

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 3/12/12
TIME: 12:50 PM
TOWN CLERK'S OFFICE

➤ 907th Meeting

The 907th 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 March 7, 2012 and was called to order by Chairperson White at 5: 31 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Belucci, Beres, Horelick, 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 906th Regular Meeting.

Commissioner Bellucci motioned to accept the minutes of the 905th Regular Meeting, February 8, 2012. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion as amended to vote aye. Voting aye were Commissioners Bellucci, Dota, and White. Commissioner Horelick abstained from voting because she was not present at the February 8, 2012 Meeting. Chairperson White declared the motion carried.

➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

After detailed discussion, review and questions Commissioner Bellucci motioned to approve the bills as presented and authorize payment of the bills. 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 and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

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➤ Executive Director's Report

See Attached Exhibit II

The Executive Director explained details of the Executive Director's report and answered all pertinent questions. The Executive Director added to the written Executive Director's report by informing the Commission that a newly formed Tenant's organization from Chamberlin Rd. and Brothers Court. He stated that this follows the Norman Ray House tenants becoming organized. He stated that we must work on Seymour Avenue. He commented that this is in preparation to comply with the new State Statute regarding appointment of residents to the Board of Commissioners.

The Executive Director further discussed a letter recently written and intended to be sent to the Federal Legislators. The content of the letter was derived from several Mediations and Grievance meetings held with the Residents of the Callahan House and Ray House. During those meetings it was apparent that although complaints came from elderly about young disabled, contrariwise the young disabled were complaining about elderly, both sides agreed that mixed populations in elderly does not work and causes great frictions and at times altercations. The letter is intended as a petition to make the Legislators aware of the problem.

The Executive Director informed the Board of Commissioners that the Ross Grant has been announced by HUD. He reminded that Seymour Housing Authority applied for this grant twice. He stated that if this grant is for the newly formed tenant organizations as their application that the likely-hood of us receiving funds is greater. He stated that tenant organizations are funded and Housing Authorities are put into a lottery. The potential for funding is approximately \$230,000 and would be used to hire a professional Resident Services Coordinator. He stated that the Seymour Housing Authority administrative staff is not the place for conflict resolution between residents. He stated that social services are not part of what the Seymour Housing Authority staff is equipped to deal with. He stated that a Resident Services Coordinator would greatly benefit the Seymour Housing Authority and its residents. He explained that Callahan House, Ray House and the new Chamberlin Rd. Tenants Associations can apply. He commented that the Chamberlin Rd Tenants Association could take the lead role. He also stated that the Seymour Housing Authority could provide technical support in the areas of Administration and act as a fiduciary for the Associations.

Commissioner Bellucci inquired about the plan to request HUD for designated Elderly Housing. The Executive Director stated that the application for that is being worked on. He stated that the petition letter to the Legislators would help this application. He stated that a public hearing on the matter would have to be held.

➤ Old Business

MINUTES

➤ New Business

Chairperson White introduced the ACC Amendment for Capital Fund Program grant CT26P03550112.

The Executive Director stated that HUD has published the 2012 funding and the Seymour Housing Authority is eligible for \$93,525. He explained that the ACC Amendment is certification that the Seymour Housing Authority will operate within the regulations of the Capital Fund Program. This document also gets recorded on the Town of Seymour records as a restrictive covenant.

After some further brief discussion, Commissioner Dota motioned to adopt the ACC Amendment for CFP program CT26P03550112 and to Authorize the Executive Director to execute the Amendment; and, further include any prior actions relative to submission of this ACC Amendment. 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 Horelick and White. Commissioners Bellucci and Dota abstained from voting to avoid a conflict of Interest. Chairperson White declared the motion carried.

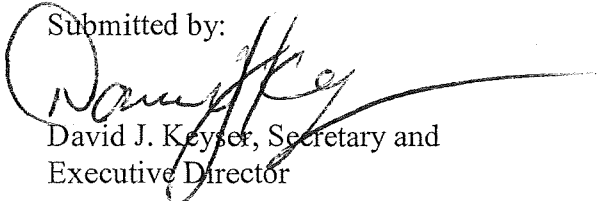
➤ Any Other Business Pertaining to the Board

The Executive Director stated that the Moderate Rental Rehab grant in an amount exceeding \$2,000,000 was submitted to DECD on time on March 1, 2012.

