

MINUTES

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TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 910th Meeting

The 910th 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 May 9, 2012 and was called to order by Chairperson White at 5: 30 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Belucci, Dota and White. 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 909th Regular Meeting.

Commissioner Bellucci motioned to accept the minutes of the 909th Regular Meeting, April 4, 2012. Commissioner Dota 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 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 and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

➤ Executive Director's Report

See Attached Exhibit II

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The Executive Director explained details of the Executive Director's report and answered all pertinent questions. He added that the annual waiting list purge was underway. All the mailings to persons on the waiting list have been sent out. Applicants have until May 31 to re-affirm their interest in remaining active on the waiting list.

➤ Old Business

The Commissioners briefly discussed the request to make alterations to Section 5 of the Personnel Policy relative to grievance.

The Executive Director updated the Commission relative to Bank Street.

➤ New Business

Chairperson White introduced Capital Fund Program (CFP) CT26P03550111 budget revision. See Exhibit III

The Executive Director explained that as a result of favorable bidding that there were funds left over to reprogram work items. He stated that as a result of the failing thermostats, that a budget line item was added in the amount of \$22,800. He stated that a budget line item was added to make handicap conversion to the public restrooms at the Norman Ray House in the amount of \$17,193.92. He stated that these budget line item revisions still add up to the total budget of \$111,151.00.

After some further brief discussion, Commissioner Bellucci motioned to approve of the budget revision for CFP CT26P03550111 as presented to include the work items of thermostat replacements and handicap renovations to the public restrooms resulting in a total budget of \$111,151.00. 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.

Chairperson White introduced Capital Fund Program (CFP) CT26P03550112 budget revision. See Exhibit IV.

The Executive Director explained that this was an original budget for CFP CT26P03550112. He described the budget line item which included: Administration - \$2,500, Architectural/Engineer Fees - \$8,000, Bathroom heater replacements - \$38,895 and 2 dwelling unit handicap conversions - \$44,130. The total CFP budget is \$93,525.

After some further brief discussion, Commissioner Bellucci motioned to approve of the budget revision for CFP CT26P03550112 as presented for a total budget of \$93,525.00. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion

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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.

➤ Any Other Business Pertaining to the Board

None

➤ Adjournment

Chairperson White asked for a motion to adjourn the 910th meeting of the Seymour Housing Authority. At 5:59 P.M. Commissioner Bellucci motioned to adjourn the 910th 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, Horelick and White. Chairperson White declared the motion carried and the 910th 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: Revolving Fund Project: Revolving Fund Period: April 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

