RESERVE	(54,480)	(14,372)	14,288	74

Exhibit XV 11

Page 2 of 2

SEYMOUR HOUSING AUTHORITY SNOW & ICE REMOVAL AND LANA & LANDSCAPE MAINTENANCE						BRUCE HANSTAD, FIRM - YB PAVING LTD URBAN, DEPT 5								Page 1 of 2											
DATE: 2-20-14						INTERFERENCE																			
						SNOW REMOVAL A				SNOW REMOVAL B				SNOW REMOVAL C				SNOW REMOVAL D				DE-ICING			
N.R.	N.R.	N.R.	N.R.	N.R.	N.R.	Cal	Cal	Cal	Cal	S.G.	S.G.	S.G.	S.G.	H.H.	H.H.	H.H.	H.H.	H.H.	H.H.	Cal	S.G.	N.R.			
<2	2-8	9-12	12-18	18-24		<2	9-12	12-18	18-24	<2	2-8	9-12	12-18	18-24	<2	2-8	9-12	12-18	18-24						
Firm Name																									
FTW																									
Ted's Lawn Care	425	800	1280	1720	2150	* 375	750	1125	1500	2000	* 500	1000	1500	2000	* 2500	300	600	900	1200	1500	75	75	75		
YB Paving	900	400	600	600	800	900	400	600	600	800	500	700	1000	1200	1500	200	250	300	350	400	60	50	50		
Hamlin Const.	825	400	600	800	1200	450	800	1200	1600	2000	600	1150	1750	2350	3500	45	60	80	100	120	40	50	30		
																146	140	120							

Minutes
Exhibit XVII

Donald W. Smith, Jr., P.E.
CONSULTING ENGINEER
56 Greenwood Circle
Seymour, Connecticut 06483
(203) 888-4904
Fax: (203) 881-3434
Email: dwsjrpe@sbcglobal.net

**CIVIL ENGINEERING
SEPTIC DESIGN**

**CONSTRUCTION INSPECTION
SITE DEVELOPMENT**

Board of Commissioners
Seymour Housing Authority
28 Smith Street
Seymour, CT 06483

October 7, 2014

RE: Snow Removal and Lawn & Landscape Maintenance Bids

Dear Commissioners,

The Authority publicly advertised the above referenced project and received bids from four (4) different contractors by the bid deadline. See attached for a tabulation of the bids received.

We have reviewed the submitted information and have determined that the bid submitted by YB Paving is the lowest bid for snow removal. We have visited their shop located at Day and North Street here in Seymour and checked on the provided references.

Based on the above, we recommend that the Board award the snow removal portion of the above referenced project to YB Paving for the 2014-2015 and 2015-2016 seasons, at the following unit prices:

1. Lump Sum Unit Prices for Snow Removal per the Project Manual and specifications:

a) The Norman Ray House.

Less than 2" snowfall: \$ 300.00 per storm

2.1" to 6" Snowfall: \$ 400.00 per storm

6.1" to 12" Snowfall: \$ 500.00 per storm

12.1" to 18" Snowfall: \$ 600.00 per storm

18.1" – 24" Snowfall \$ 800.00 per storm

b) The Callahan House.

Less than 2" snowfall: \$ 300.00 per storm

2.1" to 6" Snowfall: \$ 400.00 per storm

6.1" to 12" Snowfall: \$ 500.00 per storm

12.1" to 18" Snowfall: \$ 600.00 per storm

18.1" – 24" Snowfall \$ 800.00 per storm

c) Smithfield Gardens

Less than 2" snowfall: \$ 500.00 per storm

2.1" to 6" Snowfall: \$ 700.00 per storm

6.1" to 12" Snowfall: \$ 1,000.00 per storm

12.1" to 18" Snowfall: \$ 1,200.00 per storm

18.1" – 24" Snowfall \$ 1,500.00 per storm

d) Hoffman Heights.