➤ Adjournment

Chairperson White asked for a motion to adjourn the 907th meeting of the Seymour Housing Authority. At 6:00 P.M. Commissioner Bellucci motioned to adjourn the 907th Meeting of the Seymour Housing Authority. Commissioner Horelick 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 907th Meeting, a Regular Meeting, duly adjourned.

Submitted by:


David J. Keyser, Secretary and
Executive Director

Seymour Housing Authority

Vendor Accounting Cash Payment/Receipt Register

Program: Revolving Fund Project: Revolving Fund Period: February 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 Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
3	02/09/2012	No	DD	SHA PAYROLL	Human Resources # 3	No	\$25,885.94
4	02/23/2012	No	DD	SHA PAYROLL	Human Resources #4	No	\$26,386.71
4231	02/17/2012	No	VD	Ferguson & McGuire/APS	Ins. Company took another Payment	No	(\$1,058.00)
4364	02/21/2012	No	CHK	Aegis Energy Services, Inc.	payment 1 of 3	No	\$1,508.15
4365	02/21/2012	No	CHK	American Rooter Llc	unit 3v snake toilet bowl	No	\$532.00
4366	02/21/2012	No	CHK	At&T	acct 203 881-0115 123	No	\$127.82
4367	02/21/2012	No	CHK	AT&T	acct 203 881-2464 165	No	\$459.45
4368	02/21/2012	No	CHK	AT&T	acct 203 888-4579 851	No	\$400.47
4369	02/21/2012	No	CHK	Belletti's Tree Service	24 & 26 chamberlin ash tree	No	\$6,475.00
4370	02/21/2012	No	CHK	Bender Plumbing Supplies Inc.	plumbing supplies	No	\$707.18
4371	02/21/2012	No	CHK	Buddy's Fuel, Llc	6 seymour ave annual cleaning	No	\$1,592.43
4372	02/21/2012	No	CHK	Callahan House Tenants Associat	february association fee	No	\$25.00
4373	02/21/2012	No	CHK	Chartis	policy WC 1656312	No	\$2,326.00
4374	02/21/2012	No	CHK	CL&P FED	acct 51779583004	No	\$1,833.30
4375	02/21/2012	No	CHK	CL&P MR	acct 511186994017	No	\$74.73
4376	02/21/2012	No	CHK	CL&P RH	acct 51457765090	No	\$2,086.94
4377	02/21/2012	No	CHK	CL&P OFFICE	acct 51471483099	No	\$117.21
4378	02/21/2012	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$384.40
4379	02/21/2012	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$632.10
4380	02/21/2012	No	CHK	CONN NAHRO	january monthly plus 1	No	\$60.00
4381	02/21/2012	No	CHK	Connecticut Housing Finance Aut	project 96089D	No	\$462.02
4382	02/21/2012	No	CHK	Direct Energy Services, Llc	acct 10685	No	\$3,879.52
4383	02/21/2012	No	CHK	Experian	January credit checks	No	\$105.44
4384	02/21/2012	No	CHK	Gregory Stamos	feb retainer, jan fees	No	\$2,086.50
4385	02/21/2012	No	CHK	Home Depot Credit Services	MR flooring material	No	\$90.44
4386	02/21/2012	No	CHK	Intersect Dvvc, Llc	computer work on site	No	\$600.00
4387	02/21/2012	No	CHK	Jeff's Appliance And Vacuums	2N repair freezer	No	\$69.95
4388	02/21/2012	No	CHK	Jerry's Service Center	09 siverado tune up	No	\$53.16
4389	02/21/2012	No	CHK	Northeast Telecom Services Inc.	February TD process	No	\$39.95
4390	02/21/2012	No	CHK	OCE Imagistics Inc.	February copier lease	No	\$211.32
4391	02/21/2012	No	CHK	Oxford Paint & Hardware, Inc	supplies	No	\$662.81
4392	02/21/2012	No	CHK	Quill Corporation	office supplies	No	\$1,025.98
4393	02/21/2012	No	CHK	Radovich Builders, LLP	community rm bath install soap dish	No	\$555.00
4394	02/21/2012	No	CHK	Radovich Builders, LLP	repair zone valve	No	\$1,626.00
4395	02/21/2012	No	CHK	Radovich Builders, LLP	repair basement light fixtures	No	\$9,455.00
4396	02/21/2012	No	CHK	Ray House Tenants Association	february association fee	No	\$25.00
4397	02/21/2012	No	CHK	Shell Credit Card Center	acct 065-093-700	No	\$279.45
4398	02/21/2012	No	CHK	Sherwin Williams	paint supplies	No	\$2,092.25
4399	02/21/2012	No	CHK	Smithfield Gardens Assisted Livin	February rent	No	\$4,354.16
4400	02/21/2012	No	CHK	Staffworks, Inc.	temp office help	No	\$578.89
4401	02/21/2012	No	CHK	The Home Depot Supply	inv #'s 9112836954, 9112912322,	No	\$837.19
4402	02/21/2012	No	CHK	Valley Electric Supply & Lighting	electrical supplies	No	\$20.88

