

MINUTES

COPY RECEIVED
DATE: 12/13/13
TIME: 3:45pm
TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 929th Meeting

The 929th Meeting, a regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multi-Purpose Room located at 26 Smith Street, Seymour, on Wednesday, November 6, 2013, and was called to order by Vice-Chairperson Horelick at 5:30pm.

➤ Roll Call

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

➤ Public Comment Session

None.

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 928th Regular Meeting held on October 2, 2013.

Commissioner Bellucci motioned to accept the minutes of the 928th Regular Meeting. Commissioner Dota seconded the motion. Vice-Chairperson Horelick acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Horelick and Golebieski. Vice-Chairperson Horelick declared the motion carried and the minutes accepted as presented.

➤ Bills & Communications

Vice-Chairperson Horelick introduced the Bills. (See Exhibit I)

Commissioner Dota motioned to approve the bills as presented and authorize payment of the bills. Commissioner Bellucci seconded the motion. Vice-Chairperson Horelick acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick and Golebieski. Vice-Chairperson Horelick declared the motion carried and the Bills approved for payment as presented.

➤ Executive Director's Report

At this time, Chairperson White joined the meeting in progress at 5:41 P.M.

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Chairperson White introduced the Executive Director's Report. (See Exhibit II)

The Executive Director discussed and explained the report. He added that a carpet has been donated to the Callahan House for the Community Room. He stated that the installation will cost approximately \$2,500. He is prepared to go forward with this request from the Tenants Association. The Executive Director added that the community room had recently been painted with a color chosen by the residents.

The Executive Director updated the Board with information that a Computer was purchased and installed for the Callahan House residents. He reminded the Commission that the funds for this computer came from the Katherine Matthies Foundation.

The Executive Director also updated the Board with information about the Resident Opportunity and Self Sufficiency (ROSS) Grant awarded to the Callahan House Resident's Association. He summarized the Grant objectives with the following:

In a letter/HUD News release from Barbara Fields, dated September 27, 2013 the Seymour Housing Authority was informed of a \$246,000 Resident Opportunities and Self Sufficiency – Service Coordinators Program (ROSS-SC). The Resident Services Coordinator's program goals is to provide residents with educational programs and activities that increase economic independence for youth and adults, self-sufficiency and opportunities that assist the elderly and disabled to remain as independent as possible while aging in place. There are three communities being served two elderly/disabled communities consisting of 120 units, housing 133 individuals and one family community consisting of 81 units and housing 222 individuals. The Resident Services Coordinator's initial chief task will be to bridge the gap that exists between the "Housing" community and the greater community by reaching out to various agencies, support centers and community leaders to do community building to bridge the gap in services. The Agencies considered as vital to reach are, but not limited to, Area enrichment programs, local banks, Seymour & other Local Police Departments, Department of Correction and probation, Recreational Services, Chamber of Commerce, Community Development Agencies, Private Industry Council, Local/State Health & Human Services, Higher Education and Continuing Education facilities, Local School Districts, Social Services Organizations, such as, TEAM Inc. in Derby and BC Care. The Resident Services Coordinator will strengthen and develop an advisory board of community leaders and residents that impact SHA residents. The Resident Services Coordinator will also provide outreach, case management, develop communication between systems, create a forum and clearinghouse for discussion, perform an ongoing needs assessment, provide planning and program development, community education and awareness. Activities include advocacy for the residents as individuals and groups.

The budget for the program includes \$210,000 (Salary and fringe benefits at a rate of \$70,000/year for three years) full time employment one salaried individual including fringe benefits for a Resident Services Coordinator. Also in the budget is \$30,000 (\$10,000/year for three years) for Administrative costs and \$6,000 (\$2,000/year for three years) for training costs.

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➤ Old Business

None

➤ New Business

Chairperson White introduced the \$250,000 Department of Housing Pre-development Grant.

The Executive Director stated that in August, 2013 the Seymour Housing Authority was awarded a \$250,000 Pre-development Grant. He stated that earlier this year CHFA commissioned a physical needs assessment to be completed on the State Moderate Rental Program. He stated that the assessment was complete and that we are ready now to apply for funding using the data from that assessment. He stated that the pre-development grant is seed money to implement the technical and architectural services required to apply for funding to rehabilitation the dwelling units. The Executive Director asked the Board of Commissioners to accept the Pre-Development Grant and to authorize him to execute the Assistance Agreement and all the paperwork necessary for the grant.

Chairperson White introduced Resolution # 391 concerning certification, authorization and acceptance of \$250,000 Department of Housing Pre-development Grant funds.

Commissioner Bellucci motioned to adopt Resolution #391 concerning certification, authorization and acceptance of \$250,000 Department of Housing Pre-development Grant funds specifically stating:

WHEREAS, pursuant to Section 8-37 pp of the general statutes, the Connecticut Department of Housing is authorized to extend financial assistance for housing rehabilitation and/or development projects; and WHEREAS, it is desirable and in the public interest that the Housing Authority of the Town of Seymour make an application to the State for \$250,000 in order to undertake the rehabilitation of the housing project know as Smith Acres, Smith Acres Extension, Hofmann Heights and Castle Heights and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS:

1. That it is cognizant of the conditions and prerequisites for the State financial assistance imposed by Section 8-37 pp of the general statutes;
2. That the filing of an application for State financial assistance by the Housing Authority of the Town of Seymour in an amount not to exceed \$250,000 is hereby approved that David J. Keyser, Executive Director, is directed to execute and file such an application with the Connecticut Department of Housing, to provide such additional information, to execute such other documents as may be required , to execute an Assistance Agreement with the State of Connecticut for State financial Assistance if such an agreement is offered, to execute any amendments, decisions,

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and revisions thereto, and to act as the authorized representative of the housing Authority of the Town of Seymour.

Commissioner Golebieski seconded the motion.

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

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

Chairperson White declared the motion carried and Resolution # 391 duly adopted.

Chairperson White introduced Gutter bid award.

The Executive Director discussed the results of the gutter bid and the Bid Tabulation Sheet (See Exhibit III). The Executive Director stated that he did call the references for the low bidder and received favorable response.

After some brief discussion, Commissioner Golebieski motioned to award the Gutter Cleaning Bid to Dr. Roof-n-shine in the amount not to exceed \$3,350.00 and to authorize the Executive Director to execute an agreement or other documents to complete the 2013 gutter cleaning. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried.

Chairperson White introduced the Rehabilitation Consultant selection.

The Executive Director stated that he had completed a Response for Qualifications to obtain the services of a Rehabilitation Consultant to develop an application to the State Department of Housing for Rehabilitation to the Moderate Rental program properties. He described the results and the ratings and rankings of the responders and the bid tabulation sheet (See Exhibit IV).

After some brief discussion, Commissioner Horelick motioned to accept the proposal from J. D'Amelia & Associates and to authorize the Executive Director to negotiate an agreement for the development of an application to the State Department of Housing. Commissioner Dota seconded the motion. The Executive Director clarified that the \$10,000 cost may be for the application portion only and that another amount may be considered for the contract administration if we are funded by the State. Chairperson

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White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried.

Chairperson White introduced the Architectural selection.

The Executive Director stated that he completed a Response for Qualifications for Architectural services for rehabilitation of the Moderate Rental program dwelling units and explained the bid tabulation sheet (See Exhibit V).

Commissioner Bellucci motioned to accept the proposal from Quisenberry Arcari Architects, LLC and to authorize the Executive Director to enter into agreement for the firm to develop bid specifications for the application to the State Department of Housing. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried.

➤ Any Other Business Pertaining to the Board

The Executive Director discussed a proposed Fire Emergency Evacuation Policy for the Rev. Callahan House (See Exhibit VI). He stated that during fire evacuations that mobility impaired individuals tend to obstruct the evacuation stairwell. He stated that it would be better for these individuals to be protected in place. He described the policy that was reviewed and approved by the Fire Marshall.

