

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 6/6/11
TIME: 4:21 PM
TOWN CLERK'S OFFICE

➤ 896th Meeting

The 896th 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 4, 2011 and was called to order by Chairperson White at 5: 30 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Dota, 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 895th Regular Meeting.

Commissioner Dota motioned to accept the minutes of the 895th Regular Meeting held May 4, 2011. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked for discussion. Commissioner Dota commented that Commissioner Beres' name was mentioned as voting during the adjournment of the 895th meeting and he was not present. Commissioner Dota amended her motion correct the clerical error in the minutes and accept the minutes as corrected. Commissioner Horelick 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 Horelick, Dota, and White. Chairperson White declared the motion carried and the minutes accepted as corrected.

➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

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

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The Executive Director explained that the Insurance Firm of Ferguson & McGuire/APS has been reviewing our workers compensation insurance. He discussed that Ferguson proposed a classification for the Smithfield Gardens Assisted Living personnel. He described code 8826 as applicable to all employees of retirement living centers who are engaged in care, custody, maintenance and operation of the grounds and facility. It includes those employees providing congregate services such as linen service, housekeeping and transportation. He stated that Ferguson found this classification and this will provide substantial savings from a rate of \$12/100 in wages to a rate of \$4. The Executive Director stated that he has reason to believe that this will provide a \$4,000 annual savings. He also stated that our experience modification has slightly decreased and should go down even further toward the end of this year. For this reason as well as a budgeting issue, the Executive Director recommended renewing with Chartus only until 12/31/2011. He also recommended making a change in carriers to Ferguson as a result of providing these cost savings.

After some brief discussion, Commissioner Horelick motioned to authorize the Executive Director to switch classifications to 8826; and, insurance carriers to Ferguson & McGuire; and, to only renew the Workers Compensation Insurance only until December 31, 2011 rather than twelve months. Commissioner Bellucci 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, Horelick, Dota, and White. Chairperson White declared the motion carried.

Chairperson White introduced the group health insurance coverage.

The Executive Director reviewed the Group Health Insurance coverage renewal for 6/1/2011. He explained a review of coverage's that he was quoted. He commented that the current Aetna plan was no longer offered. He commented that Aetna officers a similar plan for a premium offering a 6% savings. He commented that the vision coverage would remain the same. He stated that the life and disability insurance coverage would be changed to adjust to reflect coverage that has been traditionally offered when we were part of the Town Hall group. The Executive Director pointed out that the Dental Insurance was going to rise. He stated that we would achieve substantial savings by switching our Dental insurance to Anthem. He stated that one part of the changes to the health care is that the deductible has risen from \$2,200 to \$2,500 for single and family went from \$4,400 to \$5,000. The Executive Director asked for direction from the Board of Commissioners as to what to do with this increase. The Executive Director also commented that the firm of Ferguson & McGuire/APS has proposed the health care products for the same costs as 360 Corporate Benefits.

After some further discussion, Commissioner Horelick motioned to Purchase the Aetna QPOS HP 12/10 HSA Plan with the higher deductibles as well as the other coverage's recommended by the Executive Director. Commissioner Bellucci 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 Dota, Bellucci, Horelick and White. Chairperson White declared the motion carried.

MINUTES

At 6:40 P.M. Commissioner Dota motioned to enter Executive Session to discuss recent litigation and to invite the entire Board of Commissioners, the Executive Director and Attorney Gregory Stamos to attend. 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 Dota, Bellucci, Horelick and White. Chairperson White declared the motion carried.

At 6:50 P.M. Commissioner Horelick motioned to end the Executive Session and return to the order of the Agenda. 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 Dota, Bellucci, Horelick and White. Chairperson White declared the motion carried.

➤ Adjournment

Chairperson White asked for a motion to adjourn the 896th meeting of the Seymour Housing Authority. At 6:51 P.M. Commissioner Bellucci motioned to adjourn the 896th 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 896th Meeting, a Regular Meeting, duly adjourned.