Exhibit J

4403	02/21/2012	No	CHK	Winter Bros Waste Systems	February container service	No	\$309.85
4404	02/21/2012	No	CHK	Winter Bros Waste Systems	february container service	No	\$338.24
4405	02/21/2012	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,421.80
4406	02/29/2012	No	CHK	Aetna	acct 83851327	No	\$2,913.00
4407	02/29/2012	No	CHK	Aflac Attn: Remittance Processing	Feb. Expense	No	\$920.76
4408	02/29/2012	No	CHK	Ally	acct 024914953493	No	\$525.63
4409	02/29/2012	No	CHK	American Express	acct 6-34000	No	\$1,017.94
4410	02/29/2012	No	CHK	Anthem Dental	acct act6850861	No	\$511.17
4411	02/29/2012	No	CHK	Comcast	acct# 8773 40 216 0178014	No	\$97.37
4412	02/29/2012	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$66.42
4413	02/29/2012	No	CHK	Janet S. Wortman, C.P.A., L.L.C.	february accting service	No	\$2,921.25
4414	02/29/2012	No	CHK	Lincoln National Life Insurance C	acct seymourhou-bl-1001365	No	\$331.56
4415	02/29/2012	No	CHK	Nextel Communications	February cell bill	No	\$172.79
4416	02/29/2012	No	CHK	OCE Imagistics Inc.	acct 126394	No	\$114.53
4417	02/29/2012	No	CHK	Robert Lashin	Callahan House Paint all door handl	No	\$2,250.00
4418	02/29/2012	No	CHK	St. Treasurer For Merfund	february Merf	No	\$5,258.10