Posted

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
7	04/05/2012	No	DD	SHA PAYROLL	Human Resources #7	No	\$25,307.37
8	04/19/2012	No	DD	SHA PAYROLL	Human Resources #8	No	\$26,956.76
19	04/19/2012	No	CHK	VSP	VSP	No	\$49.16
4444	04/23/2012	No	VD	Department Of Public Safety	Amount has Changed	No	(\$19.25)
4500	04/16/2012	No	CHK	CONN NAHRO	Conn Nahro Extravaganza	No	\$300.00
4501	04/17/2012	No	CHK	Aegis Energy Services, Inc.	Replaced Boiler Room insulation	No	\$623.23
4502	04/17/2012	No	CHK	American Rooter Llc	Snake drain to main line unit 1C	No	\$317.00
4503	04/17/2012	No	CHK	Aquarion Water Company	Private Fire Services 133 Walnut St.	No	\$296.04
4504	04/17/2012	No	CHK	Aquarion Water Company of CT	32 Smith Private fire service #20008	No	\$296.04
4505	04/17/2012	No	CHK	At&T	2023 881 0115 123	No	\$137.82
4506	04/17/2012	No	CHK	AT&T	203 881 2464 165	No	\$457.02
4507	04/17/2012	No	CHK	AT&T	203-888-4579 851 3/23/2012 to 4/22	No	\$406.94
4508	04/17/2012	No	CHK	Banner Systems Inc	Plastic utensils & dishwasher soap	No	\$167.00
4509	04/17/2012	No	CHK	Belletti's Tree Service	Caulking Bloces and painting a/c cov	No	\$6,575.00
4510	04/17/2012	No	CHK	Bender Plumbing Supplies Inc.	3 Moen 1225B faucet cartridges	No	\$51.33
4511	04/17/2012	No	CHK	Buddy's Fuel, Llc	No AC Replaced 2 V-belts	No	\$1,586.00
4512	04/17/2012	No	CHK	Buddy's Fuel, LLC	2 Seymour Ave 217.4 gals	No	\$1,763.54
4513	04/17/2012	No	CHK	CL&P OFFICE	26 Smith St #51471483009 2/29/201	No	\$70.05
4514	04/17/2012	No	CHK	CL&P FED	32 Smith St. #51779583004 14800	No	\$2,959.39
4515	04/17/2012	No	CHK	CL&P MR	34 Seymour Ave Pump Station #511	No	\$54.02
4516	04/17/2012	No	CHK	CL&P RH	133 Walnut # 51364104042	No	\$1,760.86
4517	04/17/2012	No	CHK	Comcast	Acct # 8773 40 216 0069528	No	\$96.51
4518	04/17/2012	No	CHK	Comcast	Ray House Bulk Cable Billing Acct #	No	\$384.40
4519	04/17/2012	No	CHK	Connecticut Housing Finance Aut	Project 85159D Mortgage	No	\$8,397.18
4520	04/17/2012	No	CHK	Direct Energy Services, Llc	Account # 10685 02/29/2012 to 03/3	No	\$2,809.98
4521	04/17/2012	No	CHK	Friends Of Fur Llc	3 Brothers court exterminate	No	\$150.00
4522	04/17/2012	No	CHK	FTW LLC	Clean out drains & cut back trees	No	\$750.00
4523	04/17/2012	No	CHK	Gregory Stamos	Retainer, Abrams & Cabezza court ti	No	\$1,313.80
4524	04/17/2012	No	CHK	Management Computer Services I	Quarterly Support Fee April - June 2	No	\$1,688.00
4525	04/17/2012	No	CHK	OCE Imagistics Inc.	cust # 126394 14211 copies	No	\$129.32
4526	04/17/2012	No	CHK	OCE Imagistics Inc.	Model/serial VL4222-1002347 04/01	No	\$213.41
4527	04/17/2012	No	CHK	Radovich Builders, LLP	Repair Door Bell	No	\$1,740.00
4528	04/17/2012	No	CHK	Radovich Builders, LLP	Repair latch set on bathroom door -	No	\$570.00
4529	04/17/2012	No	CHK	Radovich Builders, LLP	Water leaking from upstairs 2N	No	\$2,718.00
4530	04/17/2012	No	CHK	Robert Lashin	Complete paint 3 Brothers Court	No	\$1,490.00
4531	04/17/2012	No	CHK	Seymour Water Pollution Control	# 1031421 32 Smith St. 4/1/2012 to	No	\$6,188.00
4532	04/17/2012	No	CHK	Siemens Industry Inc	Pulled new phone lines connected at	No	\$437.50
4533	04/17/2012	No	CHK	St. Treasurer For Merfund	MERF 04-2012	No	\$5,323.48
4534	04/17/2012	No	CHK	Yankee Gas Services Co.	#57750480048 32 Smith Street	No	\$1,264.86
4535	04/17/2012	No	CHK	CL&P OFFICE	Acc# 51471483099	No	\$78.02
4536	04/23/2012	No	CHK	Aegis Energy Services, Inc.	3rd Payment for 1st Qrt. Exp	No	\$1,508.16
4537	04/23/2012	No	CHK	Aetna	May Coverage Period	No	\$2,913.00