After some further brief discussion, Commissioner Bellucci motioned to adopt the proposed Fire/Emergency Guidelines and Evacuation Plan for the Rev. Callahan House as presented. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick, Golebieski and White. Chairperson White declared the motion carried.

Chairperson White introduced the quarter ended 9/30/2013 financial statements. (See Exhibit VII)

The Executive Director described the variances and results of operations for Smithfield Gardens Assisted Living, State Moderate Rental, Rev. Callahan House and Norman Ray House. Details about contract services overruns were discussed and the results of operations were explained. Particularly discussed were the nearly \$40,000 losses for Callahan House and Norman Ray House respectively. The Executive Director discussed that these losses would most likely be realized and the operations would not improve the situations by year end.

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Commissioner Horelick motioned to accept the 1/4ly financial reports as presented by the Executive Director. Commissioner Golebieski seconded the motion. The Executive Director described the variances and results of operations for Smithfield Gardens Assisted Living, State Moderate Rental, Rev. Callahan House and Norman Ray House. Details about contract services overruns were discussed and the results of operations were explained.

Commissioner Bellucci motioned to accept the 1/4ly financial reports as presented by the Executive Director. 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 and White. Chairperson White declared the motion carried.

➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 929th meeting of the Seymour Housing Authority. Commissioner Bellucci motioned to adjourn the meeting. Commissioner Golebieski seconded the motion. Chairperson White declared the motion carried and the 929th Meeting, a Regular Meeting, duly adjourned at 6:30pm.

Submitted by:

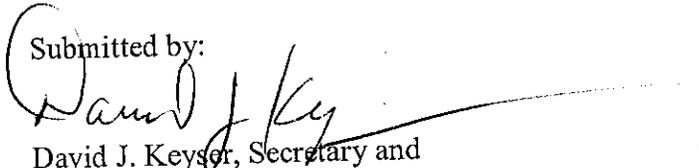

David J. Keyser, Secretary and
Executive Director

Exhibit I

Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: October 2013, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

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

Posted Payments						Cleared	Amount
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description		
						No	\$27,574.79
20	10/03/2013	No	DD	SHA PAYROLL	Payroll #20	No	\$27,610.44
21	10/17/2013	No	DD	SHA PAYROLL	Payroll #21	No	\$27,794.66
22	10/31/2013	No	DD	SHA PAYROLL	Payroll #22	No	\$55.61
138	10/07/2013	Yes	CHK	VSP	Sept. Payment	No	(\$55.61)
138	10/07/2013	No	VD	VSP	Wrong Amount	No	\$117.66
138	10/07/2013	Yes	CHK	VSP	Sept. Payment	No	(\$117.66)
138	10/07/2013	No	VD	VSP	Wrong amount	No	\$62.05
138	10/07/2013	No	CHK	VSP	VSP Sept Payment	No	\$62.05
139	10/07/2013	No	CHK	VSP	VSP Online October Payment	No	\$45.17
140	10/21/2013	Yes	CHK	Cash	Reimb. Petty Cash - 3rd Qrt Exp	No	(\$45.17)
140	10/21/2013	No	VD	Cash	Picked up wrong vendor	No	\$62.05
140	10/21/2013	No	CHK	VSP	Nov's VSP Payment	No	\$62.05
141	10/21/2013	Yes	CHK	VSP	Nov's VSP Payment	No	(\$62.05)
141	10/21/2013	No	VD	VSP	Picked up wrong Doc #	No	\$915.25
5967	10/02/2013	No	CHK	Acm Resources, Inc.	Exec. Develop.	No	\$810.00
5968	10/15/2013	No	CHK	Action Moving and Storage	also inv # 201395	No	\$1,606.64
5969	10/15/2013	No	CHK	Aegis Energy Services, Inc.	3rd payment of 3	No	\$698.98
5970	10/15/2013	No	CHK	Aflac Attn: Remittance Processing	acct DHF89	No	\$21.99
5971	10/15/2013	No	CHK	Allen's Plumbing Supply	auger	No	\$2,062.94
5972	10/15/2013	No	CHK	American Express	September amex	No	\$315.61
5973	10/15/2013	No	CHK	Aquarion Water Company	acct 200086455	No	\$315.61
5974	10/15/2013	No	CHK	Aquarion Water Company of CT	acct 200086443	No	\$164.78
5975	10/15/2013	No	CHK	AT&T	acct 203 881-0115 123	No	\$581.01
5976	10/15/2013	No	CHK	AT&T	acct 203 881-2464 165	No	\$511.67
5977	10/15/2013	No	CHK	AT&T	acct 203 888-4579 851	No	\$1,009.00
5978	10/15/2013	No	CHK	Buddy's Fuel, Llc	18 chamberlin annual cleaning	No	\$19.06
5979	10/15/2013	No	CHK	Calvert Safe & Lock Ltd.	filing cabinet keys	No	\$209.00
5980	10/15/2013	No	CHK	Canon Financial Services, Inc.	contract # 200-5026811-000	No	\$51.76
5981	10/15/2013	No	CHK	CL&P MR	acct 51118694017	No	\$1,978.80
5982	10/15/2013	No	CHK	CL&P RH	acct 51366483014	No	\$230.26
5983	10/15/2013	No	CHK	CL&P OFFICE	acct 51471483099	No	\$1,089.20
5984	10/15/2013	No	CHK	CL&P FED	acct 51779583004	No	\$196.02
5985	10/15/2013	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$403.63
5986	10/15/2013	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$5,430.69
5987	10/15/2013	No	CHK	Connecticut Housing Finance Aut	project 97058D	No	\$430.00
5988	10/15/2013	No	CHK	David J. Keyser	expense reimbursement	No	\$300.00
5989	10/15/2013	No	CHK	Friends Of Fur Llc	34 chamberlin	No	\$725.00
5990	10/15/2013	No	CHK	FTW LLC	32 Seymour ave	No	\$96.88
5991	10/15/2013	No	CHK	G&K Services	October Uniforms	No	\$1,210.35
5992	10/15/2013	No	CHK	Gregory Stamos	court time September	No	\$239.44
5993	10/15/2013	No	CHK	HD Supply	misc. supplies	No	\$530.67
5994	10/15/2013	No	CHK	Hungerfords Pump Service	clean out pit	No	\$1,500.00
5995	10/15/2013	No	CHK	Intersect Dvvc, Llc	fix office computers	No	\$58.33
5996	10/15/2013	No	CHK	Lane, Donna	mileage training in hartford	No	\$160.03
5997	10/15/2013	No	CHK	Lisa Marie Sanchez	reimburse flowers for jackie	No	\$39.95
5998	10/15/2013	No	CHK	Northeast Telecom Services Inc.	October TD Process	No	\$145.86
5999	10/15/2013	No	CHK	Oxford Paint & Hardware, Inc	September OPH charges	No	

Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Exhibit I

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: October 2013, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
6000	10/15/2013	No	CHK	Peter E. Karpovich,	SHA vs Davenport/Cannon	No	\$302.10
6001	10/15/2013	No	CHK	Quill Corporation	also invoice 5583123	No	\$816.41
6002	10/15/2013	No	CHK	Radovich Builders, LLP	#29 bathroom heater not working	No	\$769.00
6003	10/15/2013	No	CHK	Radovich Builders, LLP	bring in dumpster	No	\$210.00
6004	10/15/2013	No	CHK	Radovich Builders, LLP	22 chamberlin cut wall check for mol	No	\$4,386.00
6005	10/15/2013	No	CHK	Robert Lashin	28 ray house	No	\$1,050.00
6006	10/15/2013	No	CHK	Seymour Water Pollution Control	acct 1031421	No	\$6,177.50
6007	10/15/2013	No	CHK	Valley Electric Supply & Lighting	Light Fixtures Apt. 4E Callahan	No	\$191.70
6008	10/15/2013	No	CHK	Winter Bros Waste Systems	October container service	No	\$396.56
6009	10/15/2013	No	CHK	Winter Bros Waste Systems	October container service	No	\$363.28
6010	10/15/2013	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,105.95
6011	10/29/2013	No	CHK	Aetna	Nov's Inv. - Acc# 83851327	No	\$4,293.00
6012	10/29/2013	No	CHK	Aflac Attn: Remittance Processing	October 2013	No	\$1,004.37
6013	10/29/2013	No	CHK	Ally	acct 024914953493	No	\$525.63
6014	10/29/2013	No	CHK	Anthem Dental	Acc# ACT 6850861 Nov's Billing	No	\$698.85
6015	10/29/2013	No	CHK	Buddy's Fuel, LLC	20 chamberlin 198.1 gallons	No	\$703.25
6016	10/29/2013	No	CHK	Callahan House Tenants Associat	association fee	No	\$25.00
6017	10/29/2013	No	CHK	Canon Solutions America, Inc.	10110 copies	No	\$51.15
6018	10/29/2013	No	CHK	Cash	Reimb. Petty Cash - 3rd Qrt Exp	No	\$97.06
6019	10/29/2013	No	CHK	CL&P MR	Acc# 51802364091	No	\$3.28
6020	10/29/2013	No	CHK	CL&P RH	acct 51939166005	No	\$2.70
6021	10/29/2013	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$80.53
6022	10/29/2013	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$100.53
6023	10/29/2013	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$98.95
6024	10/29/2013	No	CHK	CONN NAHRO	annual membership renewal	No	\$155.00
6025	10/29/2013	No	CHK	Direct Energy Services, Llc	Sept. inv	No	\$3,068.01
6026	10/29/2013	No	CHK	Experian	acct TCTA-6906070	No	\$106.80
6027	10/29/2013	No	CHK	G&K Services	October uniforms	No	\$105.74
6028	10/29/2013	No	CHK	HD Supply	pet bags	No	\$479.94
6029	10/29/2013	No	CHK	Lincoln National Life Insurance C	acct seymourhou-bl-1001365	No	\$386.15
6030	10/29/2013	No	CHK	Lisa Marie Sanchez	Mileage Reimb	No	\$82.09
6031	10/29/2013	No	CHK	Ferris, Marilyn CPA	2nd quarter/audit	No	\$4,615.00
6032	10/29/2013	No	CHK	Nextel Communications	Sept. Exp	No	\$171.08
6033	10/29/2013	No	CHK	Peter E. Karpovich,	sha vs smith summons	No	\$429.50
6034	10/29/2013	No	CHK	Pitney Bowes Reserve Account	Acc# 27896240	No	\$1,500.00
6035	10/29/2013	No	CHK	Professional Carpet Systems	unit 3T	No	\$150.00
6036	10/29/2013	No	CHK	Ray House Tenants Association	association fees	No	\$25.00
6037	10/29/2013	No	CHK	Seymour Janitorial Services, Inc.	October cleaning	No	\$1,257.00
6038	10/29/2013	No	CHK	Shell Credit Card Center	Sept. Car Gas Exp	No	\$245.26
6039	10/29/2013	No	CHK	Sherwin Williams	5 gal both Callahan & RH	No	\$639.60
6040	10/29/2013	No	CHK	Smithfield Gardens Assisted Livin	October rent	No	\$4,354.16
6041	10/29/2013	No	CHK	St. Treasurer For Merfund	MERF 10-2013	No	\$9,902.83

Exhibit Z

Seymour Housing Authority General Ledger Account Check Register Report

Filter Criteria Includes: 1) Bank Account: Federal Operating 424-0200579, 2) Check Numbers From: 0 to 999999, 3) Date From: 10/1/2013 to 10/31/2013

Check Num	Check Date	Recipient	Check Description	Cleared	Amount
					\$300.19
1713	10/16/2013	Bresloff, JoAnn	PH AP Payment Oct 13	No	\$10000.00
1714	10/25/2013	Seymour Housing Authority	Callahan Early Reimb	No	\$10000.00
1715	10/25/2013	Seymour Housing Authority	RH Early Reimb	No	\$747.80
1716	10/28/2013	Radovich Builders, LLP	Final Periodic Inv# 3 50111	No	\$35535.87
1717	10/30/2013	Seymour Housing Authority	Callahan Reimb	No	\$8218.50
1718	10/30/2013	Seymour Housing Authority	RH Reimb	No	

Seymour Housing Authority General Ledger Account Check Register Report

Filter Criteria Includes: 1) Bank Account: Cash 12345, 2) Check Numbers From: 0 to 999999, 3) Date From: 10/1/2013 to 10/31/2013

Check Num	Check Date	Recipient	Check Description	Cleared	Amount
					\$500.00
1649	10/16/2013	Kiley, Richard	PH AP Payment Oct 13	No	\$0.18
1649	10/16/2013	Kiley, Richard	PH AP Payment Oct 13	No	\$10000.00
1650	10/25/2013	Seymour Housing Authority	Early Reimb	No	\$170.25
1651	10/25/2013	Rodriguez, David	PH AP Payment Oct 13	No	\$30023.96
1652	10/30/2013	Seymour Housing Authority	MR REimb	No	

Smithfield Gardens

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: October 2013, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

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

Doc Num	Payment Date	Type	Document Recipient	Document Description	Cleared	Amount
3200	10/14/2013	CHK	Aquarion Water Company Of Ct	acct 200204656	No	\$315.61
3201	10/14/2013	CHK	AT&T	acct 203 888-5093 150	No	\$927.31
3202	10/14/2013	CHK	CL&P SGAL	acct 51083234013	No	\$1,740.01
3203	10/14/2013	CHK	Environmental Systems Corporation	air handler repair	No	\$160.50
3204	10/14/2013	CHK	Fitz Vogt & Associates, LTD	purchased meal service	No	\$25,051.00
3205	10/14/2013	CHK	Fix it Now LLC	repair steamer/freezer gasket	No	\$178.43
3206	10/14/2013	CHK	FTW LLC	3 cuts beyond contract	No	\$450.00
3207	10/14/2013	CHK	HD Supply	monthly hk supplies	No	\$361.93
3208	10/14/2013	CHK	Sophistication Duo	recreation	No	\$100.00
3209	10/14/2013	CHK	Radovich Builders, LLP	clean silt pond drain	No	\$600.00
3210	10/14/2013	CHK	Robert Lashin	common area pillars/light stands	No	\$650.00
3211	10/14/2013	CHK	Stephen J. Panda Concrete LLC	repair concrete walkway	No	\$9,900.00
3212	10/14/2013	CHK	TPC Associates, Inc.	fire system distress	No	\$2,165.20
3213	10/14/2013	CHK	Valley Electric Supply & Lighting	outdoor light bulbs	No	\$60.68
3214	10/14/2013	CHK	Winter Bros Waste Systems	October container service	No	\$387.16
3215	10/14/2013	CHK	Yankee Gas	acct 57476540034	No	\$1,584.33
3216	10/21/2013	CHK	NASW/CT	Nov. 15th NASW/CT 10th Annual	No	\$180.00
3217	10/29/2013	CHK	comcast	acct 8773 40 216 0196370	No	\$4.47
3218	10/29/2013	CHK	Comcast	acct 8773 40 216 0069510	No	\$1,020.78
3219	10/29/2013	CHK	Comcast	acct 8773 40 216 0069536	No	\$52.95
3220	10/29/2013	CHK	Direct Energy Services, Llc	Serv. Sept.	No	\$3,401.66
3221	10/29/2013	CHK	Seymour Housing Authority	October management fee	No	\$4,945.00
3222	10/29/2013	CHK	shaker Recruitment Advertising & Communications	job advertising	No	\$600.00
3223	10/29/2013	CHK	Staffworks, Inc.	temp help	No	\$162.14
3224	10/30/2013	CHK	Seymour Housing Authority	SG Reimb	No	\$49,646.69
3225	11/01/2013	CHK	Ferguson & McGuire/APS	Directors & Officers Premium: Nov. 13	No	\$3,018.00

Cover Letter (S195)	
Check Date :	10/03/2013-1
Period Range :	09/16/2013 TO 09/29/2013
Week Number :	Week #40