Exhibit I

Seymour Housing Authority

Vendor Accounting Cash Payment/Receipt Register

Program: Smithfield Gardens Project: 014 - Smithfield Gardens Assisted Living Period: February 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 Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
2607	02/13/2012	No	CHK	AT&T	acct 203 888-5093 150	No	\$700.12
2608	02/13/2012	No	CHK	Buddy's Fuel, Llc	unit 202 unit too hot	No	\$251.00
2609	02/13/2012	No	CHK	CL&P SGAL	acct 51083234013	No	\$1,242.87
2610	02/13/2012	No	CHK	Direct Energy Services, Llc	acct 28976	No	\$5,312.28
2611	02/13/2012	No	CHK	Electrical Wholesalers Inc.	electrical supplies	No	\$414.20
2612	02/13/2012	No	CHK	Environmental Systems Corporati	replace damper motor	No	\$590.45
2613	02/13/2012	No	CHK	First Growth Capital & Unidine Co	February regular meal service	No	\$21,294.00
2614	02/13/2012	No	CHK	Gold Coast Refrigeration SVC	door gasket	No	\$260.40
2615	02/13/2012	No	CHK	Grainger	radiant conveyor toaster	No	\$1,085.99
2616	02/13/2012	No	CHK	Sophistication Duo	entertainment	No	\$100.00
2617	02/13/2012	No	CHK	M. J. Daly & Sons, Inc.	boiler repair	No	\$1,481.00
2618	02/13/2012	No	CHK	Radovich Builders, LLP	secure header at top of frame	No	\$1,689.00
2619	02/13/2012	No	CHK	Seymour Housing Authority	February management fee	No	\$4,839.00
2620	02/13/2012	No	CHK	Silver Petrucelli & Associates	final report for PNA	No	\$500.00
2621	02/13/2012	No	CHK	Stamford Office Furniture	deposit on new chairs	No	\$2,603.00
2622	02/13/2012	No	CHK	Stanley Security Solutions, Inc.	keys	No	\$68.30
2623	02/13/2012	No	CHK	The Home Depot Supply	cleaning supplies	No	\$840.85
2624	02/13/2012	No	CHK	Trans Clean Corp	steam clean commercial kitchen	No	\$425.00
2625	02/13/2012	No	CHK	Winter Bros Waste Systems	February container service	No	\$305.06
2626	02/13/2012	No	CHK	Yankee Gas	acct 57669970055	No	\$2,033.87
2627	02/29/2012	No	CHK	Aegis Energy Services, Inc.	Vendor Invoice Transactions Feb 12	No	\$3,386.46
2628	02/29/2012	No	CHK	Carter Hayes + Associates, P.C.	in progress audit expenses	No	\$4,423.46
2629	02/29/2012	No	CHK	Comcast	acct 8773 40 216 0069510	No	\$924.86
2630	02/29/2012	No	CHK	Comcast	acct 8773 40 216 0069536	No	\$52.95
2631	02/29/2012	No	CHK	Commissioner of Revenue Servic	Form OP-424 - Business Entity Tax	No	\$250.00
2632	02/29/2012	No	CHK	First Growth Capital & Unidine Co	regular & supplemental	No	\$22,799.28
2633	02/29/2012	No	CHK	Jeff's Appliance And Vacuums	washer repair	No	\$69.95
2634	02/29/2012	No	CHK	TPC Associates, Inc.	loop 1 ground fault	No	\$847.50
2635	02/29/2012	No	CHK	Valley Electric Supply & Lighting	bulbs for parking lot	No	\$56.64
2636	02/29/2012	No	CHK	Seymour Housing Authority	Feb Reimb	No	\$34,089.72

Exhibit I

Seymour Housing Authority

Vendor Accounting Cash Payment/Receipt Register

Program: Federal Period: February 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							
Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1602	02/23/2012	No	CHK	Treasurer - Town of Seymour	Fed Callahan 2011 PILOT	No	\$20,353.29
1603	02/23/2012	No	CHK	Treasurer - Town of Seymour	Fed Ray House 2011 PILOT	No	\$8,025.07
1604	02/29/2012	No	CHK	Seymour Housing Authority	Callahan Feb Reimb	No	\$28,723.35
1605	02/29/2012	No	CHK	Seymour Housing Authority	RH Reimb Feb	No	\$11,083.79

Seymour Housing Authority

Vendor Accounting Cash Payment/Receipt Register

Program: Moderate Rental Period: February 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							
Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1572	02/29/2012	No	CHK	Seymour Housing Authority	Feb Reimb	No	\$36,719.36

Seymour Housing Authority

Vendor Accounting Cash Payment/Receipt Register

Program: SHA Development Corporation Project: SHA Development Corporation Period: February 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							
Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
196	02/06/2012	No	CHK	First Growth Capital & Unidine Co	Dec. 2011 Board Meeting/Meals	No	\$1,079.77
197	02/29/2012	No	CHK	Seymour Housing Authority	Feb Reimb	No	\$142.50

Exhibit 1
Human Resource Consulting Group

117 Main Street
Seymour, CT 06483

INVOICE

INVOICE DATE: 2/21/2012
INVOICE NUMBER: 16498
INVOICE AMOUNT: \$699.82
CHECK DATE: 2/23/2012
TERMS: Paid

BILL TO:

Seymour Housing
28 Smith Street
Seymour, CT 06483

For: Seymour Housing Authority
SEYM

Service	Cost	Taxes	Total
Payroll Admin (26)	105.82	0.00	105.82
FEIN Processing	10.00	0.00	10.00
State Tax (1)	0.00	0.00	0.00
Time Clock Data Transfer 3.00 (28)	84.00	0.00	84.00
Monthly HR Services - SEYM	500.00	0.00	500.00
Total	\$699.82	\$0.00	\$699.82