Less than 2" snowfall: \$ 200.00 per storm

2.1" to 6" Snowfall: \$ 250.00 per storm

6.1" to 12" Snowfall: \$ 300.00 per storm

12.1" to 18" Snowfall: \$ 350.00 per storm

18.1" – 24" Snowfall \$ 400.00 per storm

2. **Lump Sum Unit Prices for the application of owner furnished de-icing chemicals from sidewalks, stairs, and common area surfaces, per the Project Manual and specifications at:**

Callahan

House: \$ 50.00 per application

Smithfield

Gardens: \$ 50.00 per application

Norman Ray

House: \$ 50.00 per application

3. **Unit Prices for sanding of parking areas per the Project Manual and specifications:**

- | | |
|-------------------------|------------------|
| a) The Norman Ray House | \$50 per sanding |
| b) The Callahan House | \$50 per sanding |
| c) Smithfield Gardens | \$50 per sanding |
| d) Hofmann Heights | \$50 per sanding |

4. **Unit Prices for hauling and legal disposal of accumulated snow per the Project Manual and specifications:**

- | | |
|----------------------|---------------|
| Loading | \$75 per hour |
| Hauling and disposal | \$85 per hour |

5. **Lump Sum Price to Remove and dispose of sand from all sidewalks, parking area surfaces and catchbasins at the end of season per the Project Manual and specifications:**

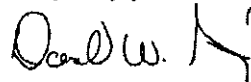
- | | |
|-------------------------|------------------|
| a) The Norman Ray House | \$300 per season |
| b) The Callahan House | \$200 per season |
| c) Smithfield Gardens | \$300 per season |
| d) Hofmann Heights | \$200 per season |

We are still reviewing the Lawn Maintenance bids and will report on that award at your November meeting.

We trust that this information allows the Board to make an informed decision regarding 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

Seymour Housing Authority
Company Vehicle and Mileage Reimbursement Policy

Overview

Seymour Housing Authority provides a company vehicle for conducting Seymour Housing Authority business. As an authorized driver of the company vehicle, employees have been given certain privileges. You assume the duty of obeying all motor vehicle laws, of assisting to maintain the vehicle properly at all times and of following the policies and procedures outlined here.

Executive Director: David J. Keyser

Fleet Administrator: David J. Keyser

Driver Qualifications

Employees must have a valid driver's license, be at least 18 years of age, and must have at least one year of driving experience.

An employee may not use the company vehicle, if during the last 24 months; the driver had any of the following experiences:

- a. Been convicted of a felony
- b. Been convicted of the sale, handling or use of illegal drugs
- c. Had automobile insurance canceled, declined or not renewed by a company
- d. Been convicted of an alcohol-or drug-related offense while driving
- e. Had driver's license suspended or revoked
- f. Been convicted of three or more speeding violations or one or more other serious violations
- g. Been involved in three or more chargeable accidents.

Review of Motor Vehicle Record

State of Connecticut Department of Motor Vehicles (DMV) will be used as a source for verifying driver history. DMV records will be obtained and reviewed at least annually on employees.

Maintenance

Authorized drivers are required to report any item of disrepair or defect to the Fleet Administrator. Seymour Housing Authority will maintain the company vehicle at all times. Vehicles should not be operated with any defect that would inhibit safe operations during current and foreseeable weather and lighting conditions. Preventive maintenance such as, but not limited to regular oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement and fluid checks determine

Employee Use of Other than Company Owned Vehicles – for Business Use.

The Company Vehicle is to be used for all company business. Seymour Housing Authority employees are expected to use the company car for any business-related travel. However, when the use of the company car is not feasible (i.e. two employees need the car at the same time or the car is in need of repairs), **an employee may use his/her personal car for business purposes with the prior consent of the Executive Director.** The Seymour Housing Authority does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an incident occurring in connection with the operation of other than company owned vehicles.

Mileage reimbursement will be calculated by multiplying the number of miles traveled by the currently approved Standard Mileage Rate published by the IRS. The costs of commuting (travel between home and the work site) will not be reimbursed.

Mileage will be reimbursed for the round-trip distance between the employee's work site and the location of the business function being attended. If employees depart from or return to their home instead of their work site, only the miles in excess of the normal daily commute can be claimed as an expense.

Mileage amounts must be verifiable through the use of commercially available websites (ex. Mapquest, Google Maps) using the "shortest route" option.

Other expenses such as parking will be reimbursed at the actual costs. Original, itemized receipts must be provided.

Employees must document their travel on the Mileage Reimbursement Form.

Allowable Mileage Expenses

Examples of allowable business purposes include:

- Meetings and conferences
- Site visits
- Work-related errands (post office, bank, court, etc)
- Classes and workshops if job related and approved by the Executive Director

Unallowable Mileage Expenses

Examples of unallowable business purposes include:

- Commuting between home and the work site
- Elective continuing education

A complete and accurate Mileage Reimbursement Form must be submitted monthly to the Executive Director for review. Upon approval, the form will be submitted to the Bookkeeper for payment.

