

# MINUTES

## Seymour Housing Authority

COPY RECEIVED  
DATE: 7-24-2012  
TIME: 12:30 P.M.  
TOWN CLERK'S OFFICE

### ➤ 912th Meeting

The 912th Meeting, a Regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multipurpose Room located at 26 Smith Street, Seymour, on Wednesday July 11, 2012 and was called to order by Chairperson White at 5:30 p.m.

### ➤ Roll Call

Answering the Roll Call were Commissioners Belucci, Dota, Horelick and White. Newly appointed Commissioner Golebieski was not present. Executive Director David Keyser and Attorney Gregory Stamos were also in attendance.

### ➤ Public Session

None.

### ➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 911th Regular Meeting.

Commissioner Bellucci motioned to accept the minutes of the 911th Regular Meeting, June 6, 2012. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White.

### ➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

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

The Executive Director discussed the pertinent correspondence. He described a letter to the residents of Chamberlin Rd. updating them about the paving. He also discussed the letter to Chief Michael Metzler from Representative Len Greene and Senator Robert Kane relative to their request to increase Patrol on Seymour Housing properties.

# MINUTES

At this point, 6:39 P.M. Commissioner Golebieski joined the meeting in progress.

## ➤ **Executive Director's Report**

See Attached Exhibit II

The Executive Director explained details of the Executive Director's report and answered all pertinent questions

## ➤ **Old Business**

The Executive Director described the letter from the Public Housing Authority Director's Association (PHADA) that discussed a kind of Class Action Lawsuit against HUD for breach of contract relative to the re-capture of reserves that HUD instituted this physical year. He reminded the Commission that we discussed this last month when he was instructed to see who else and/or how many others were joining the suit. He reported that so far, nationwide, 65 Housing Authorities have joined the suit, and 2 of those were from Connecticut. He identified Stratford and Middletown as the two Connecticut Authorities. Discussion followed regarding the ask of small Housing Authorities to contribute \$2000 to join the suit vs. \$4000 for large Housing Authorities. The Chairperson pointed out that we fell into the large Housing Authority classification because we have 257 units and were over by 7 units. The Executive Director responded that he would negotiate to be considered a small Housing Authority. Discussion followed and the matter remained on the table until some indication further and more participation from other Housing Authorities was realized.

## ➤ **New Business**

Chairperson White introduced the Capital Fund CT26P03550111 and CT26P03550112 A&E Contract Selection.

The Executive Director explained the Response for Proposal that he published and the bid tabulation sheet. (See Exhibit III) He stated that the Bidder's rating and ranking were included in the packet (See Exhibit IV). He stated that of the five invitations that went out in accordance with the small purchases policy for procurement of services, only one firm responded, Salamone & Associates. He also discussed that the one bidder ranked 91 out of a possible 100 points on the rating and ranking and the fact that their bid of \$14,700 was substantially over budget. He stated that the budget was \$8,000. He explained that the budget is usually prepared on a percentage of the construction estimate. He pointed out that this work is more diverse than a normal one-site, one work item job. He stated that we are proposing electrical and electrical heating updates at the Callahan House located on Smith Street, and we are proposing ADA/504 alterations to two apartments and the public restrooms at the Norman Ray House located on Walnut Street. He stated that there is essentially two separate bid specs to be designed and it would take a number of Architectural and Engineering disciplines to be used on the design work. He

## MINUTES

stated that construction oversight was required at two locations. He commented that he negotiated a reduction in the quoted price to \$13,000.

After some brief discussion, Commissioner Bellucci motioned to authorize the Executive Director to award and enter into a contract with Salamone & Associates for the project design and contract supervision of the Capital Fund CT26P03550111 and CT26P03550112 work items in an amount not to exceed \$13,000. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

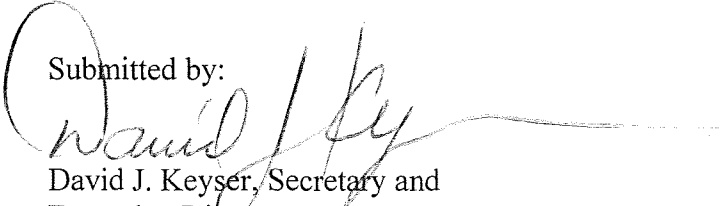
### ➤ Any Other Business Pertaining to the Board

Commissioner Bellucci asked the Executive Director to look into cleaning the exterior of the windows at the Rev. Callahan House.

### ➤ Adjournment

Chairperson White asked for a motion to adjourn the 912th meeting of the Seymour Housing Authority. At 6:20 P.M. Commissioner Bellucci motioned to adjourn the 912th Meeting of the Seymour Housing Authority. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the 912th Meeting, a Regular Meeting, duly adjourned.

Submitted by:



David J. Keyser, Secretary and  
Executive Director

Minutes  
Exhibit I  
Seymour Housing Authority

## Vendor Accounting Cash Payment/Receipt Register

Program: Smithfield Gardens Project: 014 - Smithfield Gardens Assisted Living Period: June 2012

Cleared Date From: 1/1/1900 Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900 Control Group Date Thru 12/31/9999

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

Printed:

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
2721	06/13/2012	No	CHK	Aegis Energy Services, Inc.	2/15/12-5/15/12	No	\$3,213.98
2722	06/13/2012	No	CHK	All State Fire Equipment of South	maintenance of emergency lights	No	\$1,778.25
2723	06/13/2012	No	CHK	Aquarion Water Company Of Ct	acct 200204664	No	\$1,577.90
2724	06/13/2012	No	CHK	AT&T	acct 203 888-5093 150	No	\$791.73
2725	06/13/2012	No	CHK	CL&P SGAL	acct 51083234013	No	\$1,792.38
2726	06/13/2012	No	CHK	Direct Energy Services, Llc	acct 28976	No	\$3,966.33
2727	06/13/2012	No	CHK	Electrical Wholesalers Inc.	exterior lighting fixture	No	\$254.75
2728	06/13/2012	No	CHK	Environmental Systems Corporati	boiler offline	No	\$552.00
2729	06/13/2012	No	CHK	First Growth Capital & Unidine Co	Regular meal service	No	\$26,617.50
2730	06/13/2012	No	CHK	Kone Inc	contract # 40071584	No	\$998.43
2731	06/13/2012	No	CHK	Mail-A-Map Street Maps/Harbor P	advertising	No	\$150.00
2732	06/13/2012	No	CHK	Professional Carpet Systems	clean/scotchgard all common areas/	No	\$1,595.60
2733	06/13/2012	No	CHK	Radovich Builders, LLP	clean & sanitize Trash chutes	No	\$1,530.00
2734	06/13/2012	No	CHK	Seymour Housing Authority	June management fee	No	\$4,839.00
2735	06/13/2012	No	CHK	Winter Bros Waste Systems	june container service	No	\$317.26
2736	06/13/2012	No	CHK	Yankee Gas	acct 57476540034	No	\$1,870.03
2737	06/27/2012	No	CHK	Alexander's Hardware, Inc.	Acc# 80762 Keys & Blankets for SG	No	\$95.00
2738	06/27/2012	No	CHK	Comcast	Acc# 8773 40 216 0069510	No	\$924.86
2739	06/27/2012	No	CHK	Comcast	Acc# 8773 40 216 0069536	No	\$52.95
2740	06/27/2012	No	CHK	First Growth Capital & Unidine Co	Supplemental	No	\$1,490.58
2741	06/27/2012	No	CHK	FTW LLC	Landscaping	No	\$1,388.75
2742	06/27/2012	No	CHK	Secretary of the State	Application for Notary for Denise Dur	No	\$120.00
2743	06/27/2012	No	CHK	The Home Depot Supply	Monthly HK Supplies	No	\$351.38
2744	06/29/2012	No	CHK	Electrical Wholesalers Inc.	Repl lens nonstock item lighting	No	\$371.80
2745	06/29/2012	No	CHK	Radovich Builders, LLP	source and purchased enough VCT	No	\$1,815.00
2746	06/29/2012	No	CHK	The Warehouse Store Fixture Co	SGAL Kitchen supplies	No	\$800.60
2747	06/29/2012	No	CHK	Seymour Housing Authority	June's Reim	No	\$34,175.34

# EXHIBIT I

4741	06/29/2012	No	VD	Naugatuck Valley Savings & Loan	Error	No	(\$825.00)
4742	06/29/2012	No	CHK	OCE Imagistics Inc.	Maintenance Usage	No	\$129.31
4743	06/29/2012	No	CHK	Oxford Paint & Hardware, Inc	Acc# 2121 Billing Period 5/31/12 - 6/	No	\$227.59
4744	06/29/2012	No	CHK	Peter E. Karpovich,	Algarin Service of Summons	No	\$63.90
4745	06/29/2012	No	CHK	Professional Carpet Systems	Steam Clan Carpeting 4G	No	\$150.00
4746	06/29/2012	No	CHK	Proforma	#10 Regular Envelopes	No	\$193.09
4747	06/29/2012	No	CHK	Radovich Builders, LLP	Install locking plate on 2nd floor laun	No	\$3,452.00
4748	06/29/2012	No	CHK	Radovich Builders, LLP	Unit # 3 snaked drain to remove clog	No	\$180.00
4749	06/29/2012	No	CHK	Radovich Builders, LLP	17 Seymour Ave GFI tested	No	\$980.00
4750	06/29/2012	No	CHK	Seymour Janitorial Services, Inc.	RH June Cleaning	No	\$1,057.00
4751	06/29/2012	No	CHK	Staples Credit Plan	Acc# 6035 5178 1023 0994 Late Fe	No	\$53.03
4752	06/29/2012	No	CHK	The Home Depot Supply	Customer # 847790	No	\$674.40
4753	06/29/2012	No	CHK	Valley Electric Supply & Lighting	GE Fluor Lamp	No	\$270.65