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	225.77
Total Direct Deposits	32	18932.25
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	24 Items	19158.02
Total Billing Impound		137.39
Total Agency Checks	3	216.70
Total Agency Checks DD	3	153.29
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group.
Sum of Checks		19665.40
Total of Checks Printed	30 Items	
Total Tax Liability		7909.39
Total Workers Comp Liability		0.00
Total Payroll Liability		27574.79
Total Direct Deposits		19085.54
Total Debited From Account		27574.79

NEXT PERIOD DATES
 Check Date: 10/17/2013 Week 42
 Period Begin: 09/30/2013
 Period End: 10/13/2013
 Call In Date: 10/11/2013 Week 41
 Payroll rep: Yancey Timeka

Check Date :	10/03/2013-1
Period Range :	09/16/2013 TO 09/29/2013
Week Number :	Week #40

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal		060687649	25,224.34	2,751.45		24 Semi-Weekly
EE OASDI	0.062000	060687649	25,761.68	1,597.22		24 Semi-Weekly
EE Medicare	0.014500	060687649	25,761.68	373.54		24 Semi-Weekly
ER OASDI	0.062000	060687649	25,761.68	1,597.22		24 Semi-Weekly
ER Medicare	0.014500	060687649	25,761.68	373.54		24 Semi-Weekly
COBRA Credit		060687649				
Total 941 Liabilities without COBRA					6,692.97	
Total 941 Liabilities with COBRA					6,692.97	
ER FUI	0.006000	060687649	0.00			24 Quarterly
Total Federal Taxes					6,692.97	
State Withholding						
CT State Withholding		6613871-000	25,224.34	993.38		24 Weekly CT
Total State Withholding					993.38	
Employer SUI Withholding						
CT-SUI	0.057000	91-378-04	3,912.93	223.04		24 Quarterly
Total Employer SUI					223.04	
Total Employee Taxes					5,715.59	
Total Employer Taxes without COBRA					2,193.80	
Total Tax Liability without COBRA					7,909.39	
Total Tax Liability with COBRA					7,909.39	
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				19,085.54		
Direct Deposit Checks						
Total Net Payroll					19,311.31	
Agency Checks				216.70		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				137.39		
Total Workers Comp				0.00		
Total Payroll Liability					27,574.79	
Tax Deposit Checks						
Tax Deposit Checks Void						
Total Check/Direct Deposits				19,665.40		
Total Direct Deposits				19,085.54		
Total Amount Debited from your Account before Credit applied					27,574.79	
Total Amount Debited from your Account after Credit applied					27,574.79	

Tax deposit to be made by Human Resource Consulting Group
 Tax deposit to be made by Human Resource Consulting Group

Check Date :	10/17/2013-1
Period Range :	09/30/2013 TO 10/13/2013
Week Number :	Week #42

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

	# Checks	
Payroll Totals:		
Total Regular Checks	1	329.88
Total Direct Deposits	32	18851.68
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	24 Items	19181.56
Total Billing Impound		127.39
Total Agency Checks	3	235.07
Total Agency Checks DD	3	153.29
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks		
		Tax deposit to be made by Human Resource Consulting Group
Sum of Checks	30 Items	19697.31
Total of Checks Printed		7913.13
Total Tax Liability		0.00
Total Workers Comp Liability		27610.44
Total Payroll Liability		19004.97
Total Direct Deposits		
		27610.44
Total Debited From Account		

NEXT PERIOD DATES
 Check Date: 10/31/2013 Week 44
 Period Begin: 10/14/2013
 Period End: 10/27/2013
 Call In Date: 10/28/2013 Week 43
 Payroll rep: Yancey Timeka

Check Date :	10/17/2013-1
Period Range :	09/30/2013 TO 10/13/2013
Week Number :	Week #42

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal		060687649	25,265.05	2,746.93		24 Semi-Weekly
EE OASDI	0.062000	060687649	25,798.53	1,599.52		24 Semi-Weekly
EE Medicare	0.014500	060687649	25,798.53	374.09		24 Semi-Weekly
ER OASDI	0.062000	060687649	25,798.53	1,599.52		24 Semi-Weekly
ER Medicare	0.014500	060687649	25,798.53	374.09		24 Semi-Weekly
COBRA Credit		060687649				
Total 941 Liabilities without COBRA				6,694.15		
Total 941 Liabilities with COBRA				6,694.15		24 Quarterly
ER FUI	0.006000	060687649	0.00			
Total Federal Taxes				6,694.15		
State Withholding						
CT State Withholding		6613871-000	25,265.05	993.85		24 Weekly CT
Total State Withholding				993.85		
Employer SUI Withholding						
CT-SUI	0.057000	91-378-04	3,949.79	225.13		24 Quarterly
Total Employer SUI				225.13		
Total Employee Taxes				5,714.39		
Total Employer Taxes without COBRA				2,198.74		
Total Tax Liability without COBRA				7,913.13		
Total Tax Liability with COBRA				7,913.13		
Regular checks				329.88		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,004.97		
Total Net Payroll				19,334.85		
Agency Checks				235.07		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				127.39		
Total Workers Comp				0.00		
Total Payroll Liability				27,610.44		
Tax Deposit Checks						
Tax Deposit Checks Void						
Total Check/Direct Deposits				19,697.31		
Total Direct Deposits				19,004.97		
Total Amount Debited from your Account before Credit applied				27,610.44		
Total Amount Debited from your Account after Credit applied				27,610.44		

Tax deposit to be made by Human Resource Consulting Group
 Tax deposit to be made by Human Resource Consulting Group

Check Date :	10/31/2013-1
Period Range :	10/14/2013 TO 10/27/2013
Week Number :	Week #44

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

Payroll Totals:	# Checks	
Total Regular Checks	1	321.21
Total Direct Deposits	32	18599.99
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	24 Items	18921.20
Total Billing Impound		702.39
Total Agency Checks	3	233.54
Total Agency Checks DD	3	153.29
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks		
Tax deposit to be made by Human Resource Consulting Group		20010.42
Sum of Checks	30 Items	
Total of Checks Printed		7784.24
Total Tax Liability		0.00
Total Workers Comp Liability		27794.66
Total Payroll Liability		18753.28
Total Direct Deposits		
Total Debited From Account		27794.66

NEXT PERIOD DATES
 Check Date: 11/14/2013 Week 46
 Period Begin: 10/28/2013
 Period End: 11/10/2013
 Call In Date: 11/08/2013 Week 45
 Payroll rep: Yancey Timeka

#SEYM Seymour Housing Authority

MINIMUM
Exhibit # 1

Check Date :	10/31/2013-1
Period Range :	10/14/2013 TO 10/27/2013
Week Number :	Week #44

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal		060687649	24,905.39	2,688.30		24 Semi-Weekly
EE OASDI	0.062000	060687649	25,433.73	1,576.89		24 Semi-Weekly
EE Medicare	0.014500	060687649	25,433.73	368.71		24 Semi-Weekly
ER OASDI	0.062000	060687649	25,433.73	1,576.89		24 Semi-Weekly
ER Medicare	0.014500	060687649	25,433.73	368.71		24 Semi-Weekly
COBRA Credit		060687649				24 Semi-Weekly
Total 941 Liabilities without COBRA						
Total 941 Liabilities with COBRA						
ER FUI	0.006000	060687649	0.00			24 Quarterly
Total Federal Taxes						
State Withholding						
CT State Withholding		6613871-000	24,905.39	982.72		24 Weekly CT
Total State Withholding						
Employer SUI Withholding						
CT-SUI	0.057000	91-378-04	3,895.04	222.02		24 Quarterly
Total Employer SUI						
Total Employee Taxes				5,616.62		
Total Employer Taxes without COBRA				2,167.62		
Total Tax Liability without COBRA						
Total Tax Liability with COBRA						
Regular checks				321.21		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,753.28		
Total Net Payroll						
Agency Checks				233.54		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				702.39		
Total Workers Comp				0.00		
Total Payroll Liability						
Tax Deposit Checks						
Tax Deposit Checks Void						
Total Check/Direct Deposits				20,010.42		
Total Direct Deposits				18,753.28		
Total Amount Debited from your Account before Credit applied						
Total Amount Debited from your Account after Credit applied						

Date Printed: 10/28/2013 1:41:33 PM

Human Resource Consulting Group
 phone: 203-881-1755
 fax: 203-881-3135
 e-mail: Cynthia@Hr-Consulting-Group.Com

Minutes Exhibit II
November 2013

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House

2013 Year-to-Date Vacancies 9

We had 2 move-ins during October 2013 at Callahan House. Callahan House has experienced 66 vacancy days since January 1, 2013 and has averaged 7.33 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 80 units X 365 days = 29,200 days available; 66 days/ 29200 days available = 0.2260% percentage through October 31, 2013.