If using any other vehicle other than the Company owned vehicles you are required to have minimum liability limits of \$20,000/\$40,000. Seymour Housing Authority does not specify and assumes no responsibility for any other coverage employees carry on the vehicles used since this is a matter of individual status and preference. The employee is responsible for providing proof of coverage to the Seymour Housing Authority on an annual basis. **Personal vehicles may not be used for Seymour Housing Authority business unless a current proof of insurance is on file with the Managing Bookkeeper.**

Cellular/mobile phones

Cellular/mobile phones should not be used while operating the vehicle.

Accidents Involving Company Vehicles

In the event of an accident:

- Call the police on all accidents and obtain a copy of the police report.
- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witnesses if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible.
- Complete the accident report in your vehicle.
- Turn all information over to the Fleet Manager within 24 hours.

Thefts

In the event of the theft of a company vehicle, notify local police and Fleet Manager immediately.

Failure to Comply

Failure to comply with any part of this policy will result in disciplinary action, up to and including termination of employment.

Minutes
Exhibit XVIII

EMPLOYEE AUTHORIZATION FOR DMV REVIEW

As a prospective employee or current employee, I understand a Motor Vehicle Abstract will be ordered and reviewed to assess minimum eligibility to determine driving privileges.

As a driver of a company vehicle or my own vehicle on the company's behalf, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. I also understand that my employer will periodically review my Motor Vehicle Record to determine continued eligibility to drive a company vehicle or operate my own vehicle on the company's behalf. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a Motor Vehicle Record Report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

Employee
Name (Print)

Drivers License Number

Employee's Signature

Date

Reviewer's Signature

Date

(Sign and retain the original copy in the employee's file)

*Minutes
Exhibit XVIII*

SEYMOUR HOUSING AUTHORITY
MILEAGE REIMBURSEMENT CLAIM FORM

Name: _____

Home _____

Address: _____

City: _____

Title: _____

Distance between home and SHA
office: _____

Date Driven	Purpose of Trip	Beginning Location	Beginning Odometer	Ending Location	Ending Odometer	Mileage

Total Miles: _____

x Rate per mile: _____

= Reimbursement: _____

Executive Director approval: _____ Date: _____

Minutes
Exhibit XIX

Seymour Housing Authority
Operating Statement for the Six Months Ended 06/30/2014
Program: Federal Project: 001 - Reverend Callahan House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	168,128	165,000	3,128	330,000	(161,874)
Interest Income	805	750	55	1,500	(695)
Tenant Charges	6,450	5,650	800	11,300	(4,851)
Other Income	14,950	14,390	560	28,780	(13,830)
Operating Subsidy	108,177	101,500	6,677	203,000	(94,823)
TOTAL INCOME	298,507	287,290	11,217	574,580	(276,073)
EXPENSES					
ADMINISTRATIVE					
Wages	50,819	52,340	1,520	104,679	53,860
Compensated Absences	2,520	2,591	71	5,181	2,661
Legal	2,440	1,994	(446)	3,988	1,548
Travel	943	623	(321)	1,245	302
Accounting & Auditing	7,651	10,650	2,999	21,300	13,649
Office Supplies	2,331	2,062	(270)	4,123	1,792
Office Expenses	10,630	8,068	(2,562)	16,136	5,506
Office Rent	10,450	10,450	0	20,900	10,450
Tenant Services	7,153	5,786	(1,367)	11,572	4,419
TOTAL ADMINISTRATIVE	94,937	94,562	(375)	189,124	94,187
UTILITIES					
Water	13,073	10,000	(3,073)	20,000	6,927
Electricity	18,550	16,500	(2,050)	33,000	14,450
Gas	38,661	34,000	(4,661)	68,000	29,339
Cable	(5,870)		5,870		5,870
TOTAL UTILITIES	64,414	60,500	(3,914)	121,000	56,586
MAINTENANCE					
Wages	9,609	10,603	994	21,205	11,596
Supplies	6,649	7,475	826	14,950	8,301
Contractors	69,729	53,375	(16,354)	108,750	37,021
TOTAL MAINTENANCE	85,987	71,453	(14,535)	142,905	56,918
OTHER					
Insurance	9,525	9,390	(135)	18,780	9,255
Employee Benefits	25,614	24,667	(948)	49,333	23,719
Collection Losses	125	125	0	250	125
Extraordinary Maintenance	10,136	7,500	(2,636)	15,000	4,864
Property Taxes	9,784	10,450	666	20,900	11,116
Property Repl. & Betterments	5,172	7,000	1,828	14,000	8,828
TOTAL OTHER	60,357	59,132	(1,225)	118,263	57,906
TOTAL EXPENSES	305,695	285,648	(20,049)	571,292	265,597
SURPLUS	(7,188)	1,644	31,266	3,288	(541,670)