minutes Exhibit I

4538	04/23/2012	No	CHK	Aflac Attn: Remittance Processing	Acc# DHF89	No	\$782.88
4539	04/23/2012	No	CHK	Allen's Plumbing Supply	Moen Ring Kit SG	No	\$33.60
4540	04/23/2012	No	CHK	Ally	Acc# 024914953493	No	\$525.63
4541	04/23/2012	No	CHK	American Express	Acc# 6-34000	No	\$8,134.53
4542	04/23/2012	No	CHK	American Rooter Llc	1 & 3 Brothers Court	No	\$738.00
4543	04/23/2012	No	CHK	Anthem Dental	Dental	No	\$511.17
4544	04/23/2012	No	CHK	Aquarion Water Company	2 Seymour Ave Billing Period 3/4/12-	No	\$18.76
4545	04/23/2012	No	CHK	B.&J. Electric Motor Repair Co.	Electric Motor for Roof Fan @ Calla	No	\$73.67
4546	04/23/2012	No	CHK	Callahan House Tenants Associat	Callahan Association	No	\$25.00
4547	04/23/2012	No	CHK	Comcast	Acc# 8773 40 216 0174468	No	\$66.42
4548	04/23/2012	No	CHK	Comcast	Acc# 8773 40 216 0178014	No	\$97.37
4549	04/23/2012	No	CHK	Comcast	Acc# 8773 40 216 0027070	No	\$632.10
4550	04/23/2012	Yes	CHK	Department Of Public Safety	fingerprints	No	\$35.75
4550	04/24/2012	No	VD	Department Of Public Safety	Picked up previous amount	No	(\$35.75)
4551	04/23/2012	No	CHK	Dept. of Public Safety S.P.B.I	MR Applicant	No	\$16.50
4552	04/23/2012	No	CHK	Experian	Acc# TCTA-6906070	No	\$213.76
4553	04/23/2012	No	CHK	Friends Of Fur Llc	2 Seymour Ave	No	\$150.00
4554	04/23/2012	No	CHK	FTW LLC	3.22.12 Sand Clean Up @ Callahan	No	\$525.00
4555	04/23/2012	No	CHK	Home Depot Credit Services	RH Drip pans for stoves	No	\$463.01
4556	04/23/2012	No	CHK	LandlordLawFirm	Legal Advice on tenant with New Ha	No	\$730.00
4557	04/23/2012	No	CHK	Lincoln National Life Insurance C	Ref. # 2249198072	No	\$367.00
4558	04/23/2012	No	CHK	Lisa Low & Associates	SHRPA Application Development	No	\$2,500.00
4559	04/23/2012	No	CHK	Mary B. Androski	Mediation Meeting & Filing of Writte	No	\$150.00
4560	04/23/2012	No	CHK	New England Septic & Excavating	# 34 Seymour Ave	No	\$215.00
4561	04/23/2012	No	CHK	Nextel Communications	Acc# 453584322	No	\$179.73
4562	04/23/2012	No	CHK	Northeast Telecom Services Inc.	Monthly TD Process	No	\$39.95
4563	04/23/2012	No	CHK	Pitney Bowes Inc	Supplies	No	\$117.65
4564	04/23/2012	No	CHK	Proforma	Check Envelope; double window	No	\$105.56
4565	04/23/2012	No	CHK	Ray House Tenants Association	Ray House Association	No	\$25.00
4566	04/23/2012	No	CHK	Robert Lashin	2 Seymour Ave - Prep work & Paint.	No	\$1,490.00
4567	04/23/2012	No	CHK	Seymour Janitorial Services, Inc.	RH - Monthly Cleaning	No	\$1,115.00
4568	04/23/2012	No	CHK	Shell Credit Card Center	Acc# 065-093-700	No	\$250.94
4569	04/23/2012	No	CHK	Smithfield Gardens Assisted Livin	Office Rent	No	\$4,354.16
4570	04/23/2012	No	CHK	Staffworks, Inc.	MR Exp. - helped to get info for utilit	No	\$179.58
4571	04/23/2012	No	CHK	Stanley Security Solutions, Inc.	2 Patented K Keyed	No	\$29.57
4572	04/23/2012	No	CHK	Staples Credit Plan	Office Supplies	No	\$146.19
4573	04/23/2012	No	CHK	U.S. Inspection Group, Inc	Reac/UPCS Guidebooks	No	\$55.00
4574	04/23/2012	No	CHK	Winter Bros Waste Systems	Callahan Monthly Recycling Serv. &	No	\$356.61
4575	04/23/2012	No	CHK	Winter Bros Waste Systems	RH Monthly Recycling Serv & Trash	No	\$326.69
4576	04/24/2012	No	CHK	Dept. of Public Safety S.P.B.I	MR Fingerprint	No	\$16.50
4577	04/30/2012	No	CHK	G&K Services	Uniform Setup Charges	No	\$222.75
4578	04/30/2012	No	CHK	State Of Connecticut	VPN Keyys for Dept. of Labor	No	\$65.00