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). $960 \times 3\% = 29$ 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 36 days we have 312 days to use for the balance of the subsidy year.

CALLAHAN HOUSE VACANCY/TURNOVER DAYS 2013 FEDERAL ELDERLY Vacancy Turnover Days 2013

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
2T	DosSantos	1/31/2013	Leavitt	2/1/2013	1
3P	Auclair	2/28/2013	Rich	3/15/2013	15
3U	Murzak	3/6/2013	Bresloff	3/11/2013	5
4S	Wityak	6/30/2013	Georgette	7/1/2013	1
4R	Michaud	6/30/2013	Marino	7/1/2013	1
4E	Amodio	6/30/2013	Frano	7/1/2013	1
3R	Kain	7/31/2013	Albro	9/1/2013	31
3U	Bresloff	9/30/2013	Kiley	10/1/2013	1
4T	Abrams	9/30/2013	Zorawski	10/9/2013	10

Average number of vacancy days per vacancy

7.33

Norman Ray House experienced 2 move outs and 2 move ins during October 2013. Norman Ray House has experienced 100 vacancy days since January 1, 2013 and has averaged 14.28 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; 100 days/ 14600 days available = .6849% percentage through October 31, 2013.

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 2114 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 8 days and have 160 days remaining to use.

NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2013
FEDERAL ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
18	LaTorre	12/15/2012	Allen	1/2/2013	2
1	Wiatryzk	2/8/2013	Franko	5/1/2013	81
37	Volosin	4/30/2013	Jones	5/1/2013	1
2 *	Franko	5/1/2013	Marcil	8/1/2013	1
4 *	Jones	5/1/2013	Carasone	8/7/2013	8
28	Fulliero	10/9/2013	DeFonce	10/14/2013	5
17	Kucher	10/16/2013	Minto	10/18/2019	2

Average number of vacancy days per vacancy: 14.28

State Moderate Rental **2013 Year-to-Date Vacancies 10**

Moderate Rental experienced two move-outs and one move in during October 2013. Moderate Rental has experienced 225 vacancy days since January 1, 2013 and averaged 22.5 days per vacancy through September 30, 2013. 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; 225 days/ 29565 days available = 0.7610% percentages through October, 2013.

STATE MODERATE RENTAL			VACANCY/TURNOVER DAYS			2013
FAMILY HOUSING						
UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
16S	417	Miller	1/5/2013	Serrano	2/1/2013	27
21S	420	Andreucci	1/31/2013	Davenport	2/15/2013	15
40C	430	Lein	1/31/2013	Kirpas	2/5/2013	5
12C	414	Serano	2/1/2013	Teal	2/26/2013	26
4B	430	Rodriquez	3/6/2013	Ouakina	3/15/2013	9
35C	430	Silva	4/5/2013	Gerena	4/19/2013	14
7S	420	Bristol	5/31/2013	Arcano	7/1/2013	30
30C	430	Edwards	7/12/2013	Reid	9/17/2013	67
20C		Rodriquez	9/30/2013	Vacant		31
2S		Kiley	9/30/2013	Szabo	10/1/2013	1

Average number of vacancy days per vacancy: 22.5

The Vacancy Loss is approximately \$2,726 January 1 through September 30, 2013. We had \$7,500 budgeted for Vacancy Loss through September 30, 2013.

Smithfield Gardens Assisted Living experienced three move ins during September 2013. Smithfield Gardens has experienced 872 vacancy days since January 1, 2013 and averaged 67.07 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; 867 days/ 20,440 days available = 4.241% percentage through October 31, 2013.

SMITHFIELD GARDENS VACANCY/TURNOVER DAYS 2012
ASSISTED LIVING

UNIT	Tax CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
109	60%	960 Quinn	11/26/2012	Patrignelli	1/25/2013	25
212	60%	960 Rogers	12/8/2012	Poese	2/22/2013	22
120	60%	960 Maher	12/21/2012	Franklin	2/26/2013	57
103	60%	960 Biagini	2/22/2013	Vargoshe	4/16/2013	52
116	50%	800 Namias	12/24/2012	Dimon	3/2/2013	61
224	50%	800 Wajdowicz	1/31/2013	Miline	4/26/2013	59
225	60%	960 Gregorio	3/20/2013	Bucko	6/28/2013	91
114	50%	800 Griffin	4/9/2013	Dorfman	9/14/2013	157
206	50%	800 Bulinski	4/26/2013	Turek	6/30/2013	65
101	60%	960 D'Aloia	5/26/2013	Dolan	9/18/2013	114
226	60%	960 French	7/24/2013	Santacroce	10/1/2013	39
115	50%	800 Teetman	8/4/2013	Tomascak	9/27/2013	53
202	50%	800 Giordano	8/15/2013	Vacant		77

Average number of vacancy days per vacancy: 62.30

The vacancy loss is approximately \$23,865 since January 1, 2013 Through September 30, 2013. We budgeted \$18,486 Vacancy Loss through September 30, 2013.

Seymour Housing Authority

Minutes
Exhibit III

11/1/2013

2:00 PM

Bid Opening - Gutter Cleaning
28 Smith Street, Seymour, CT 06483

Present at opening:

Donna Desantis

John Grazioli

Bidder	Price	Insurance
A. Affordable Gutter Cleaning	Not submitted	
Martin's Aluminum	Not submitted	
Dr. Roof N'Shine	\$ 3,350.00	No
Affordable Power Wash	\$ 4,215.00	No Yes
Ted's Landscaping	\$ 4,800.00	No
Belletti's Tree Service	Not submitted	
Radovich Builders	\$ 3,697.00	No
V+P Landscaping	\$ 4,496.00	Yes

Minutes
Exhibit IV

Pre-Development Loan
Rehab Consultant and Administrative Services
10/31/2013
11:00 A.M.

Rating and Ranking Summary

Firm	Evaluation Score
J D'Amelia & Associate 2 Lakewood Rd. Waterbury, CT 06704	99
Lisa Low & Associates 293 Riggs Street Oxford, CT 06478	81
K. O'Neil & Associates 160 Christian St. Suite 9 Oxford, CT 06478	80

This bid was posted in the Connecticut Post on 10/18/2013 and 10/19/2013.
It was also posted in La Voz Hispana on 10/17/2013 and 10/24/2013.
These were the three bids received.

Minutes
Exhibit V

Pre-Development Loan
Design Consultant
11/1/2013
11:00 A.M.