Minutes
Exhibit X IX

Seymour Housing Authority
Operating Statement for the Six Months Ended 06/30/2014
Program: Federal Project: 002 - Norman Ray House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	55,288	52,750	2,538	105,500	(50,212)
Interest Income	(1)		(1)		(1)
Tenant Charges	715	900	(185)	1,800	(1,085)
Other Income	14,071	13,830	241	27,660	(13,589)
Operating Subsidy	53,593	40,000	13,593	80,000	(26,407)
TOTAL INCOME	123,666	107,480	16,186	214,960	(91,294)
EXPENSES					
ADMINISTRATIVE					
Wages	25,397	26,170	773	52,340	26,943
Compensated Absences	1,256	1,281	25	2,562	1,306
Legal	2,616	1,747	(869)	3,494	878
Travel	455	312	(143)	623	168
Accounting & Auditing	1,927	3,350	1,423	6,700	4,773
Office Supplies	1,141	1,035	(106)	2,070	929
Office Expenses	4,397	4,379	(18)	8,757	4,360
Office Rent	5,225	5,225	(0)	10,450	5,225
Tenant Services	1,150	2,690	1,540	5,379	4,229
TOTAL ADMINISTRATIVE	43,563	46,188	2,624	92,375	48,812
UTILITIES					
Water	4,802	3,750	(1,052)	7,500	2,698
Electricity	15,011	11,500	(3,511)	23,000	7,989
Cable	(4,158)		4,158		4,158
TOTAL UTILITIES	15,655	15,250	(405)	30,500	14,845
MAINTENANCE					
Wages	5,647	4,627	(1,020)	9,254	3,607
Supplies	2,380	3,375	995	6,750	4,370
Contractors	28,155	15,888	(12,268)	31,775	3,620
TOTAL MAINTENANCE	36,182	23,890	(12,293)	47,779	11,597
OTHER					
Insurance	4,215	4,333	118	8,666	4,451
Employee Benefits	13,282	12,172	(1,111)	24,343	11,061
Collection Losses	100	100	0	200	100
Extraordinary Maintenance		500	500	1,000	1,000
Property Taxes	3,548	3,750	202	7,500	3,952
Property Repl. & Betterments		500	500	1,000	1,000
TOTAL OTHER	21,145	21,355	209	42,709	21,564
TOTAL EXPENSES	116,545	106,682	(9,864)	213,363	96,816
SURPLUS	7,121	799	6,322	1,597	5,524