Exhibit I

4689	06/13/2012	No	CHK	M. J. Daly & Sons, Inc.	1 K leak	No	\$1,971.91
4690	06/13/2012	No	CHK	Nahro	2 additional monitors	No	\$40.00
4691	06/13/2012	No	CHK	New England Septic & Excavating	pump out pump station	No	\$75.00
4692	06/13/2012	No	CHK	Nextel Communications	may cell phones	No	\$179.73
4693	06/13/2012	No	CHK	Northeast Telecom Services Inc.	June TD process	No	\$39.95
4694	06/13/2012	No	CHK	OCE Imagistics Inc.	acct 200-5026811-000	No	\$156.95
4695	06/13/2012	No	CHK	Oxford Paint & Hardware, Inc	march supplies	No	\$606.87
4696	06/13/2012	No	CHK	Pitney Bowes Reserve Account	postage	No	\$1,500.00
4697	06/13/2012	No	CHK	Postmaster-Seymour	annual post office box renewal	No	\$200.00
4698	06/13/2012	No	CHK	Precision Glass & Mirror	corners for storm doors	No	\$29.00
4699	06/13/2012	No	CHK	Professional Carpet Systems	Carpet cleaning	No	\$583.00
4700	06/13/2012	No	CHK	Quill Corporation	office supplies	No	\$657.43
4701	06/13/2012	No	CHK	Radovich Builders, LLP	5 seymour construct new floor for ca	No	\$2,980.00
4702	06/13/2012	No	CHK	Radovich Builders, LLP	unit 11 replace wax ring	No	\$120.00
4703	06/13/2012	No	CHK	Radovich Builders, LLP	unit 2Q replace GFI in Kitchen	No	\$2,190.00
4704	06/13/2012	No	CHK	Ray House Tenants Association	June association fees	No	\$25.00
4705	06/13/2012	No	CHK	Robert Lashin	unit G4	No	\$350.00
4706	06/13/2012	No	CHK	Seymour Janitorial Services, Inc.	May monthly cleaning	No	\$890.00
4707	06/13/2012	No	CHK	Shell Credit Card Center	April Shell	No	\$596.03
4708	06/13/2012	No	CHK	Silver's Solar Solutions LLC	install 1 way window films	No	\$294.00
4709	06/13/2012	No	CHK	St. Treasurer For Merfund	MERF Annual Charges	No	\$2,910.00
4710	06/13/2012	No	CHK	Staples Credit Plan	office supplies	No	\$639.08
4711	06/13/2012	No	CHK	State of Connecticut	Elevator permit renewal	No	\$240.00
4712	06/13/2012	No	CHK	Supreme Copy	copiers for recerts	No	\$390.00
4713	06/13/2012	No	CHK	The Home Depot Supply	misc supplies	No	\$1,214.09
4714	06/13/2012	No	CHK	Winter Bros Waste Systems	June container service	No	\$372.11
4715	06/13/2012	No	CHK	Winter Bros Waste Systems	June container service	No	\$340.88
4716	06/13/2012	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,341.42
4717	06/27/2012	No	CHK	Aetna	Acc# 83851327	No	\$3,726.00
4718	06/27/2012	No	CHK	Ally	acct 024914953493	No	\$525.63
4719	06/27/2012	No	CHK	American Express	Acc# 3727 130876 34000	No	\$1,293.28
4720	06/27/2012	No	CHK	Anthem Dental	acct ACT6850861	No	\$966.02
4721	06/27/2012	No	CHK	Comcast	Acc# 8773 40 216 0178014	No	\$97.37
4722	06/27/2012	No	CHK	Comcast	Acc# 8773 40 216 0174468	No	\$66.42
4723	06/27/2012	No	CHK	CONN NAHRO	2012 Membership Application for Do	No	\$50.00
4724	06/27/2012	No	CHK	Connecticut Housing Finance Aut	Project # 85159D	No	\$8,387.42
4725	06/27/2012	No	CHK	Federal Express	conn nahro scholarship	No	\$26.05
4726	06/27/2012	No	CHK	G&K Services	acct 53202-01	No	\$109.50
4727	06/27/2012	No	CHK	Housing Coalition	annual membership	No	\$175.00
4728	06/27/2012	No	CHK	Lincoln National Life Insurance C	Acc# SEYMOURHOU-BL-1001365	No	\$571.08
4729	06/27/2012	No	CHK	Lisa Marie Sanchez	PIC Training Mileage	No	\$15.94
4730	06/27/2012	No	CHK	Peter E. Karpovich,	Service of Notice to Quit Algarin	No	\$45.68
4731	06/27/2012	No	CHK	Smithfield Gardens Assisted Livin	Office Rent	No	\$4,354.16
4732	06/27/2012	No	CHK	St. Treasurer For Merfund	MERF 06-2012	No	\$5,590.01
4733	06/29/2012	No	CHK	Birch Wlodarski, Nora	Mileage Reimb. for Tax Credit Traini	No	\$60.68
4734	06/29/2012	No	CHK	Buddy's Fuel, Llc	24 Chamberlin Rd	No	\$1,165.00
4735	06/29/2012	No	CHK	CL&P MR	Acc# 51659464044	No	\$69.06
4736	06/29/2012	No	CHK	Coca-Cola Enterprises Bottling C	Soda Machine Equipment Maintena	No	\$225.00
4737	06/29/2012	No	CHK	Friends Of Fur Lic	25 & 27 Chamberlin Rd	No	\$75.00
4738	06/29/2012	No	CHK	FTW LLC	Chamberlin Rd 5/11/12 Wee out hill	No	\$675.00
4739	06/29/2012	No	CHK	Hannon, Shannon	Office Help	No	\$396.00
4740	06/29/2012	No	CHK	M. J. Daly & Sons, Inc.	Callahan House Annual Sprinkler In	No	\$741.82
4741	06/29/2012	Yes	CHK	Naugatuck Valley Savings & Loan	Donna Lane HSA	No	\$825.00

Exhibit I

# Seymour Housing Authority

## Vendor Accounting Cash Payment/Receipt Register

Program: Revolving Fund Project: Revolving Fund Period: June 2012

Cleared Date From: 1/1/1900 Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900 Control Group Date Thru 12/31/9999