Exhibit I Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Program: Smithfield Gardens Project: 014 - Smithfield Gardens Assisted Living Period: April 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

Posted							
Payment							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
2667	04/13/2012	No	CHK	Aquarion Water Company Of Ct	Private Fire Service - hydrants	No	\$296.04
2668	04/13/2012	No	CHK	Art Horn	The Weather Warriors - Recreation p	No	\$150.00
2669	04/13/2012	No	CHK	AT&T	2038885093,2038881835,20388818	No	\$709.71
2670	04/13/2012	No	CHK	CL&P SGAL	Feb 28 to March 28, 2012	No	\$2,102.47
2671	04/13/2012	No	CHK	Comcast	Acct # 8773 40 216 0069536	No	\$52.95
2672	04/13/2012	No	CHK	Direct Energy Services, Llc	Account # 28976	No	\$3,789.93
2673	04/13/2012	No	CHK	FCE, Consulting, Inc.	Placemats Sandwich Man #1 2012 b	No	\$225.00
2674	04/13/2012	No	CHK	First Growth Capital & Unidine Co	Smithfield Gardens 3/31/12 - 4/27/12	No	\$21,294.00
2675	04/13/2012	No	CHK	FTW LLC	Clean out swail behind Smithfield	No	\$475.00
2676	04/13/2012	No	CHK	Gold Coast Refrigeration SVC	Clean evap coils replaced evap mot	No	\$1,091.28
2677	04/13/2012	No	CHK	Jeff's Appliance And Vacuums	Work order 21498 1str floor laundry r	No	\$397.95
2678	04/13/2012	No	CHK	Radovich Builders, LLP	Replace Ballast in overhead canopy	No	\$3,635.00
2679	04/13/2012	No	CHK	Seymour Housing Authority	Management Fee - Seymour Housin	No	\$4,839.00
2680	04/13/2012	No	CHK	The Home Depot Supply	Housekeeping supplies	No	\$385.27
2681	04/13/2012	No	CHK	Theo Pro Compliance & Consultin	Pre approvals Biagini, Biagini, Wojto	No	\$60.00
2682	04/13/2012	No	CHK	Walsh Fence LLC	Patio Fence Repair	No	\$712.50
2683	04/13/2012	No	CHK	Winter Bros Waste Systems	April Service	No	\$305.06
2684	04/13/2012	No	CHK	Yankee Gas	26-28 Smith St. ste 2	No	\$1,850.21
2685	04/17/2012	No	CHK	Servpro	tenant fell and deficeted all over tile	No	\$1,445.09
2686	04/23/2012	No	CHK	Comcast	Acc# 8773 40 216 0069510	No	\$1,044.86
2687	04/23/2012	No	CHK	Environmental Systems Corporati	Disable alarm and change drives	No	\$1,795.57
2688	04/23/2012	No	CHK	First Growth Capital & Unidine Co	Serv. 2/25/12 - 3/30/12	No	\$2,088.96
2689	04/23/2012	No	CHK	FTW LLC	3.22.12 Sand Clean Up	No	\$750.00
2690	04/23/2012	No	CHK	Peachtree Business Products	Bollard Post Sleeve Posters	No	\$194.00
2691	04/23/2012	No	CHK	The Home Depot Supply	Floor Pad Utility Kit With Swivel Hold	No	\$23.98
2692	04/23/2012	No	CHK	Union Mechanical	Ice Machine needs to be sanitized	No	\$195.32
2693	04/24/2012	No	CHK	Zielinski, William	PH AP Payment Apr 12	No	\$500.76
2694	04/27/2012	No	CHK	Stamford Office Furniture	Dining Chair, Upholstered Seat & Ba	No	\$2,603.31
2695	04/30/2012	No	CHK	Seymour Housing Authority	April Reimb	No	\$27,132.03