Rating and Ranking Summary

Firm	Evaluation Score
Lathrop Associates 333 Westchester Ave. White Plains, NY 10604	91
J Associates Architects 84 Market Sq. Suite 3 Newington, CT 06111	100
Paul Bailey 110 Audubon St New Haven, CT 06510	100
Quisenberry Arcari Architects, LLC 318 Main Street Farmington, CT 06032	100
Antinozzi & Associates 271 Fairfield Ave. Bridgeport, CT 06604	No response
Silver/Petrucci & Associates 3190 Whitney Ave. Hamden, CT 06518	99
Salamone Associates 3035 Whitney Ave Hamden, CT 06518	91
Integrated Design & Construction, LLC 60 Connolly Pkwy. Bldg. # 11B, Suite # 110 Hamden, CT 06514	No response
Diversified Technology Corp 2321 Whitney Ave. Suite 301 Hamden, CT 06518	No response
Zared Architecture 233 Blatchley Ave. New Haven, CT 06513	97
Seung Park Archichord 1001 Main Street, Suite 27 Bridgeport, CT 06604	No response

Minutes
Exhibit VII

Rev. Albert Callahan House
32 Smith Street
Seymour, CT 06483

FIRE/EMERGENCY GUIDELINES & EVACUATION PLAN

GENERAL

- A. Rev. Albert Callahan House is a conventional Low Income Elderly Public Housing Apartment complex. The building is equipped with fire and smoke detection systems as well as sprinklers. The building is typically not staffed full time and as such, fire evacuation and fire safety is the responsibility of the residents.
- B. Staff Training
Staff of Seymour Housing Authority shall be provided training by the Executive Director of the Seymour Housing Authority in the use of the fire alarm system; the operation of the call-for-aid system, the operation of the emergency elevator phone, and fire drill guidelines at the time of initial hire and annually thereafter. The Seymour Fire Marshal will provide training to staff in the areas of general fire safety hazards, fire alarm notification procedures, fire extinguisher training, actions to limit fire and smoke spread, and how to assist fire department personnel during an emergency. Such training will be documented, and the records will be maintained on site.
- C. Resident In-service
Residents of Rev. Callahan House shall be given direction on emergency procedures (including use of the call-for-aid system, the emergency elevator phone, and fire alarm pull boxes) and evacuation plans at the time of move-in and annually thereafter. Evacuation routes for each apartment will be clearly posted on the interior of each apartment entry door. Residents are expected to evacuate the building in the event of a fire or other emergency and fire drills. Evacuation routes for each apartment will be clearly posted on the interior of each apartment entry door. Residents in common areas at the time of a fire or other emergency shall be expected to evacuate the building. Evacuation routes for each apartment will be clearly posted within the building. Residents who are in their apartments and cannot evacuate because of physical restrictions shall be instructed to remain in their apartments at the time of a fire or other emergency. They will be instructed to telephone 911 and identify to emergency response that they are in their apartments and to place wet towels at the foot of their apartment door. The Seymour Fire Marshal will conduct periodic training with residents in the areas of cooking safety, smoking safety, general fire safety hazards, and evacuation directions.
- D. Floor Captains
Two floor captains shall be selected (by volunteerism or by selection from Seymour Housing Authority Staff) from each floor (one from the north end of the hallway from apartment A to apartment P and one from the south end of the hallway from apartment Q to apartment X) and shall be given direction on emergency procedures and evacuation plans initially upon implementation of this plan and monthly thereafter. The monthly meetings will be to update the floor captains and provided them with current lists of the residents

including names and apartment numbers under their assignment of units, and a list of "protect-in-place" residents and to discuss individuals who may be away from the building for an extended period. Also to be discussed at these meetings is occupancy changes, at risk residents and fire safety. Seymour Housing Authority Staff is responsible to update this information monthly or more often as occupancy turnover occurs.

E. Fire Drills

Fire drills shall be conducted on a quarterly basis, and a written report listing participants and observations shall be filed on site. The fire drill schedule may be increased or decreased depending upon the frequency of resident turnover. Fire drill guidelines are attached (Exhibit 1).

F. Central Station Monitoring

The fire alarm system, the call-for-aid system, and the emergency elevator phone shall be monitored by a central station monitoring company who will notify staff and local authorities as indicated by the nature of the call.

G. Elevator Usage

In the event of a real fire emergency, the elevator will drop to the first (or alternative) floor and become inoperable. Therefore, the elevator should never be used during an emergency situation or a fire drill.

H. Inspections

The fire alarm system, fire extinguishers, and the sprinkler system shall be inspected and tested annually. The call-for-aid system within each unit will be tested annually during each resident's annual unit inspection. The emergency elevator phone will be tested at least monthly. These inspections shall be recorded, and copies of said testing and inspection reports shall be forwarded to the Seymour Fire Marshal's office.

I. Smoke Detectors

Smoke detectors are monitored internally by the system and any failures will be reported by the system.

J. Inoperable System Components

If any of the emergency system components become inoperable at any time, arrangements will be made to have the component(s) repaired immediately. Immediate notification shall be made to the Fire Marshal or his designee and in their absence, the Chief of the Seymour Fire Department. During the time the system is inoperable, a continuous fire watch shall be maintained by staff. An executive staff person will be immediately informed of the malfunction and the action taken.

K. Hazardous Material Storage

Flammable and/or combustible liquids shall not be stored in any area on any residential floor of the facility. Such items may be stored only in basement maintenance areas in cabinets specifically designed for the storage of such materials.

K. Plan Review

This plan will be reviewed annually by the Seymour Housing Authority senior staff, Resident Floor Captains, the Seymour Fire Marshal, and the Seymour Fire Department to ensure that it complies with the regulations of all local, state, and governing authorities.

FIRE/EMERGENCY EVACUATION PROCEDURE

1. Apartment Smoke Detector Protocol

Smoke detectors within an apartment that are triggered by incidental events, like burnt toast, boiled-away water on a cook top, or burnt items in a microwave will activate an alarm only in the wing where the apartment is located. The alarm will also appear on the fire panels. Staff, residents or Floor Captains responding to the alarm should feel the apartment door for heat prior to entering the apartment. If no evidence of a burning fire exists, staff, residents or Floor Captains should then locate the source of the alarm, turn off the item that triggered the alarm (i.e. toaster, kettle, microwave), and open the apartment windows for ventilation. It is imperative that the apartment entry door remain closed so that any smoke event will not trigger the building's general alarm by entering the hallway. The alarm will stop on its own when the smoke has cleared. If the responding staff person discovers an actual fire within an apartment, he/she should immediately proceed to Step 2 below.

2. Initial Response

In the event of a fire or other emergency requiring the evacuation of the building, the individual discovering the emergency should sound a verbal warning and activate the nearest fire alarm pull box (if the alarm has not already sounded) and call 911.

Residents of the building, Floor Captains, and staff (if available during working hours) shall begin evacuating by identifying and moving to the nearest and safest exterior assembly point indicated by the evacuation diagram (attached Exhibits 2 and 3). The primary exterior assembly points will be as follows:

- a. The north end of the hallway from apartment A to apartment P will exit the building on the first floor by using north stairwell and assemble on the front lawn patio.
- b. The south end of the hallway from apartment Q to apartment X will exit the building on the second floor south stairwell and assemble on the patio on the rear of the building.

3. Resident Expectations

All residents and staff are expected to exit the building during an emergency. At the time of move-in, each new resident (or his/her designated family member) will be asked if he/she is capable of evacuating the building without assistance. Residents who are unable to evacuate without assistance will be made known to the Seymour Fire Department and will be designated as protect-in-place residents. A comprehensive list identifying these residents' names, floors, and apartment numbers will be maintained on site (in the Knox box) and will be updated as needed for new move-ins or move-outs. The list will be forwarded to the Seymour Fire Department each time it is updated. The Fire Department will need to be contacted to open the Knox box for staff to update the list of protect-in-place residents. The Occupancy Specialist is responsible for maintaining the list.

4. Inclement Weather

During inclement weather the Residents of Callahan House may be evacuated to the Main Dining Room of the Smithfield Gardens Assisted Living Facility located at 26 Smith Street.

5. Floor Captain Expectations

As stated in section D. above, the purpose of the list of residents is for the Floor Captains to identify and take attendance upon evacuation of the building. In the event of an evacuation the floor captains will take attendance once outside and report to Fire Department personnel as to who is outside and who is still assumed to be in the building. Periodic and quarterly meetings will be held with floor captains to discuss procedure and familiarize these individuals with occupancy changes. It should be absolutely clear that Floor Captains are not to attempt suppress or fight fires. Their purpose is solely to assist the Fire Department obtain information as to who may still be in the building.