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

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
12	06/14/2012	No	DD	SHA PAYROLL	Human Resources #12	No	\$25,264.68
13	06/28/2012	No	DD	SHA PAYROLL	Human Resources #13	No	\$25,737.60
17	06/25/2012	No	CHK	VSP	Online Payment	No	\$55.61
4646	06/28/2012	No	VD	Naugatuck Valley Savings & Loan	Already has Insurance	No	(\$825.00)
4651	06/05/2012	No	CHK	Buddy's Fuel, Llc	Deposit for Furnance	No	\$5,320.00
4652	06/13/2012	No	CHK	Aegis Energy Services, Inc.	2 pmt out of 3	No	\$1,451.01
4653	06/13/2012	No	CHK	Aflac Attn: Remittance Processing	acct DHF89	No	\$1,174.32
4654	06/13/2012	No	CHK	All State Fire Equipment of South	maintenance of fire extinguishers	No	\$333.75
4655	06/13/2012	No	CHK	American Rooter Llc	3 brothers auger toilet to main line	No	\$570.50
4656	06/13/2012	No	CHK	Aquarion Water Company	acct 200086434	No	\$1,566.29
4657	06/13/2012	No	CHK	Aquarion Water Company	28 chamberlin	No	\$60.13
4658	06/13/2012	No	CHK	Aquarion Water Company of CT	5 backflow tests	No	\$2,874.98
4659	06/13/2012	No	CHK	At&T	acct 203 881-0115 123	No	\$137.74
4660	06/13/2012	No	CHK	AT&T	acct 203 888-4579 851	No	\$421.91
4661	06/13/2012	No	CHK	AT&T	acct 203 881-2464	No	\$458.57
4662	06/13/2012	No	CHK	Banner Systems Inc	janitorial supplies	No	\$395.75
4663	06/13/2012	No	CHK	Belletti's Tree Service	17 Seymour Ave	No	\$8,925.00
4664	06/13/2012	No	CHK	Buddy's Fuel, Llc	4 chamberlin annual furnace clean	No	\$925.00
4665	06/13/2012	No	CHK	Buddy's Fuel, LLC	28 chamberlin 155.9 gallons	No	\$539.41
4666	06/13/2012	No	CHK	Callahan House Tenants Associat	june association fees	No	\$25.00
4667	06/13/2012	No	CHK	CL&P OFFICE	acct 51471473099	No	\$140.41
4668	06/13/2012	No	CHK	CL&P RH	acct 51366483014	No	\$1,570.34
4669	06/13/2012	No	CHK	CL&P FED	acct 51779583004	No	\$1,329.08
4670	06/13/2012	No	CHK	CL&P MR	acct 51118694017	No	\$2.36
4671	06/13/2012	No	CHK	Comcast	Acc# 8773 40 216 0027070	No	\$1,183.71
4672	06/13/2012	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$384.40
4673	06/13/2012	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$96.00
4674	06/13/2012	No	CHK	CONN NAHRO	June dues	No	\$410.00
4675	06/13/2012	No	CHK	Connecticut Housing Finance Aut	project 96089D	No	\$462.02
4676	06/13/2012	No	CHK	Direct Energy Services, Llc	acct 10685	No	\$3,470.45
4677	06/13/2012	No	CHK	Donald W. Smith, Jr. P.E	Valve Chart @ Callahan House	No	\$505.00
4678	06/13/2012	No	CHK	Experian	acct TCTA-6906070	No	\$53.02
4679	06/13/2012	No	CHK	Friends Of Fur Llc	32 Seymour ave investigate fleas	No	\$125.00
4680	06/13/2012	No	CHK	FTW LLC	1 of 5 prmts for lawn cutting	No	\$560.00
4681	06/13/2012	No	CHK	G&K Services	uniform costs	No	\$84.57
4682	06/13/2012	No	CHK	Gregory Stamos	june retainer & legal fees	No	\$1,485.75
4683	06/13/2012	No	CHK	Hungerfords Pump Service	commercial checkup	No	\$200.00
4684	06/13/2012	No	CHK	Intersect Dvvc, Llc	web/email	No	\$670.00
4685	06/13/2012	No	CHK	Jeff's Appliance And Vacuums	2L fix freezer	No	\$705.80
4686	06/13/2012	No	CHK	Joseph A. DeFelice	review surveillance camera footage	No	\$270.00
4687	06/13/2012	No	CHK	Kone Inc	contract #40020447	No	\$942.66
4688	06/13/2012	No	CHK	Little River Power Equipment Inc	trimmer line	No	\$13.99

Minutes  
Exhibit I  
Seymour Housing Authority

## Vendor Accounting Cash Payment/Receipt Register

Program: Federal    Period: June 2012

Cleared Date From: 1/1/1900    Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900    Control Group Date Thru 12/31/9999

Bank: TD Banknorth    Bank Account: 424-0200579    GL Account: 1111.4							
Posted							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1618	06/04/2012	No	CHK	Seymour Housing Authority	HAI Group Ins. Div. Portion	No	\$350.83
1619	06/08/2012	No	CHK	Seymour Housing Authority	Ck. Dep into Citizens Bank	No	\$2,000.00
1620	06/25/2012	No	CHK	Seymour Housing Authority	Callahan Early Reimb	No	\$25,000.00
1621	06/29/2012	No	CHK	Seymour Housing Authority	June's Reimb	No	\$18,789.49
1622	06/29/2012	No	CHK	Seymour Housing Authority	RH Reimb	No	\$15,366.90

## Seymour Housing Authority

## Vendor Accounting Cash Payment/Receipt Register

Program: SHA Development Corporation    Project: SHA Development Corporation    Period: June 2012

Cleared Date From: 1/1/1900    Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900    Control Group Date Thru 12/31/9999

Bank: TD Banknorth    Bank Account: 12345    GL Account: 1000							
Posted							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
201	06/29/2012	No	CHK	Seymour Housing Authority	May's Reimb.	No	\$118.75

## Seymour Housing Authority

## Vendor Accounting Cash Payment/Receipt Register

Program: Moderate Rental    Period: June 2012

Cleared Date From: 1/1/1900    Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900    Control Group Date Thru 12/31/9999

Bank: TD Banknorth    Bank Account: 12345    GL Account: 1111.2							
Posted							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1579	06/29/2012	No	CHK	Seymour Housing Authority	June's Reimb	No	\$39,311.44



#SEYM Seymour Housing Authority

Minutes  
Exhibit I

Cover Letter (S193)	
Check Date :	06/14/2012-1
Period Range :	05/28/2012 TO 06/10/2012
Week Number :	Week #24

Dear Human Resource Consulting Group Client,

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

- Your friends at HRCG

**Payroll Totals:**

**# Checks**

Total Regular Checks	2	1875.86
Total Direct Deposits	28	15950.22
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
<b>Total Net Payroll</b>	<b>25 Items</b>	<b>17826.08</b>

Total Billing Impound		119.89
Total Agency Checks	2	229.46
Total Agency Checks DD	2	89.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks** **18264.43**

<b>Total of Checks Printed</b>	<b>29 Items</b>	
Total Tax Liability		7000.25
Total Workers Comp Liability		0.00

**Total Payroll Liability** **25264.68**

Total Direct Deposits 16039.22

**Total Debited From Account** **25264.68**

**NEXT PERIOD DATES**

Check Date: 06/28/2012 Week 26  
Period Begin: 06/11/2012  
Period End: 06/24/2012  
Call In Date: 06/25/2012 Week 26