minutes
Exhibit XX

Seymour Housing Authority
Operating Statement for the Six Months Ended 06/30/2014
Program: Moderate Rental Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
TENANT RENT					
Rental Income - Base Rent	208,194	208,194		416,388	(208,194)
Rental Income - Excess of Base	19,848	26,750	(8,904)	53,499	(33,653)
Dwelling Vacancy Loss	(1,766)	(2,500)	734	(5,000)	3,234
TOTAL TENANT RENT	226,274	232,444	(6,170)	464,887	(238,613)
Interest Income	35	50	(15)	100	(65)
Tenant Charges	2,570	1,750	820	3,500	(930)
Other Income	17,871	17,885	(14)	35,769	(17,898)
TOTAL INCOME	246,750	252,128	(5,378)	504,256	(257,506)
EXPENSES					
ADMINISTRATIVE					
Office Salaries	50,393	52,977	2,584	105,954	55,561
Compensated Absences	2,609	2,609	0	5,218	2,609
Legal	4,603	5,013	410	10,026	5,423
Accounting & Auditing	2,264	4,000	1,736	8,000	5,736
Office Supplies	2,005	2,096	91	4,192	2,187
Rent	10,450	10,450	0	20,900	10,450
Travel	924	1,576	652	3,152	2,228
Office Expense	9,175	12,777	3,601	25,553	16,378
Employee Benefits	20,101	19,629	(472)	39,258	19,157
Payroll Taxes	6,024	6,350	326	12,700	6,676
TOTAL ADMINISTRATIVE	108,548	117,477	8,928	234,953	126,405
UTILITIES					
Water	113	200	87	400	287
Electricity	916	1,100	184	2,200	1,284
Fuel Oil	(1,008)	1,000	2,006	2,000	3,006
TOTAL UTILITIES	23	2,300	2,277	4,600	4,577
MAINTENANCE					
Maintenance Wages	12,244	15,230	2,985	30,459	18,215
Maintenance Materials	7,102	10,000	2,898	20,000	12,898
Maintenance Contractors	54,057	59,700	5,643	119,400	65,343
TOTAL MAINTENANCE	73,402	84,930	11,527	169,859	96,457
OTHER EXPENSES					
Insurance	11,994	11,995	0	23,989	11,995
Mortgage Payments	12,709	12,710	1	25,420	12,711
Prov for Repair & Replacement	18,717	18,718	0	37,435	18,718
Prov for Collection Losses	4,000	4,000	(0)	8,000	4,000
TOTAL OTHER EXPENSES	47,421	47,422	1	94,844	47,423
TOTAL EXPENSES	229,395	252,128	22,733	504,256	274,861
SURPLUS	17,355	0	17,355	0	17,355

Minutes
Exhibit XIX

Seymour Housing Authority
Operating Statement for the Six Months Ended 06/30/2014
Program: Smithfield Gardens Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
RENT					
Tenant Rent Revenues	312,720	312,720		625,440	(312,720)
Rental Subsidies	274,679	266,515	8,165	533,029	(258,350)
Other Rent Revenues	29,205	29,203	2	58,406	(29,201)
Vacancy Loss	(30,067)	(10,945)	(19,122)	(21,890)	(8,177)
TOTAL RENT	586,537	597,493	(10,956)	1,194,985	(608,448)
ASSISTED LIVING SERVICES					
Core Services Income	96,225	104,564	(8,338)	209,127	(112,902)
Meal Service Income	142,659	146,055	(3,496)	292,110	(149,551)
ALSA Service Income	503,882	500,000	3,882	1,000,000	(496,118)
TOTAL ASSISTED LIVING SERVICES	742,667	750,619	(7,952)	1,501,237	(758,570)
Other Revenues	5,990	4,258	1,732	8,516	(2,526)
TOTAL INCOME	1,335,194	1,352,369	(17,175)	2,704,738	(1,369,544)
EXPENSES					
ADMINISTRATIVE					
Meetings & Marketing	5,556	3,643	(1,913)	7,286	1,730
Office Salaries	19,881	21,673	1,791	43,345	23,464
Office Expense	9,291	11,172	1,881	22,344	13,053
Management Fee	29,797	29,875	78	59,749	29,952
Manager Salaries	30,960	30,729	(231)	61,458	30,498
Legal, Accounting & Auditing	7,589	9,546	1,957	19,092	11,503
Miscellaneous Administrative	330	250	(80)	500	170
TOTAL ADMINISTRATIVE	103,404	106,887	3,483	213,774	110,370
UTILITIES					
Electricity	16,763	12,000	(4,763)	24,000	7,237
Water	4,187	3,750	(437)	7,500	3,313
Gas	29,985	34,000	4,015	68,000	38,015
TOTAL UTILITIES	50,935	49,750	(1,185)	99,500	48,565
MAINTENANCE					
Maintenance/Cleaning Salaries	9,871	11,212	1,340	22,423	12,552
Supplies	13,805	12,225	(1,580)	24,450	10,645
Contractors	32,663	44,675	12,012	89,350	56,687
Trash Removal	2,407	2,050	(357)	4,100	1,693
HVAC Repairs & Maintenance	9,109	12,750	3,641	25,500	16,391
Snow Removal	19,029	12,500	(6,529)	25,000	5,971
Cable & Internet	6,525	6,400	(125)	12,800	6,275
TOTAL MAINTENANCE	93,409	101,812	8,403	203,623	110,214
OTHER EXPENSE					
Payroll & Property Taxes	12,611	13,027	416	26,054	13,443
Insurance	29,087	29,087	(0)	58,174	29,087
Employee Benefits	20,795	20,009	(786)	40,018	19,223
Misc Taxes, Licenses, Ins.		350	350	700	700
Mortgage Payments	210,710	210,710	0	421,420	210,710
Replacement Reserve Deposits	21,505	21,505	(0)	43,010	21,505
TOTAL OTHER EXPENSE	294,708	294,688	(20)	569,376	294,668
ASSISTED LIVING SERVICES					
Core Services	149,522	145,810	(3,712)	291,619	142,097
Meal Services	153,205	153,210	5	306,420	153,215
ALSA Services	503,882	500,000	(3,882)	1,000,000	496,118
TOTAL ASSISTED LIVING SERVICES	806,609	799,020	(7,589)	1,598,039	791,430
TOTAL EXPENSES	1,349,065	1,352,156	3,091	2,704,312	1,355,247
SURPLUS	(13,871)	213	(20,266)	428	(14,297)