Submitted by:



David J. Keyser, Secretary and
Executive Director

Minutes Exhibit I

3575	04/15/2011	No	CHK	Ferris, Marilyn CPA	year end	No	\$13,095.00
3576	04/15/2011	No	CHK	Martin Laviero contractor inc	sidewalk repair	No	\$2,208.00
3577	04/15/2011	No	CHK	OCE Imagistics Inc.	toner shipping for recerts	No	\$17.00
3578	04/15/2011	No	CHK	OCE Imagistics Inc.	4/1/11-4/30/11 lease	No	\$209.00
3579	04/15/2011	No	CHK	Peter E. Karpovich,	SHA vs Cuzio	No	\$106.00
3580	04/15/2011	No	CHK	Radovich Builders, LLP	#17 repair/replace traverse rod	No	\$435.00
3581	04/15/2011	No	CHK	Radovich Builders, LLP	4G therm on fire	No	\$3,948.00
3582	04/15/2011	No	CHK	Radovich Builders, LLP	5 Brothers ct	No	\$3,405.00
3583	04/15/2011	No	CHK	Scott's Lawn Care & Landscaping	march 23 storm	No	\$13,641.00
3584	04/15/2011	No	CHK	Seymour Janitorial Services, Inc.	Cleaning SHA off & RH	No	\$1,620.00
3585	04/15/2011	No	CHK	Seymour Water Pollution Control	sewer 4/1/11-9/30/11	No	\$4,686.00
3586	04/15/2011	No	CHK	Shell Credit Card Center	March fuel charges	No	\$402.71
3587	04/15/2011	No	CHK	Sherwin Williams	2 gallons semi glass white	No	\$49.38
3588	04/15/2011	No	CHK	Siemens Industry Inc	RH monitoring	No	\$420.00
3589	04/15/2011	No	CHK	Smithfield Gardens Assisted Livin	April Rent	No	\$4,354.16
3590	04/15/2011	No	CHK	The Home Depot Supply	materials for repairs	No	\$1,443.00
3591	04/15/2011	No	CHK	Treelands Inc	calcium chloride	No	\$855.00
3592	04/15/2011	No	CHK	Valley Electric Supply & Lighting	spring loaded timer switch	No	\$363.45
3593	04/15/2011	No	CHK	Yankee Gas Services Co.	acct 57750480048	No	\$1,044.00
3594	04/26/2011	Yes	CHK	CONN NAHRO	Unreasonable Accomodation Brittan	No	\$85.00
3594	04/28/2011	No	VD	CONN NAHRO	Overpayment Change of Employee	No	(\$85.00)
3595	04/28/2011	No	CHK	Aetna	acct 83851327	No	\$2,903.00
3596	04/28/2011	No	CHK	Ally	acct #024914953493	No	\$525.63
3597	04/28/2011	No	CHK	American Express	April bill	No	\$1,400.46
3598	04/28/2011	No	CHK	Ansonia Animal Hospital, P.C.	\$100 minus credit from ck#3320	No	\$50.00
3599	04/28/2011	No	CHK	Aquarion Water Company	2 annual backflow tests	No	\$110.00
3600	04/28/2011	No	CHK	Buddy's Fuel, Llc	callahan boiler #1	No	\$4,800.00
3601	04/28/2011	No	CHK	Callahan House Tenants Associat	Callahan Association	No	\$25.00
3602	04/28/2011	No	CHK	Comcast	acct #8773 40 216 0178014	No	\$89.95
3603	04/28/2011	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$59.00
3604	04/28/2011	No	CHK	Connecticut Housing Finance Aut	CHFA Proj# 96089D	No	\$462.02
3605	04/28/2011	No	CHK	Federal Express	CNA postage	No	\$23.93
3606	04/28/2011	No	CHK	Guardian	group ID 00 757520	No	\$505.25
3607	04/28/2011	No	CHK	Janet S. Wortman, C.P.A., L.L.C.	Accounting Fees	No	\$3,538.75
3608	04/28/2011	No	CHK	John Grazioli	connahro training	No	\$34.67
3609	04/28/2011	No	CHK	Lincoln National Life Insurance C	acct seymourhou-bl-1001365	No	\$331.56
3610	04/28/2011	No	CHK	Nextel Communications	acct 453584322	No	\$168.26
3611	04/28/2011	No	CHK	Northeast Telecom Services Inc.	April TD process	No	\$39.95
3612	04/28/2011	No	CHK	Oxford Paint & Hardware, Inc	supplies	No	\$262.13
3613	04/28/2011	No	CHK	Peter E. Karpovich,	SHA vs Jovia/cruciani	No	\$146.40
3614	04/28/2011	No	CHK	Radovich Builders, LLP	correction to original inv	No	\$60.00
3615	04/28/2011	No	CHK	Ray House Tenants Association	Norman Ray House Ass.	No	\$25.00
3616	04/28/2011	No	CHK	Siemens Industry Inc	Fire alarm test	No	\$870.40
3617	04/28/2011	No	CHK	Smithfield Gardens Assisted Livin	Reimb. SG For Comcast Billing	No	\$83.42
3618	04/28/2011	No	CHK	St. Treasurer For Merfund	april Merf	No	\$4,171.33
3619	04/28/2011	No	CHK	State Of Ct Dept Of Public Safety	boiler permits	No	\$80.00
3620	04/28/2011	No	CHK	The Nelrod Company	utility allowance study	No	\$995.00