Payroll rep: Diorio Judi

## #SEYM Seymour Housing Authority

Minutes  
Exhibit I

## Tax Report For Payroll (S247)

Check Date : 06/14/2012-1

Period Range : 05/28/2012 TO 06/10/2012

Week Number : Week #24

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	22,862.48	2,485.46	25	Semi-Weekly
EE OASDI	0.042000	060687649	23,325.91	979.68	25	Semi-Weekly
EE Medicare	0.014500	060687649	23,325.91	338.22	25	Semi-Weekly
ER OASDI	0.062000	060687649	23,325.91	1,446.21	25	Semi-Weekly
ER Medicare	0.014500	060687649	23,325.91	338.22	25	Semi-Weekly
COBRA Credit	-----	060687649	-----		25	Semi-Weekly
Total 941 Liabilities without COBRA				5,587.79		
Total 941 Liabilities with COBRA				5,587.79		
ER FUI	0.006000	060687649	0.00		25	Quarterly
Total Federal Taxes				5,587.79		
State Withholding						
CT State Withholding		6613871-000	22,862.48	915.62	25	Weekly CT
Total State Withholding				915.62		
Employer SUI Withholding						
CT-SUI	0.055000	91-378-04	9,033.25	496.84	25	Quarterly
Total Employer SUI				496.84		
Total Employee Taxes				4,718.98		
Total Employer Taxes without COBRA				2,281.27		
Total Tax Liability without COBRA				7,000.25		
Total Tax Liability with COBRA				7,000.25		
Regular checks				1,875.86		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				16,039.22		
Total Net Payroll				17,915.08		
Agency Checks				229.46		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				119.89		
Total Workers Comp				0.00		
Total Payroll Liability				25,264.68		
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				18,264.43		
Total Direct Deposits				16,039.22		
Total Amount Debited from your Account before Credit applied				25,264.68		
Total Amount Debited from your Account after Credit applied				25,264.68		

#SEYM Seymour Housing Authority

Minutec  
Exhibit I

Cover Letter (S193)	
Check Date :	06/28/2012-1
Period Range :	06/11/2012 TO 06/24/2012
Week Number :	Week #26

Dear Human Resource Consulting Group Client,

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

- Your friends at HRCG

**Payroll Totals:**

**# Checks**

Total Regular Checks	2	1809.80
Total Direct Deposits	28	15946.03
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**

**25 Items**

**17755.83**

Total Billing Impound		706.89
Total Agency Checks	2	229.46
Total Agency Checks DD	2	89.00
Total Agency Checks Void	0	0.00

Total Tax Deposit Checks Tax deposit to be made by Human Resource Consulting Group

**Sum of Checks**

**18781.18**

**Total of Checks Printed**

**29 Items**

Total Tax Liability	6956.42
Total Workers Comp Liability	0.00

**Total Payroll Liability**

**25737.60**

Total Direct Deposits

16035.03

**Total Debited From Account**

**25737.60**

**NEXT PERIOD DATES**

Check Date: 07/12/2012 Week 28  
Period Begin: 06/25/2012  
Period End: 07/08/2012  
Call In Date: 07/09/2012 Week 28

Payroll rep: Diorio Judi

Minutes  
Exhibit I

## Tax Report For Payroll (S247)

Check Date : 06/28/2012-1

Period Range : 06/11/2012 TO 06/24/2012

Week Number : Week #26

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	22,843.25	2,476.80	25	Semi-Weekly
EE OASDI	0.042000	060687649	23,312.81	979.14	25	Semi-Weekly
EE Medicare	0.014500	060687649	23,312.81	338.06	25	Semi-Weekly
ER OASDI	0.062000	060687649	23,312.81	1,445.39	25	Semi-Weekly
ER Medicare	0.014500	060687649	23,312.81	338.06	25	Semi-Weekly
COBRA Credit	-----	060687649	-----		25	Semi-Weekly
Total 941 Liabilities without COBRA				5,577.45		
Total 941 Liabilities with COBRA				5,577.45		
ER FUI	0.006000	060687649	0.00		25	Quarterly
Total Federal Taxes				5,577.45		
State Withholding						
CT State Withholding		6613871-000	22,843.25	918.40	25	Weekly CT
Total State Withholding				918.40		
Employer SUI Withholding						
CT-SUI	0.055000	91-378-04	8,373.90	460.57	25	Quarterly
Total Employer SUI				460.57		
Total Employee Taxes				4,712.40		
Total Employer Taxes without COBRA				2,244.02		
Total Tax Liability without COBRA				6,956.42		
Total Tax Liability with COBRA				6,956.42		
Regular checks				1,809.80		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				16,035.03		
Total Net Payroll				17,844.83		
Agency Checks				229.46		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				706.89		
Total Workers Comp				0.00		
Total Payroll Liability				25,737.60		
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				18,781.18		
Total Direct Deposits				16,035.03		
Total Amount Debited from your Account before Credit applied				25,737.60		
Total Amount Debited from your Account after Credit applied				25,737.60		

**Minutes  
Exhibit II**

**July 2012**

---

# **Housing Authority of the Town of Seymour**

---

## **Executive Director's Report**

## Occupancy

### Rev. Callahan House

### 2012 Year-to-Date Vacancies 9

Callahan House experienced one move out and two move-ins during June 2012. Callahan House has experienced 151 vacancy days since January 1, 2012 and has averaged 16.78 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; 151 days/ 29200 days available = 0.5171% percentage through June 30, 2012.

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 2013 subsidy calculation, we have experienced 256 days and have 84 days to use for the balance of the subsidy year calculation (July 1, 2011 to June 30, 2012). We did not exceed the 3% vacancy allowed.

CALLAHAN HOUSE		VACANCY/TURNOVER DAYS		2012
FEDERAL ELDERLY		Vacancy Turnover Days		2012

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
1F	Olwnik	12/31/2011	Avalon	1/6/2012	6
3H	Brooks	12/31/2011	Scales	1/13/2012	13
4L	Ciofi	1/6/2012	Rivera	1/13/2012	7
4A	Poulin	2/29/2012	Sciarretti	3/1/2012	1
3E	Andrietta	3/31/2012	Gazi	4/25/2012	25
2D	Zorawski	4/30/2012	Sapouckey	6/1/2012	33
4H	Gracy	4/30/2012	Kelly	5/26/2012	26
2Q	Bologna	4/16/2012	Murray	5/25/2012	39
4G	Pitingoro	6/14/2012	Hall	6/15/2012	1

Average number of vacancy days per vacancy

16.78

**Norman Ray House****2012 Year-to-Date Vacancies 0**

Norman Ray House remained fully occupied during June 2012. We anticipate one move out for July 1, 2012. Norman Ray House has experienced 0 vacancy days since January 1, 2012 and has averaged 0 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; 0 days/ 14600 days available = 0% percentage through June 30, 2012.