Minutes
Exhibit I
Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Program: Federal Period: April 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
1610	04/01/2012	No	CHK	Poulin, Val	PH AP Payment Apr 12	No	\$19.20
1612	04/30/2012	No	CHK	Seymour Housing Authority	April Reimb Callahan	No	\$36,812.58
1613	04/30/2012	No	CHK	Seymour Housing Authority	RH April Reimb	No	\$15,954.45

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register

Program: Moderate Rental Period: April 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
1574	04/02/2012	No	CHK	Seymour Housing Authority	Refund Reimb Fed RH for CHFA Ck	No	\$3.31
1575	04/17/2012	No	CHK	Newsome, Denise	PH AP Payment Apr 12	No	\$141.33
1576	04/17/2012	No	CHK	Kuhns, Kimberly	PH AP Payment Apr 12	No	\$143.11
1577	04/30/2012	No	CHK	Seymour Housing Authority	April Reimb	No	\$42,970.50

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register

Program: Capital Fund Period: April 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: Wachovia Bank Bank Account: Checking GL Account: 1111.CFP

Posted

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
178	04/26/2012	No	CHK	Action Moving and Storage	Flat Rate (6) Units	No	\$2,910.00
179	04/26/2012	No	CHK	American Express	Room & Board Comfort Inn for Bald	No	\$984.00
180	04/26/2012	No	CHK	Fuss & O'neil Enviroscience, Llc	Limited IAQ Testing	No	\$1,975.00
181	04/26/2012	No	CHK	Radovich Builders LLP	Periodic Estimate 1 & 2	No	\$39,159.00
182	04/26/2012	No	CHK	Seymour Housing Authority	Credit Tenant's Rent	No	\$1,771.00
183	04/26/2012	No	CHK	Siemens Industry Inc	Smoke Detectors & Addressable test	No	\$2,400.00
184	04/27/2012	No	CHK	Donald W. Smith, Jr. P.E	CFP 50111 Inv # 3	No	\$750.00

Minutes
Exhibit I

Human Resource Consulting Group

117 Main Street
Seymour, CT 06483

INVOICE

INVOICE DATE: 4/16/2012
INVOICE NUMBER: 16981
INVOICE AMOUNT: \$706.89
CHECK DATE: 4/19/2012
TERMS: Paid

BILL TO:

Seymour Housing
28 Smith Street
Seymour, CT 06483

For: Seymour Housing Authority
SEYM

Service	Cost	Taxes	Total
Payroll Admin (27)	109.89	0.00	109.89
FEIN Processing	10.00	0.00	10.00
State Tax (1)	0.00	0.00	0.00
Time Clock Data Transfer 3.00 (29)	87.00	0.00	87.00
Monthly HR Services - SEYM	500.00	0.00	500.00
Total	\$706.89	\$0.00	\$706.89

Total discounts applied: \$7.50

Cover Letter (S193)	
Check Date :	04/19/2012-1
Period Range :	04/02/2012 TO 04/15/2012
Week Number :	Week #16

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	1869.14
Total Direct Deposits	28	16281.21
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	18150.35

Total Billing Impound		706.89
Total Agency Checks	2	251.93
Total Agency Checks DD	0	0.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **19109.17**