6. All residents and staff will be expected to follow the directions of emergency personnel upon their arrival.

7. Visitor Expectations

Visitors and other staff people in common areas at the time of the emergency shall evacuate the building to the nearest exit as directed by staff.

8. This plan will be reviewed annually by the Seymour Housing Authority staff, and the Seymour Fire Department to ensure that it complies with the regulations of all local, state, and governing authorities.

David J. Keyser, Executive Director
Seymour Housing Authority

Date

Paul Wetowicz, Fire Marshal
Town of Seymour

Date

Exhibit VII
Seymour Housing Authority

Operating Statement for the Nine Months Ended 09/30/2013
Program: Federal Project: 001 - Reverend Callahan House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	249,804.00	242,091.75	7,712.25	322,789.00	(72,985.00)
Interest Income	1,086.27	825.00	261.27	1,100.00	(13.73)
Tenant Charges	13,020.00	8,475.00	4,545.00	11,300.00	1,720.00
Other Income	24,296.34	21,669.00	2,627.34	28,892.00	(4,595.66)
Operating Subsidy	156,899.00	155,250.00	1,649.00	207,000.00	(50,101.00)
TOTAL INCOME	445,105.61	428,310.75	16,794.86	571,081.00	(125,975.39)
EXPENSES					
ADMINISTRATIVE					
Wages	82,415.58	84,402.00	1,986.42	112,536.00	30,120.42
Compensated Absences	3,566.97	4,065.00	498.03	5,420.00	1,853.03
Legal	2,106.48	4,491.00	2,384.52	5,988.00	3,881.52
Travel	2,510.27	1,867.50	(642.77)	2,490.00	(20.27)
Accounting & Auditing	13,032.16	15,338.25	2,306.09	20,451.00	7,418.84
Office Supplies	4,276.88	2,901.75	(1,375.13)	3,869.00	(407.88)
Office Expenses	20,220.39	20,278.50	58.11	27,038.00	6,817.61
Office Rent	15,674.94	15,675.00	0.06	20,900.00	5,225.06
Tenant Services	11,111.54	8,717.25	(2,394.29)	11,623.00	511.46
TOTAL ADMINISTRATIVE	154,915.21	157,736.25	2,821.04	210,315.00	55,399.79
UTILITIES					
Water	15,348.64	8,250.00	(7,098.64)	11,000.00	(4,348.64)
Electricity	22,554.46	25,500.00	2,945.54	34,000.00	11,445.54
Gas	50,451.97	50,850.00	398.03	67,800.00	17,348.03
Cable	(2,441.94)		2,441.94		2,441.94
TOTAL UTILITIES	85,913.13	84,600.00	(1,313.13)	112,800.00	26,866.87
MAINTENANCE					
Wages	13,162.50	14,647.50	1,485.00	19,530.00	6,367.50
Supplies	13,620.91	10,500.00	(3,120.91)	14,000.00	379.09
Contractors	99,886.36	62,250.00	(37,636.36)	83,000.00	(16,886.36)
TOTAL MAINTENANCE	126,669.77	87,397.50	(39,272.27)	116,530.00	(10,139.77)
OTHER					
Insurance	14,692.50	12,927.75	(1,764.75)	17,237.00	2,544.50
Employee Benefits	40,365.59	37,812.75	(2,552.84)	50,417.00	10,051.41
Collection Losses	187.47	187.50	0.03	250.00	62.53
Extraordinary Maintenance	24,539.00	13,500.00	(11,039.00)	18,000.00	(6,539.00)
Property Taxes	16,709.92	15,749.25	(960.67)	20,999.00	4,289.08
Extra Ordinary Income	(297.80)		297.80		297.80
Property Repl. & Betterments	18,221.13	6,000.00	(12,221.13)	8,000.00	(10,221.13)
TOTAL OTHER	114,417.81	86,177.25	(28,240.56)	114,903.00	485.19
SURPLUS	(36,810.31)	12,399.75	49,210.06	16,533.00	53,343.31

Seymour Housing Authority
Operating Statement for the Nine Months Ended 09/30/2013
Program: Federal Project: 002 - Norman Ray House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	79,292.00	80,752.50	(1,460.50)	107,670.00	(28,378.00)
Interest Income	(17.77)		(17.77)		(17.77)
Tenant Charges	1,962.33	1,350.00	612.33	1,800.00	162.33
Other Income	22,271.46	20,829.00	1,442.46	27,772.00	(5,500.54)
Operating Subsidy	63,482.00	76,626.00	(13,144.00)	102,168.00	(38,686.00)
TOTAL INCOME	166,990.02	179,557.50	(12,567.48)	239,410.00	(72,419.98)
EXPENSES					
ADMINISTRATIVE					
Wages	41,199.27	42,201.00	1,001.73	56,268.00	15,068.73
Compensated Absences	1,845.72	2,101.50	255.78	2,802.00	966.28
Legal	1,448.57	2,620.50	1,171.93	3,494.00	2,045.43
Travel	1,037.16	933.75	(103.41)	1,245.00	207.84
Accounting & Auditing	5,436.71	4,669.50	(767.21)	6,226.00	789.29
Office Supplies	1,976.31	1,451.25	(525.06)	1,935.00	(41.31)
Office Expenses	9,323.55	9,149.25	(174.30)	12,199.00	2,875.45
Office Rent	7,837.56	7,837.50	(0.06)	10,450.00	2,612.44
Tenant Services	4,942.58	4,074.00	(868.58)	5,432.00	489.42
TOTAL ADMINISTRATIVE	75,047.43	75,038.25	(9.18)	100,051.00	25,003.57
UTILITIES					
Water	6,122.51	5,625.00	(497.51)	7,500.00	1,377.49
Electricity	18,155.85	18,750.00	594.15	25,000.00	6,844.15
Cable	(3,872.94)	150.00	4,022.94	200.00	4,072.94
TOTAL UTILITIES	20,405.42	24,525.00	4,119.58	32,700.00	12,294.58
MAINTENANCE					
Wages	7,742.99	8,674.50	931.51	11,566.00	3,823.01
Supplies	2,567.32	5,175.00	2,607.68	6,900.00	4,332.68
Contractors	43,049.11	23,962.50	(19,086.61)	31,950.00	(11,099.11)
TOTAL MAINTENANCE	53,359.42	37,812.00	(15,547.42)	50,416.00	(2,943.42)
OTHER					
Insurance	5,969.97	6,276.00	306.03	8,368.00	2,398.03
Employee Benefits	20,711.82	19,354.50	(1,357.32)	25,806.00	5,094.18
Collection Losses	149.94	150.00	0.06	200.00	50.06
Extraordinary Maintenance	18,386.16	3,750.00	(14,636.16)	5,000.00	(13,386.16)
Property Taxes	5,734.38	5,637.75	(96.63)	7,517.00	1,782.62
Extra Ordinary Income	(563.80)		563.80		563.80
Property Repl. & Betterments	7,276.00	750.00	(6,526.00)	1,000.00	(6,276.00)
TOTAL OTHER	57,664.47	35,918.25	(21,746.22)	47,891.00	(9,773.47)
SURPLUS	(39,486.72)	6,264.00	45,750.72	8,352.00	47,838.72

Seymour Housing Authority
Operating Statement for the Nine Months Ended 09/30/2013
Program: Moderate Rental