Total discounts applied: \$7.50

Minutes
Exhibit I

Check Date :	02/23/2012-1
Period Range :	02/06/2012 TO 02/19/2012
Week Number :	Week #8

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	4	3267.69
Total Direct Deposits	30	14997.93
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

18265.62

Total Billing Impound		699.82
Total Agency Checks	1	173.08
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

19138.52

Total of Checks Printed

26 Items

Total Tax Liability	7248.19
Total Workers Comp Liability	0.00

Total Payroll Liability

26386.71

Total Direct Deposits

14997.93

Total Debited From Account

26386.71

NEXT PERIOD DATES

Check Date: 03/08/2012 Week 10
Period Begin: 02/20/2012
Period End: 03/04/2012
Call In Date: 03/05/2012 Week 10

Payroll rep: Withington Denise

Human Resource Consulting Group

117 Main Street
Seymour, CT 06483

*Minutes
Exhibit I*

INVOICE

INVOICE DATE: 2/6/2012
INVOICE NUMBER: 16343
INVOICE AMOUNT: \$115.82
CHECK DATE: 2/9/2012
TERMS: Paid

BILL TO:

Seymour Housing
28 Smith Street
Seymour, CT 06483

For: Seymour Housing Authority
SEYM

Service	Cost	Taxes	Total
Payroll Admin (26)	105.82	0.00	105.82
FEIN Processing	10.00	0.00	10.00
State Tax (1)	0.00	0.00	0.00
Total	\$115.82	\$0.00	\$115.82

Total discounts applied: \$7.50

Minales
Exhibit I

Check Date :	02/09/2012-1
Period Range :	01/23/2012 TO 02/05/2012
Week Number :	Week #6

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	4	3636.34
Total Direct Deposits	28	14694.23
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

18330.57

Total Billing Impound		115.82
Total Agency Checks	1	180.80
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

18627.19

Total of Checks Printed

26 Items

Total Tax Liability	7258.75
Total Workers Comp Liability	0.00

Total Payroll Liability

25885.94

Total Direct Deposits

14694.23

Total Debited From Account

25885.94

NEXT PERIOD DATES

Check Date: 02/23/2012 Week 8
 Period Begin: 02/06/2012
 Period End: 02/19/2012
 Call In Date: 02/20/2012 Week 8

Payroll rep: Withington Denise

**Minutes
Exhibit II**

March 2012

**Housing Authority of
the Town of Seymour**

Executive Director's Report

Occupancy

Rev. Callahan House

2012 Year-to-Date Vacancies 3

Callahan House experienced three move-outs and three move ins during January 2012. Callahan House has experienced 27 vacancy days since January 1, 2012 and has averaged 6.75 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; 27 days/ 29200 days available = 0.0925% percentage through February 29, 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 130 days and have 218 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	Vacant		1

Average number of vacancy days per vacancy

6.75

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

Norman Ray House remained fully occupied during February 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 February 29, 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
STATE ELDERLY**VACANCY/TURNOVER DAYS 2012**

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
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Average number of vacancy days per vacancy:

State Moderate Rental**2011 Year-to-Date Vacancies 2**

Moderate Rental remained fully occupied during February 2012. We have one move out notice for March. Moderate Rental has experienced 44 vacancy days since January 1, 2012 and averaged 22 days per vacancy through January 31, 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; 44 days/ 29565 days available = 0.1488% percentages through February 29, 2012.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2012
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FAMILY HOUSING

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

Average number of vacancy days per vacancy: 22

The Vacancy Loss is approximately \$605 January 1 through February 29, 2012.

Smithfield Gardens**2012 Year-to-Date Vacancies 1**

Smithfield Gardens Assisted Living experienced one move in during January 2012. Smithfield Gardens has experienced 61 vacancy days since January 1, 2012 and averaged 30 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; 61 days/ 20,440 days available = .029% percentage through February 29, 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	Goetz	12/31/2011	Vitelli	1/6/2012	6
103	60%	960	Kyde	12/21/2011	Biagini	2/24/2012	55

Average number of vacancy days per vacancy: 30

The vacancy loss is approximately \$1952 since January 1, 2012 Through February 29, 2012.