Total of Checks Printed **27 Items**

Total Tax Liability	7248.59
Total Workers Comp Liability	0.00

Total Payroll Liability **26357.76**

Total Direct Deposits 16281.21

Total Debited From Account **26357.76**

NEXT PERIOD DATES

Check Date: 05/03/2012 Week 18
 Period Begin: 04/16/2012
 Period End: 04/29/2012
 Call In Date: 04/30/2012 Week 18

Payroll rep: Withington Denise

Minutes
Exhibit I

Human Resource Consulting Group

117 Main Street
Seymour, CT 06483

INVOICE

INVOICE DATE: 4/30/2012
INVOICE NUMBER: 17122
INVOICE AMOUNT: \$119.89
CHECK DATE: 5/3/2012
TERMS: Paid

BILL TO:

Seymour Housing
28 Smith Street
Seymour, CT 06483

For: Seymour Housing Authority
SEYM

Service	Cost	Taxes	Total
Payroll Admin (27)	109.89	0.00	109.89
FEIN Processing	10.00	0.00	10.00
State Tax (1)	0.00	0.00	0.00
Total	\$119.89	\$0.00	\$119.89

Total discounts applied: \$7.50

Check Date :	05/03/2012-1
Period Range :	04/16/2012 TO 04/29/2012
Week Number :	Week #18

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	1826.49
Total Direct Deposits	28	16423.27
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	18249.76

Total Billing Impound		119.89
Total Agency Checks	2	216.52
Total Agency Checks DD	4	524.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **19110.17**

Total of Checks Printed **31 Items**

Total Tax Liability	7127.79
Total Workers Comp Liability	0.00

Total Payroll Liability **26237.96**

Total Direct Deposits 16947.27

Total Debited From Account **26237.96**

NEXT PERIOD DATES

Check Date: 05/17/2012 Week 20
 Period Begin: 04/30/2012
 Period End: 05/13/2012
 Call In Date: 05/14/2012 Week 20

Payroll rep: Withington Denise

**Minutes
Exhibit II**

May 2012

Housing Authority of the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House

2012 Year-to-Date Vacancies 7

Callahan House experienced one move-in and one move-out March 2012. Callahan House has experienced 54 vacancy days since January 1, 2012 and has averaged 7.71 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: $80 \text{ units} \times 365 \text{ days} = 29,200 \text{ days available}$; $54 \text{ days} / 29200 \text{ days available} = 0.1849\%$ percentage through April 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: $80 \text{ units} \times 12 = 960 \text{ unit months available (UMA)}$. $960 \times 3\% = 29 \text{ UMA}$ or 348 days. For the 2013 subsidy calculation, we have experienced 159 days and have 181 days to use for the balance of the subsidy year calculation (July 1, 2011 to June 30, 2012).

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	Vacant		1
4H	Gracy	4/30/2012	Vacant		1

Average number of vacancy days per vacancy

7.71

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

Norman Ray House remained fully occupied during April 2012. Norman Ray House has experienced 0 vacancy days since January 1, 2011 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 April 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).

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

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
------	-------------------	----------	----------	-----------------	--------

Average number of vacancy days per vacancy:

0

State Moderate Rental**2011 Year-to-Date Vacancies 4**

Moderate Rental remained fully occupied during March 2012. We have one move out notice for March. Moderate Rental has experienced 69 vacancy days since January 1, 2012 and averaged 17.25 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; 69 days/ 29565 days available = 0.2333%, percentages through April 30, 2012.

MODERATE RENTAL	VACANCY/TURNOVER DAYS	2012
-----------------	-----------------------	------

HOUSING

Base PRIOR Rent RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
404 Bean	10/7/2011	Cabezas	1/20/2012	20
420 Hoey	12/19/2011	Fasciano	1/24/2012	24
420 Kuhns	3/31/2012	Withington	4/16/2012	16
417 Newsome	3/22/2012	Vacant		9

Average number of vacancy days per vacancy: 17.25

The Vacancy Loss is approximately \$954 January 1 through April 30, 2012.