Minutes
Exhibit I

Seymour Housing Authority General Ledger Cash Payment/Receipt Register

Program: Federal Period: April 2011

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							
Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1562	04/12/2011	No	CHK	Seymour Housing Authority	CFP 50109	No	\$4,000.00
1563	04/26/2011	No	CHK	Seymour Housing Authority	Reimb. Callahan Seymour Janitorial	No	\$23.25
1564	04/26/2011	No	CHK	Seymour Housing Authority	Reimb. MR for Seymour Janitorial In	No	\$23.63
1565	04/26/2011	No	CHK	Seymour Housing Authority	Reimb. SG for Seymour Janitorial In	No	\$16.49
1566	04/29/2011	No	VD	Seymour Housing Authority	Type writer error	No	(\$1.00)
1566	04/30/2011	Yes	CHK	Seymour Housing Authority	VOID	No	\$1.00
1567	04/30/2011	No	CHK	Seymour Housing Authority	April's Reimb	No	\$62,222.50
1568	04/30/2011	No	CHK	Seymour Housing Authority	RH April Reimb	No	\$25,916.51

Seymour Housing Authority General Ledger Cash Payment/Receipt Register

Program: Capital Fund Period: April 2011

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 Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
166	04/12/2011	No	CHK	Bugryn, Jr, Peter	CFP 50109	No	\$4,000.00

Seymour Housing Authority General Ledger Cash Payment/Receipt Register

Program: Moderate Rental Period: April 2011

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							
Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1551	04/30/2011	No	CHK	Seymour Housing Authority	MR April Reimb	No	\$36,881.82

Seymour Housing Authority General Ledger Cash Payment/Receipt Register

Program: SHA Development Corporation Project: SHA Development Corporation Period: April 2011

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
185	04/28/2011	Yes	CHK	Quill Corporation	marbleized plaque	No	\$26.99
185	04/29/2011	No	VD	Quill Corporation	Type Writer Err.	No	(\$26.99)
					marbleized plaque	No	\$26.99

#SEYM Seymour Housing Authority

minutes
Exhibit I

Cover Letter (S193)

Check Date :	04/21/2011-2
Period Range :	04/04/2011 TO 04/17/2011
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	3	1043.86
Total Direct Deposits	26	17286.73
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00

Total Net Payroll

24 Items

18330.59

Total Billing Impound		688.68
Total Agency Checks	0	0.00
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

19019.27

Total of Checks Printed

24 Items

Total Tax Liability	6713.52
Total Workers Comp Liability	0.00

Total Payroll Liability

25732.79

Total Direct Deposits

17286.73

Total Debited From Account

25732.79

NEXT PERIOD DATES

Check Date: 05/05/2011 Week 18
Period Begin: 04/18/2011
Period End: 05/01/2011
Call In Date: 05/02/2011 Week 18