PREPARED BY MANAGEMENT
FOR INTERNAL USE ONLY

Exhibit XX

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579
FAX (203) 888-2086
E-MAIL admin@seymourhousing.org
TDD (203) 888-2942

Resolution # 393

A Resolution concerning the write off of Air Conditioners, Refrigerators, & Stoves damaged assets for the Rev. Callahan House.

Whereas; The Executive Director has presented a list of items that has reached the end of their useful lives or has become damaged; and

Whereas; the list of items and description and costs of the items are as follows:

1400 - Building Equipment

Tag#	Model#	Serial#	Description	Amount
01070	7JW72K	FM9228851790	Air Conditioner	\$489.00
01149	FAH086MITI	JK33007372	Air Conditioner	\$448.00
01128	GTS15BBMFRWW	ZF744205	Refrigerator	\$350.00
01132	GTS15BBMFLWW	VF787435	Refrigerator	\$350.00
01517	RA520W3WH	AF102525N	Stove	\$228.00
00806	JAS03R3WH	RM117192N	Stove	\$215.00
00747	JAS03R3WH	RM116783N	Stove	\$215.00

Now Therefore, Be it Resolved; The Board of Commissioners of the Seymour Housing Authority hereby authorize the Executive Director to dispose of the inventory items for Rev. Callahan House as listed above and approve of the write off to the appropriate inventory accounts as presented total amount of \$2,295.00.

Brenda A. White, Chairperson

Date (SEAL)

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

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



An Equal Opportunity Employer



minutes
Exhibit XX1

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579
FAX (203) 888-2096
E-MAIL admin@seymourhousing.org
TDD (203) 888-2942

Resolution # 394

A Resolution concerning the write off of Refrigerators damaged assets for the Norman Ray House.

Whereas; The Executive Director has presented a list of items that has reached the end of their useful lives or has become damaged; and

Whereas; the list of items and description and costs of the items are as follows:

1400 - Building Equipment

Tag#	Model#	Serial#	Description	Amount
00070	TBX14SMCL	FD806443	Refrigerator	\$340.00
00094	TBX14SMCL	FD806288	Refrigerator	\$340.00

Now Therefore, Be it Resolved; The Board of Commissioners of the Seymour Housing Authority hereby authorize the Executive Director to dispose of the inventory items for Norman Ray House as listed above and approve of the write off to the appropriate inventory accounts as presented total amount of \$680.00.

Brenda A. White, Chairperson

Date (SEAL)

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

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



An Equal Opportunity Employer



Exhibit XXII

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579
FAX (203) 888-2098
E-MAIL admin@seymourhousing.org
TDD (203) 888-2942

Resolution # 395

A Resolution concerning the write off of Stove damaged asset for the Moderate Rental Hoffman Heights Development.

Whereas; The Executive Director has presented an item that has reached the end of its useful life or has become damaged; and

Whereas; the item and description and cost of the item is as follow:

1430.2 - Dwelling Equipment

Tag#	Model#	Serial#	Description	Amount
00724	JBP22S1WH	002TL200562G	Stove	\$363.50

Now Therefore, Be it Resolved; The Board of Commissioners of the Seymour Housing Authority hereby authorize the Executive Director to dispose of the inventory item for Moderate Rental Hoffman Heights Dev. as listed above and approve of the write off to the appropriate inventory accounts as presented total amount of \$363.50.

Brenda A. White, Chairperson

Date (SEAL)

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

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



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