Smithfield Gardens Assisted Living experienced one move out and one move in during April 2012. Smithfield Gardens has experienced 75 vacancy days since January 1, 2012 and averaged 25 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; 75 days/ 20,440 days available = .3669% percentage through April 30, 2012.

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

Average number of vacancy days per vacancy: 25

The vacancy loss is approximately \$2,400 since January 1, 2012 Through April 30, 2012.

Section 2

General Information

The annual recertification process has been completed. All rents have been re-calculated. Rent adjustment notices have been mailed to the residents.

Complaints

Norman Ray House

- Complaints have been submitted regarding nuisance behavior from a resident of Norman Ray house as a result of alleged alcohol intoxication in the common areas. The resident's case worker was spoken to and behavior has been modified.
- A complaint about someone leaving condoms and safe sex pamphlets on apartment doors was received. After some fact finding, we discovered the resident who was distributing the material. The Resident Services Coordinator spoke with the resident's case worker.

Rev. Callahan House

- A complaint about someone taking coffee, cups and plates from the Community Room. We reviewed the common area camera and discovered the person responsible. Seymour Police Department was called and a case is assigned. Additionally we sent out a pre-termination notice.
- A complaint about one resident harassing another was received. A pre-termination notice was sent out.

Rev. Callahan House

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.

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.

Norman Ray House

Moderate Rental

The application for the State SHHRP funds was submitted to DECD on time. The application was for in excess of \$2,000,000. We expect to hear back from DECD by April 15, 2012. The work items chosen to apply for were kitchen cabinet and flooring upgrades, bathroom flooring and bathtub replacement as well as ceiling mold remediation. Electrical upgrades to upper Chamberlin Rd are planned as well.

As part of the application process, we realized that an energy audit was required for the Moderate Rental units. We contacted CL&P and began collecting data for them to complete the energy audit. The Energy Audit is being performed by the CL&P. They started on Chamberlin Rd.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 100% (56 of 56 units) occupied as of 05/01/12
- One application in processing
- One move-in (04/28/12) and one move-out (04/24/12) in April
- 9 applicants on waiting list for 60% units (\$960 rent)
- 9 applicants on waiting list for 50% units (\$800 rent)
- Average age is 85.9
- Age range is 69 - 101
- Average length of tenancy is 22.7 months

Budgeting Statistics:

- 20 of 19 units rented at \$800
- 36 of 37 units rented at \$960
- 55 of 56 occupied units (56 of 58 residents) participating in the meal plan

Other:

- MRC/ALSA meetings held 4/4, 4/11, 4/18, 4/25 (attended by MRC Director, RSC & RNs)

58 residents' statuses reviewed each week

1 resident out at rehab as of 04/30/12; 1 resident in hospital as of

04/30/12

No level of care changes in April

- Unidine Food Forum meeting with residents held on 03/27/12. Next meeting scheduled for 04/24/12. New menu cycle began April 1, 2012; residents seem to like the changes. Kitchen manager has made improvements in planning and professionalism.
- Resident Council Meeting notes from 03/29/12 are below; next meeting scheduled for 04/26/12
- April Fire Drill to be completed 04/28/12 (third shift)

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

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

Part I: Summary					
PHA Name: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR		Grant Type and Number Capital Fund Program Grant No: CT26P03550111 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2011 FFY of Grant Approval: 2011
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2011 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	2,532.65	2,518.76		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	12,713.35	15,413.35		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	95,905.00	76,024.97		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures		17,193.92		
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

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

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

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

Part I: Summary					
PHA Name: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR		Grant Type and Number Capital Fund Program Grant No: CT26P03550111 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2011 FFY of Grant Approval:
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2011 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	111,151.00	111,151.00		
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director David Keyser		Date 5/10/2012		Signature of Public Housing Director	
				Date	

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⁴ RHF funds shall be included here.

[illegible]

² To be completed for the Performance and Evaluation Report.

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

Exhibit III

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

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

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

Part I: Summary					
PHA Name: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR		Grant Type and Number Capital Fund Program Grant No: CT26P03550112 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2012 FFY of Grant Approval: 2012
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	2,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	8,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	83,025			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

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

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

⁴ RHF funds shall be included here.