Section 2

General Information

The annual recertification process has begun. Late December we mailed out the recert packets to the Moderate Rental properties. Intake has been completed. We are now calculating the rents based on the information received.

Rev. Callahan House

HUD has informed us that our biennial REAC Physical Inspection will be completed on March 12, 2012. We have sent a letter to the residents informing them of the inspection.

We completed the Annual Dwelling inspections and have prepared a complete list of repairs needed and have worked to have the repairs completed by the date of the HUD REAC Inspection.

The 2011 Capital Fund Program, CT26P03550111 received the following progress: We have completed the preliminary and schematic design phase and are currently out to bid for a Contractor to complete the work. Bids were received on January 12, 2012. Contract was awarded to Radovich Builders, LLP and the work on the Norman Ray House electric panels is being immediately completed. The Callahan House Ceiling Repairs will be started in April 2012.

HUD has published the 2012 Capital Fund Program CT26P03550112 in the amount of \$93,525.00.

Norman Ray House

We have been preparing at the Norman Ray House for the REAC Inspection as well. The Annual Dwelling Inspections have been completed for the Norman Ray House.

Moderate Rental

1 Seymour Avenue had a mold problem on the ceiling in the back bedroom. The ceiling was removed and the joists were cleaned. New insulation was installed and sheet rock was reinstalled. The entire bedroom was cleaned and painted. We are occurring a continued problem with mold in this unit

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 100% (56 of 56 units) occupied as of 02/24/12
- Two applications in processing
- No move-ins/move-outs anticipated in the next 30 days
- 6 applicants on waiting list for 60% units (\$960 rent)
- 9 applicants on waiting list for 50% units (\$800 rent)
- Average age is 85.8
- Age range is 69 - 101
- Average length of tenancy is 21.88 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 2/1, 2/8, 2/15, 2/22 (attended by MRC Director, RSC & RNs)
 - 55 residents' statuses reviewed each week
 - 3 residents out at rehab as of 02/23/12;
 - One resident's level of care increased from 2 to 3 as of 02/01/12
- Unidine Food Forum meeting held on 01/24/12. Most resident concerns were addressed by Unidine following the meeting with the exception of adding grape juice to lunch beverages; Unidine states cost is prohibitive. Next meeting scheduled for 02/28/12
- Resident Council Meeting notes from 01/26/12 are below; next meeting scheduled for 02/23/12
- February Fire Drill to be completed between 02/24/12 – 02/29/12 (first shift)

Grants, Modernization, & Rehabilitation

Housing Sustainability Act Funding – Norman Ray \$ 581,815

On April 4, 2008 DECD & CHFA notified the Seymour Housing Authority that it was invited to apply for Housing Sustainability Act Funding for the Norman Ray House to correct the air quality issues documented by our Environmental Consultant. A full application was due by April 21, 2008, eighteen days from notification.

Faced with an urgent deadline, on April 9, 2008 the Board of Commissioners selected the firm of Donald W. Smith, Jr., P.E. in association with to complete an emergent bid process for the installation of dehumidification heating and ventilation system at the Norman Ray House. The work would include connecting bathroom exhaust vents to a central exhaust system, installation of centralized dehumidifiers, a central cooling system and range hoods. Additionally, planned is some exterior work to include gutter downspout tie in to a drainage system to shed water from the building. The work was being bid as a design build or performance specification that included the State of Connecticut boiler plate & general conditions pertinent to the Housing Sustainability Act Funding.

Bids were due & opened Thursday, April 17, 2008. We received one bid from the four mechanical contractors invited to bid and four bids for the exterior work.

The entire application was complete and submitted by hand delivery to CHFA and DECD on Monday, April 21, 2008. The review period and award was to be five days from application. CHFA review took approximately another 7 days. We are still awaiting word on the approval of this application.

Capital Fund Program FFY 2007**\$ 74,352**

On September 14, 2004 HUD informed the Seymour Housing Authority of the approval of the ACC amendment for this funding to provide funding for the Callahan House Parking Lot improvements.

- Parking Lot Improvements: Reclaim bituminous concrete surface of the parking lot. Re-grade to elevation 205. Re-grade and re-build retaining wall to three-tiered wall system. Add sidewalks and planting areas.