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
TENANT RENT					
Tenant Rent	311,481.00	311,683.50	(202.50)	415,578.00	(104,097.00)
Rental Income - Base Rent	42,441.00	45,505.50	(3,064.50)	60,674.00	(18,233.00)
Rental Income - Excess of Base	(3,158.00)	(7,500.00)	4,342.00	(10,000.00)	6,842.00
Dwelling Vacancy Loss				466,252.00	(115,488.00)
TOTAL TENANT RENT	350,764.00	349,689.00	1,075.00	500.00	(990.43)
Interest Income	(490.43)	375.00	(865.43)	3,000.00	1,255.00
Tenant Charges	4,255.00	2,250.00	2,005.00	35,765.00	(7,359.54)
Other Income	28,405.46	26,823.75	1,581.71	505,517.00	(122,582.97)
TOTAL INCOME	382,934.03	379,137.75	3,796.28		
EXPENSES					
ADMINISTRATIVE					
Office Salaries	83,424.46	85,431.75	2,007.29	113,909.00	30,484.54
Compensated Absences	3,467.97	3,983.25	515.28	5,311.00	1,843.03
Legal	6,131.72	9,998.25	3,866.53	13,331.00	7,199.28
Accounting & Auditing	4,574.00	9,455.25	4,881.25	12,607.00	8,033.00
Office Supplies	4,052.68	4,539.75	487.07	6,053.00	2,000.32
Rent	15,674.94	15,675.00	0.06	20,900.00	5,225.06
Travel	2,153.37	1,890.75	(262.62)	2,521.00	367.63
Office Expense	22,665.65	14,373.75	(8,291.90)	19,165.00	(3,500.65)
Employee Benefits	30,906.35	28,450.50	(2,455.85)	37,934.00	7,027.65
Payroll Taxes	9,708.30	9,885.75	177.45	13,181.00	3,472.70
TOTAL ADMINISTRATIVE	182,759.44	183,684.00	924.56	244,912.00	62,152.56
UTILITIES					
Water	167.37	150.00	(17.37)	200.00	32.63
Electricity	1,237.22	1,650.00	412.78	2,200.00	962.78
Fuel Oil	(494.43)	3,000.00	3,494.43	4,000.00	4,494.43
TOTAL UTILITIES	910.16	4,800.00	3,889.84	6,400.00	5,489.84
MAINTENANCE					
Maintenance Wages	16,775.89	18,696.00	1,920.11	24,928.00	8,152.11
Maintenance Materials	10,491.16	14,850.00	4,358.84	19,800.00	9,308.84
Maintenance Contractors	96,358.26	74,625.00	(21,733.26)	99,500.00	3,141.74
Maintenance Shop & Equipment		750.00	750.00	1,000.00	1,000.00
TOTAL MAINTENANCE	123,625.31	108,921.00	(14,704.31)	145,228.00	21,602.69
OTHER EXPENSES					
Insurance	15,780.78	16,406.25	625.47	21,875.00	6,094.22
Mortgage Payments	19,064.19	29,319.75	10,255.56	39,093.00	20,028.81
Prov for Repair & Replacement	30,006.73	30,006.75	0.02	40,009.00	10,002.27
Prov for Collection Losses	6,000.01	6,000.00	(0.01)	8,000.00	1,999.99
TOTAL OTHER EXPENSES	70,851.71	81,732.75	10,881.04	108,977.00	38,125.29
EXTRAORDINARY					
Extra Ordinary Income	(1,378.95)		1,378.95		1,378.95
Extra Ordinary Expense	2,500.00		(2,500.00)		(2,500.00)
TOTAL EXTRAORDINARY	1,121.05		(1,121.05)		(1,121.05)
TOTAL EXPENSES	379,267.67	379,137.75	(129.92)	505,517.00	126,249.33
SURPLUS	3,666.36		3,666.36		3,666.36

Seymour Housing Authority
Operating Statement for the Nine Months Ended 09/30/2013
Program: Smithfield Gardens

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
RENT				616,440.00	(154,110.00)
Tenant Rent Revenues	462,330.00	462,330.00			
Rental Subsidies	397,502.09	402,408.00	(4,905.91)	536,544.00	(139,041.91)
Other Rent Revenues	43,807.41	43,804.50	2.91	58,406.00	(14,598.59)
Vacancy Loss	(32,908.00)	(13,869.75)	(19,038.25)	(18,493.00)	(14,415.00)
TOTAL RENT	870,731.50	894,672.75	(23,941.25)	1,192,897.00	(322,165.50)
ASSISTED LIVING SERVICES					
Core Services Income	166,208.36	160,707.75	5,500.61	214,277.00	(48,068.64)
Meal Service Income	218,515.00	221,130.00	(2,615.00)	294,840.00	(76,325.00)
ALSA Service Income	753,921.82	720,000.00	33,921.82	960,000.00	(206,078.18)
TOTAL ASSISTED LIVING SERVICES	1,138,645.18	1,101,837.75	36,807.43	1,469,117.00	(330,471.82)
Other Revenues	6,852.80	6,387.00	465.80	8,516.00	(1,663.20)
TOTAL INCOME	2,016,229.48	2,002,897.50	13,331.98	2,670,530.00	(654,300.52)
EXPENSES					
ADMINISTRATIVE					
Meetings & Marketing	6,249.27	5,895.75	(353.52)	7,861.00	1,611.73
Office Salaries	36,290.16	37,439.25	1,149.09	49,919.00	13,628.84
Office Expense	23,243.59	20,769.00	(2,474.59)	27,692.00	4,448.41
Management Fee	43,234.98	44,733.75	1,498.77	59,645.00	16,410.02
Manager Salaries	44,212.50	45,195.00	982.50	60,260.00	16,047.50
Legal, Accounting & Auditing	12,500.63	15,417.00	2,916.37	20,556.00	8,055.37
Miscellaneous Administrative	300.00	375.00	75.00	500.00	200.00
TOTAL ADMINISTRATIVE	166,031.13	169,824.75	3,793.62	226,433.00	60,401.87
UTILITIES					
Electricity	20,934.67	20,250.00	(684.67)	27,000.00	6,065.33
Water	5,218.81	5,250.00	31.19	7,000.00	1,781.19
Gas	43,693.92	58,500.00	14,806.08	78,000.00	34,306.08
TOTAL UTILITIES	69,847.40	84,000.00	14,152.60	112,000.00	42,152.60
MAINTENANCE					
Maintenance/Cleaning Salaries	13,990.44	15,614.25	1,623.81	20,819.00	6,828.56
Supplies	20,228.48	18,337.50	(1,890.98)	24,450.00	4,221.52
Contractors	63,843.73	67,237.50	3,393.77	89,650.00	25,806.27
Trash Removal	3,024.24	3,300.00	275.76	4,400.00	1,375.76
HVAC Repairs & Maintenance	28,800.80	16,500.00	(12,300.80)	22,000.00	(6,800.80)
Snow Removal	26,180.00	14,625.00	(11,555.00)	19,500.00	(6,680.00)
Cable & Internet	9,407.47	9,000.00	(407.47)	12,000.00	2,592.53
TOTAL MAINTENANCE	165,475.16	144,614.25	(20,860.91)	192,819.00	27,343.84
OTHER EXPENSE					
Payroll & Property Taxes	19,537.70	19,925.25	387.55	26,567.00	7,029.30
Insurance	41,766.75	43,638.75	1,872.00	58,185.00	16,418.25
Employee Benefits	35,199.43	33,415.50	(1,783.93)	44,554.00	9,354.57
Misc Taxes, Licenses, Ins.	810.00	525.00	(285.00)	700.00	(110.00)
Mortgage Payments	316,064.79	316,065.00	0.21	421,420.00	105,355.21
Replacement Reserve Deposits	29,538.00	29,823.75	285.75	39,765.00	10,227.00
TOTAL OTHER EXPENSE	442,916.67	443,393.25	476.58	591,191.00	148,274.33
ASSISTED LIVING SERVICES					
Core Services	206,201.98	214,404.00	8,202.02	285,872.00	79,670.02
Meal Services	207,478.00	221,737.50	14,259.50	295,650.00	88,172.00
ALSA Services	753,921.82	720,000.00	(33,921.82)	960,000.00	206,078.18
TOTAL ASSISTED LIVING SERVICES	1,167,601.80	1,156,141.50	(11,460.30)	1,541,522.00	373,920.20
TOTAL EXPENSES	2,011,872.16	1,997,973.75	(13,898.41)	2,663,965.00	652,092.84
Surplus Subtotal	4,357.32	4,923.75	566.43	6,565.00	2,207.68