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 2013 subsidy calculation, we have experienced 54 days and have 114 days to use for the balance of the subsidy year calculation (July 1, 2011 to June 30, 2012). We did not exceed the 3% vacancy allowed and should receive full subsidy for both Callahan and Ray House.

**NORMAN RAY HOUSE**  
**FEDERAL ELDERLY****VACANCY/TURNOVER DAYS 2012**

<u>UNIT</u>	<u>PRIOR RESIDENT</u>	<u>MOVE-OUT</u>	<u>RESIDENT</u>	<u>NEXT IN-DATE</u>	<u>NO. OF</u>
-------------	---------------------------	-----------------	-----------------	-------------------------	---------------

Average number of vacancy days per vacancy:

0

**State Moderate Rental****2012 Year-to-Date Vacancies 5**

Moderate Rental remained fully occupied during June 2012. We anticipate one move out for July 1, 2012. Moderate Rental has experienced 116 vacancy days since January 1, 2012 and averaged 23.20 days per vacancy through April 30, 2012. 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; 116 days/ 29565 days available = 0.3924% percentages through June 30, 2012.

<b>STATE MODERATE RENTAL</b>	<b>VACANCY/TURNOVER DAYS</b>	<b>2012</b>
<b>FAMILY HOUSING</b>		

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
5C	404	Bean	10/7/2011	Cabezas	1/20/2012	20
1B	420	Hoey	12/19/2011	Fasciano	1/24/2012	24
3B	420	Kuhns	3/31/2012	Withington	4/16/2012	16
2S	417	Newsome	3/22/2012	Kiley	5/1/2012	41
28C	420	Kiley	5/1/2012	Garcia	5/15/2012	15

Average number of vacancy days per vacancy: 23.20

The Vacancy Loss is approximately \$1,609 January 1 through June 30, 2012. We had \$2500 budgeted for Vacancy Loss through June 30, 2012.



One unit remained unoccupied at Smithfield Gardens Assisted Living experienced during June 2012. Smithfield Gardens has experienced 108 vacancy days since January 1, 2012 and averaged 27 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; 108 days/ 20,440 days available = .5283% percentage through June 30, 2012.

SMITHFIELD GARDENS				VACANCY/TURNOVER DAYS		2012
ASSISTED LIVING						
	Tax					
	CR	Rent	PRIOR		NEXT	No Of
UNIT	%		RESIDENT	MOVE-OUT	IN-DATE	Days
106	60%	960	Geotz	12/31/2012	1/6/2012	6
103	60%	960	Kyde	12/21/2011	2/24/2012	65
214	60%	960	Zielnski	4/24/2012	4/28/2012	4
120	60%	960	LaVena	5/29/2012	Vacant	33

Average number of vacancy days per vacancy: 27

The vacancy loss is approximately \$3,456 since January 1, 2012 Through June 30, 2012. We budgeted \$12,173 Vacancy Loss through June 30, 2012.

---

## Section 2

---

### General Information

The Seymour Housing Authority Web-site is completed. The result is an organized design and fresh content. Please visit our new website at [www.seymourhousing.org](http://www.seymourhousing.org). "Like us on Facebook and Twitter to follow our postings. To edit this site we must purchase a program called Dreamweaver. Some training will be necessary on this program.

The annual IPA Audit will begin during June 2012. We have begun gathering information for the Audit and are preparing for his visit on June 25 & 26.

I attended a Building Committee meeting for the Town of Seymour. I expressed our interest in the LoPresti School so that we may apply for Congregate Housing Funds to open a Congregate Facility for approximately 30 individuals. Some objections included the availability to provide preferences for Seymour Residents and the admission of young disabled. Questions about the payment in lieu of taxes and the amount we would pay for the property. I believe the Committee is preparing to hire a consultant to survey the best use for the building. I was also asked how long I required for this process. I anticipate approximately 3 yrs. based on the process for Smithfield Gardens.

The Seymour Culture and Arts Commission contacted us about a series of Broadway plays being brought to the Strand Theater. An invitation for seniors to attend a dress rehearsal on July 18, 2012 for free has been extended. We received the flyers on 7/6/2012. A signup sheet is being posted at Callahan House, Ray House and Smithfield Gardens.

The State of Connecticut Department of Mental Health and Addiction Services proposed making a Title 19 waiver for the mentally ill to the four PILOT Demonstration Assisted Living Facilities. A meeting was held this month with Representatives from The Retreat, Luther Ridge, Herbert T Clark and us. It was hosted by CALA and Megan Goodfield from DMHAS. The four PILOT Demonstration Assisted Living Facilities all concurred that we are willing to participate with this waiver program so long as the qualifications for the Elder Care Program that subsidizes the residents of our communities are kept in place including the requirement to be 65 or older. This proposal will be presented to the Legislators in the Fall.

During a recent staff meeting Management reviewed procedures for Mold complaints. I distributed all of the State of Connecticut Guidelines and asked all staff to handle reports of Mold immediately.

#### Complaints

Norman Ray House

- Last month we received a complaint about someone leaving condoms and safe sex pamphlets on apartment doors. After some fact finding, we discovered the resident who was distributing the material.
-

The Resident Services Coordinator spoke with the resident's case worker. Subsequent to this, the resident allegedly threatened to make a bomb and blow up the building. She also threatened to push a resident over the ramp railing in the common area. As a result of these two acts and the nuisance behavior, we have issued a Pre-term notice. As a result of the Pre-term, a grievance hearing and superb work of a BH Care Case Worker, the nuisance behavior has been corrected. We will continue to receive bi-weekly reports of compliance with appointments from the Case Worker.