Consulting Fees

- Administrative Costs.

The work items are substantially complete and the funds expended. There were some funds remaining to complete the work on the office remodeling into a recreation room for the residents.

Capital Fund Program FFY 2005**\$ 85,058**

On July 25, 2005 HUD posted the 2005 funding on the Internet Site. I was required to download the Seymour Housing Authority's funding information, fill out the Annual Contributions Contract (ACC) and submit it to HUD no later than August 12, 2005. A program budget will be submitted with the ACC to provide funding for the Callahan House planned improvements. The Seymour Housing Authority received its funding award as notified in the ACC amendment dated August 18, 2005.

ACC Award	All Funds to be Obligated	All Funds Expended
8/13/2005	8/12/2007	8/12/2008

Work Items:	Budgeted cost
CARPET REPLACEMENT Carpet replacement –29 efficiency apartments	\$52,587.00
CYCLE PAINT APARTMENTS Cylce paint 10 apartments	\$ 7,200.00
REFRIGERATOR REPLACEMENT 10 units	\$ 4,500.00
SECURITY ENTRY DOOR SYSTEM Replace building entry System with Proximity readers	\$11,000.00
CONSULTING FEES Construction Management for contract supervision/Design of bid and contract documents.	\$ 7,760.00
ADMINISTRATIVE COSTS Printing & Advertising	<u>\$ 2,011.00</u>
Total Program Costs	\$85,058.00

This work has been completed and all the funds have been spent. Some funding from this program was re-aligned to pay for the office conversion to a recreation room for the residents.

Capital Fund Program FFY 2006

\$ 79,754

On June 8, 2006 HUD posted the 2006 funding on the Internet Site. I was required to download the Seymour Housing Authority's funding information, fill out the Annual Contributions Contract (ACC) and submit it to HUD no later than July 11, 2006. A program budget will be submitted with the ACC to provide funding for the Callahan House planned improvements. The Seymour Housing Authority received its funding award as notified in the ACC amendment dated July 18, 2006.

ACC Award	All Funds to be Obligated	All Funds Expended
7/18/2006	7/12/2008	7/12/2009

Work Items:

Budgeted cost

CARPET REPLACEMENT Carpet replacement balance of effi.apartments	\$46,783.00
CYCLE PAINT APARTMENTS Cylce paint 10 apartments	\$ 7,200.00
Refinish Community Space	\$16,000.00
CONSULTING FEES Construction Management for contract supervision/Design of bid and contract documents.	\$ 7,760.00
ADMINISTRATIVE COSTS Printing & Advertising	<u>\$ 2,011.00</u>
Total Program Costs	\$79,754.00

This work was completed and all the fund spent. The work item to refinish the community space exceed the budget and funds from 2005 and 2006 were realigned to complete the work item.

Capital Fund Program FFY 2007

\$ 79,754

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Total Program Costs	\$79,754.00

**Capital Fund Program
(CFP) Amendment**

 To The Consolidated Annual Contributions
Contract (form HUD-53012)

 U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Whereas, (Public Housing Authority) Housing Authority of the Town of Seymour (CT035) (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) NY572 dated 3/30/1970

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 93,525.00 for Fiscal Year 2012 to be referred to under Capital Fund Grant Number CT26P03550112
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number _____

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

a. For Non-qualified PHAs:

_____ (i) in accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1).

OR

_____ (ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

b. For Qualified PHAs:

_____ (i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein.

OR

_____ (ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFF Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United

The parties have executed this Agreement, and it will be effective on March 12, 2012. This is the date on which CFP assistance becomes available to the PHA for obligation.

States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for any public housing or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for any public housing and for a period of ten years following the last payment of assistance from the Operating Fund to the PHA. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to the attached corrective action order(s).

(mark one) : ☐ Yes ☒ No

8. The PHA acknowledges its responsibility for adherence to this Amendment.

9. At a public housing development level and in the format and frequency established by HUD, the PHA is required to report on all Capital Fund grants awarded that have not closed, including information on the installation of energy conservation measures.

U.S. Department of Housing and Urban Development By _____ Date: _____	PHA Executive Director By _____ Date: _____
Title _____	Title _____