10/11/11
 526/11/11
 10/11/11
 526/11/11

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

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

Part I: Summary					
PHA Name: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR		Grant Type and Number Capital Fund Program Grant No: CT26P03550112 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2012 FFY of Grant Approval:
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	93,525			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director _____		Date _____		Signature of Public Housing Director _____	
				Date _____	

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Exhibit A

[illegible]

² To be completed for the Performance and Evaluation Report.

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Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

PHA Name: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

Development Number	Name/PHA-Wide	Activities
1	1.1	1.1.1
2	2.1	2.1.1
3	3.1	3.1.1
4	4.1	4.1.1
5	5.1	5.1.1
6	6.1	6.1.1
7	7.1	7.1.1
8	8.1	8.1.1
9	9.1	9.1.1
10	10.1	10.1.1
11	11.1	11.1.1
12	12.1	12.1.1
13	13.1	13.1.1
14	14.1	14.1.1
15	15.1	15.1.1
16	16.1	16.1.1
17	17.1	17.1.1
18	18.1	18.1.1
19	19.1	19.1.1
20	20.1	20.1.1
21	21.1	21.1.1
22	22.1	22.1.1
23	23.1	23.1.1
24	24.1	24.1.1
25	25.1	25.1.1
26	26.1	26.1.1
27	27.1	27.1.1
28	28.1	28.1.1
29	29.1	29.1.1
30	30.1	30.1.1
31	31.1	31.1.1
32	32.1	32.1.1
33	33.1	33.1.1
34	34.1	34.1.1
35	35.1	35.1.1
36	36.1	36.1.1
37	37.1	37.1.1
38	38.1	38.1.1
39	39.1	39.1.1
40	40.1	40.1.1
41	41.1	41.1.1
42	42.1	42.1.1
43	43.1	43.1.1
44	44.1	44.1.1
45	45.1	45.1.1
46	46.1	46.1.1
47	47.1	47.1.1
48	48.1	48.1.1
49	49.1	49.1.1
50	50.1	50.1.1
51	51.1	51.1.1
52	52.1	52.1.1
53	53.1	53.1.1
54	54.1	54.1.1
55	55.1	55.1.1
56	56.1	56.1.1
57	57.1	57.1.1
58	58.1	58.1.1
59	59.1	59.1.1
60	60.1	60.1.1
61	61.1	61.1.1
62	62.1	62.1.1
63	63.1	63.1.1
64	64.1	64.1.1
65	65.1	65.1.1
66	66.1	66.1.1
67	67.1	67.1.1
68	68.1	68.1.1
69	69.1	69.1.1
70	70.1	70.1.1
71	71.1	71.1.1
72	72.1	72.1.1
73	73.1	73.1.1
74	74.1	74.1.1
75	75.1	75.1.1
76	76.1	76.1.1
77	77.1	77.1.1
78	78.1	78.1.1
79	79.1	79.1.1
80	80.1	80.1.1
81	81.1	81.1.1
82	82.1	82.1.1
83	83.1	83.1.1
84	84.1	84.1.1
85	85.1	85.1.1
86	86.1	86.1.1
87	87.1	87.1.1
88	88.1	88.1.1
89	89.1	89.1.1
90	90.1	90.1.1
91	91.1	91.1.1
92	92.1	92.1.1
93	93.1	93.1.1
94	94.1	94.1.1
95	95.1	95.1.1
96	96.1	96.1.1
97	97.1	97.1.1
98	98.1	98.1.1
99	99.1	99.1.1
100	100.1	100.1.1

All Funds Expended
(Quarter Ending Date)

Reasons for Revised Target Dates¹

Original
Obligation End
Date

Actual Obligation
End Date

Original Expenditure	End Date
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Actual Expenditure End
Date

CT035000001

03/31/2012

03/30/2014

CT035000002

03/31/2012

03/30/2014