- We received a complaint that a resident defaced another resident's door and the floor in front of it with hand lotion. The resident was made to clean up the mess.
- A rape allegation was made against a resident at Norman Ray House. Seymour Police are investigating this; however, the charges have been dropped by the alleged victim. This is related to the resident in the complaint above. On July 2, 2012 we found the keys to her apartment turned in and her apartment vacated.
- We received a complaint that a few residents of Norman Ray House were verbally aggravating a resident. The complainant also stated that our Resident Services Coordinator was discriminating by not providing services to the residents under 62 years of age. A fact finding meeting was held and it was determined that the later part of this complaint was unfounded. As far as the verbal assaults, it was explained that although the Seymour Housing Authority does not have responsibility for this hostile residential environment, that we would offer Mediation in this case. It was left up to the tenant to request mediation.

#### Rev. Callahan House

- Last month I reported that a Pre-termination letter was sent to a resident that we received a complaint of removing items from the community room and making lewd advances toward a fellow resident. We have also observed property damage in this person's apartment the repair of which totaled \$2,600. We held a grievance meeting and the hearing officer agreed that the Seymour Housing Authority may continue with its Summary Process actions to evict this resident. Since the time of the grievance hearing and completion of the 21 day cure period, we have received other complaints including public urination and threats of physical violence and property destruction. This resident has received a Notice to Quit and will receive a Writ Summons and Complaint. We will continue with court action for his eviction.
- We received a complaint that a resident has planted tomatoes in the front of Callahan House by the white fencing. After a visual inspection it is determined that the resident utilized a space approximately 2" X 3" to plant a variety of tomatoes. These are not visible from the street. It was also observed that a resident is growing a variety of herbs in plastic potting plants and they are lined up all along the outside of the white fence.
- We received an inquiry about some visitors bringing dogs into the building. A reminder memo is being prepared to address that.

#### Moderate Rental

- Once again we have received complaints from the residents of 13, 15 & 17 Chamberlin Rd about no cooperation with the lawn mowing from one of the neighbors. We will address this with a pre-termination letter if necessary.

### **Rev. Callahan House**

All 80 Annual Dwelling Inspections have been completed during February.

The resident association has requested that we look into providing an updated soda machine that vends water. Coke in Naugatuck was called. In the next few weeks a vending machine that offers Coke, Sprite, Orange, Dr Pepper, Diet Coke, Ginger Ale, Zero Fruit Punch and Water will be installed. The price for each vend will be \$1.50. This vending will not involve the Seymour Housing Authority or Tenant's association. Coke will care for and supply and receive proceeds from the machine.

In response to a resident complaint about the appearance of the front of the Callahan House, Annuals have been purchased and planted under the weeping willow tree in the front.

We refilled the grill propane tanks and set out tables and chairs for the resident association for their 4<sup>th</sup> of July picnic.

We sanded and painted the iron handrails to the exterior stairs at the back of Callahan House. We also painted yellow indicators on the step edges as requested by the Tenant's Association. This was a good safety recommendation.

The Fire Marshall completed an annual inspection at the Callahan House. There are a few minor items we must address.

We have continued the lawn care maintenance by weeding the parking lot side of the building. This and the addition of the plants up front will greatly improve our curb appeal. We still have to work on the planting boxes at the front of the building.

The 2011 Capital Fund Program, CT26P03550111 received the following progress: Radovich Builders has completed all the work for the asbestos abatement at Callahan House and electrical repairs at the Norman Ray House. Due to favorable bidding, some funds were left over from the 2011 CFP to re-program some work items at both buildings. We will have funds to replace the thermostats at the Callahan House and also to rehab the community room bathrooms to become handicap accessible. We received one bid from RFP for Architectural/Engineering Design. This is being presented to the Board at the July meeting.

The 2012 Capital Fund Program, CT26P03550112 was granted during March. The ACC amendment was submitted to HUD. We will begin programming the budget for this funding, but an item that we have considered replacing bathroom heaters at the Rev. Callahan House and convert two units as handicap accessible at the Norman Ray House. See above comment about the RFP for Architectural services.

## **Norman Ray House**

All 40 Annual Dwelling inspections have been completed for the Norman Ray House.

Security Deposit interest has been calculated and credited to the residents.

We received a complaint about mold in an apartment. The Health Department Sanitarian inspected this complaint when we did. There was mold found on the wall in an area not more than six inches in diameter in the resident's bedroom behind a dresser. The dresser sits very close to the wall. The unit is on the North side of the building and it receives very little sun. Ventilation in the unit was minimum on the day of the inspection. The resident does have two air conditioners that were not running. There was no indication of a leak. It is believed that this spotting of mold was due to lack of ventilation, high humidity, poor lighting and the apparent source of food (dust). The dresser, being so close to the wall contributed to this growth as well. The resident also showed us a spot in the top of their closet. This was found not to be mold; however, it is apparent that the ceiling of the closet was not painted in entirety. We have been instructed to remove the portion of the wall affected and to clean the area behind the wall with soap & water, and to call her when the wall is open so she can re-inspect.

## **Moderate Rental**

We have completed 21 annual dwelling inspections at Moderate Rental through June 30, 2012. We started on Seymour Ave and intend to complete Seymour Ave. by 8/31/2012.

The re-construction of the street on Chamberlin Road has completed the construction bidding stage. A contractor was selected by the Town of Seymour. Construction should start within the next month. You will recall that this was funded by the Town of Seymour's Small City Grant application. The Town of Seymour received \$500,000 for this project. B&W Paving will begin working on Chamberlin Rd. on Monday, July 9, 2012. They will start by replacing the sewer laterals. They will start on the even side of the street and work their way up the street. After this is completed they will upgrade & install the storm drains. Then the road will be resurfaced. They have indicated that they will leave one lane of traffic open throughout the entire project.

The Town of Seymour is applying for funds to re-construct Seymour Ave. as well. I believe the applications are due in July.

As a part of the application for funds to the State of Connecticut, an Energy Audit was required. We have no previously and this requirement would have given us a few more points on the rating and ranking if this were done. CL& P has been conducting the energy audit and has been completing the field work very decently.

As a result of a recent project we have discovered a few houses that had major housekeeping issues. In fact, one of them the contractor refused to go in. We followed up with a pre-termination notice and subsequently mandated that the resident come to the office to view the public housing housekeeping video. We also sent several instructional flyers about housekeeping to the resident. We re-visited the house and after the second trip, we found the housekeeping acceptable.

We had a reported insect problem at a dwelling and inspected and discovered similar housekeeping issues. We could not treat the unit until the resident cleaned it up. We instituted similar protocol as above. We did access the house after it was cleaned and began treatment.

We are seeking bids for power washing the vinyl sided dwellings on Seymour Ave. and Upper Chamberlin Rd. Upper Chamberlin Rd. will be completed only when the road re-construction is completed. Seymour Ave. will be done this summer.

## **Smithfield Gardens Assisted Living**

### Occupancy Statistics:

- 98% (55 of 56 units) occupied as of 07/01/12
- Three applications in processing
- No move-outs in June
- 10 applicants on waiting list for 60% units (\$960 rent)
- 8 applicants on waiting list for 50% units (\$800 rent)
- Average age is 85.9
- Age range is 70 - 100
- Average length of tenancy is 23.37 months

### Budgeting Statistics:

- 20 of 19 units rented at \$800
- 35 of 37 units rented at \$960
- 54 of 55 occupied units (55 of 57 residents) participating in the meal plan

Other:

- MRC/ALSA meetings held 6/6, 6/13, 6/20, 6/27 (attended by MRC Director, RSC & RNs)
  - 57 residents' statuses reviewed each week
  - 1 resident out at rehab as of 06/30/12
  - Levels of care for May 2012: 3 @ Level 1; 35 @ Level 2; 15 @ Level 3; 4 @ Level 4
- Unidine Food Forum meeting with residents held on 04/24/12. Next meeting scheduled for 07/03/12. Some recent concerns with interpersonal issues with kitchen manager and kitchen staff's failure to provide for one resident's dietary requirements consistently
- Resident Council Meeting notes from 05/31/12 are below; next meeting scheduled for 06/28/12
- June Fire Drill to be completed 06/25/12 (second shift)

The power washing of the vinyl siding was completed in the last two weeks. All the mold was removed from the siding and the windows were washed. Our maintenance staff cleaned all the screens. The entire job was completed in 3 working days.

The annual Fire Marshall inspection of Smithfield Gardens will take place on August 7, 2012.

The Fire Marshall will provide fire procedures including the use of extinguishers on August 7<sup>th</sup> as well as August 11. A fire safety talk with the residents is planned for August 2, 1012.

I am seeking a price to install a concrete pad in the lawn across from the front entry of Smithfield Gardens. The intention is to install about 4 more park style benches across from the front entry.

The semi-annual kitchen range hood cleaning was completed in the commercial kitchen.

We also painted all the metal handrails and bollards on the Smithfield property.

Minutes  
Exhibit IV

Salamone & Associates  
Consulting Engineers  
3035 Whitney Ave.  
Hamden, CT 06518  
Telephone: 203-281-6895

HUD  
Capital Fund Modernization  
Rehab Consultant  
June 11, 2012  
1:00 P.M.

Rating and Ranking

Evaluation Criteria

1. Evidence of firms ability to perform work re/ technical  
competence/experience. Weight = 2

Mr. Salamone has demonstrated technical expertise in his RFP. His staff comprises a Senior Mechanical Engineer, Senior Structural Engineer, Mechanical Engineer, Senior Designer/Construction Technician, and a Mechanical Electrical Designer, and himself.

SCORE: 1 2 3 4 5 X 2 = 10

2. Scheduling Capabilities (Time Frame to Perform Services) Weight = 3

Mr. Salamone has stated in his proposal that he will begin work immediately following award and notice to proceed. Schematic & Design development will be completed in 15 days and final design within 30 days. He is anticipating a 60 day construction period which places completion by July 2013.

SCORE: 1 2 3 4 5 X 3 = 15

3. Registered and insured in the State of CT Weight = 2

Mr. Salamone included a copy of his State of Connecticut Professional Engineering Corporation License # 476 and his personal Professional Engineer License # 17059 which both expire 1/31/2013. He has also provided a certificate of Insurance for General and Excess Liability, Auto, Workers Comp., Valuable Papers, as well as Professional Liability.

SCORE: 1 2 3 4 5 X 2 = 10

Salamone & Associates  
Capital Fund Program  
A/E Consultant

4. Past Performance relative to cost, quality of work, and compliance with performance schedules. Weight = 2

Mr. Salamone cited several jobs with several housing authorities within Connecticut and Massachusetts that have been completed within budget, and on time.

SCORE: 1 2 3 4 5 X 2 = 10

5. Knowledge of local building codes. Weight = 2

Mr. Salamone has demonstrated in his RFP that he possesses knowledge of local building codes.

SCORE: 1 2 3 4 5 X 2 = 10

6. Debarred Suspended Certification Weight = 2

Mr. Salamone's response included a signed certified statement that he is not debarred or suspended from Federal, State, or Local funded projects.

SCORE: 1 2 3 4 5 X 2 = 10

7. Understanding Scope of Work Weight = 2

Mr. Salamone has listed specific tasks that will be implemented to complete the construction work. His understanding of the scope of work was demonstrated in the RFP.

SCORE: 1 2 3 4 5 X 2 = 10

8. Credential with Related public housing and past client experience. Weight = 2

Mr. Salamone states that his firm has completed work for Hartford, New Haven, Bridgeport, Stamford, Greenwich, Milford, Stratford, New London, Bristol, Seymour, and West Haven Housing Authorities.



Salamone & Associates  
Capital Fund Program  
A/E Consultant

SCORE:      1      2      3      4      5      X 2      =      **10**

9.      Price

Weight = 2

Mr. Salamone quoted a base fee of \$14,700.00 This is within the project budget of \$8,000.00.

SCORE:      1      2      3      4      5      X3      =      **6**

Total Score for Evaluation Factors:

**91**