Payroll rep: Torre Jo-Ann

#SEYM Seymour Housing Authority

Minutes
Exhibit I

Cover Letter (S193)

Check Date :	04/07/2011-1
Period Range :	03/21/2011 TO 04/03/2011
Week Number :	Week #14

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	935.87
Total Direct Deposits	27	17448.59
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

26 Items

18384.46

Total Billing Impound		115.82
Total Agency Checks	0	0.00
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

18500.28

Total of Checks Printed

26 Items

Total Tax Liability	6834.29
Total Workers Comp Liability	0.00

Total Payroll Liability

25334.57

Total Direct Deposits

17448.59

Total Debited From Account

25334.57

NEXT PERIOD DATES

Check Date: 04/21/2011 Week 16
Period Begin: 04/04/2011
Period End: 04/17/2011
Call In Date: 04/18/2011 Week 16

Payroll rep: Torre Jo-Ann

**Minutes
Exhibit II**

May 2011

Housing Authority of the Town of Seymour

Executive Director's Report

Norman Ray House remained fully occupied during April 2011. Norman Ray House has experienced 110 vacancy days since January 1, 2011 and has averaged 22 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; 110 days/ 14600 days available = 0.7534% percentage through April 30, 2011.

NORMAN RAY HOUSE
STATE ELDERLY**VACANCY/TURNOVER DAYS 2011**

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
23	Marchetti	12/6/2010	MacDonald	1/4/2011	4
28	Lasky	12/10/2010	Fulliero	1/4/2011	4
11	Noss	12/31/2010	Wisneski	3/7/2011	66
20	Carre	12/31/2010	Foster	1/7/2011	7
17	Lewicki	2/1/2011	Hogan	3/1/2011	29

Average number of vacancy days per vacancy:

22

Smithfield Gardens**2011 Year-to-Date Vacancies 3**

Smithfield Gardens Assisted Living experienced one move in during April 2011. Smithfield Gardens has experienced 54 vacancy days since January 1, 2011 and averaged 18 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; 54 days/ 20,440 days available = 0.2642% percentage through April 30, 2011.

SMITHFIELD GARDENS				VACANCY/TURNOVER DAYS			2011
ASSISTED LIVING							
UNIT	Tax CR %	Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
212	60%	960	Trunkfield	2/10/2011	Rogers	3/18/2011	36
110	60%	960	Bechum	3/9/2011	Santora	3/15/2011	7
227	50%	800	Santacqua	3/20/2011	Perott	4/1/2011	11

Average number of vacancy days per vacancy: 18

The vacancy loss is approximately \$1,673 since January 1, 2011 Through April 30, 2011.

3 Bedroom – 64 Eligible applicants

Bank Street

We have rented a market rate unit at Bank Street during March 2011

Last week we received 3 applications and showed Bank Street twice.

Joe Migani has asked us for a compromise on tenant files. He wishes to maintain the files and utilize us as a consultant. This deviates from our management agreement but provides some relief to the property.

Complaints

- We received a complaint about excessive party noise from a Callahan House Resident occurring on February 12, 2011. A Pre-termination Notice has been delivered to the occupants. Twenty one days have passed since the Pre-termination notice was issued and there have been no further incidents or unusual noise from the household. Discussion was held with the family about the disturbance, and the Seymour Housing Authority will not seek summary process against this household as we are satisfied this will not be repeated.
- During February I became aware that the Seymour Police had been called to handle a repeat offence of nuisance behavior at the Rev. Callahan House. The complaint was that a resident was banging on his walls and shouting late evening. The resident was found by the Police Officer to be aggravated about a fabricated, delusional and perceived condition alleged to be occurring above the ceiling in his apartment. The Officer was able to talk the resident out of his state. I followed up and informed all parties involved in writing as requested during previous pending action with the resident. Previous summary process action has been delayed by a request for a reasonable accommodation.
- We received a complaint that a resident on Seymour Ave. has been tethering a Pit Bull Dog to the back railing on the rear egress door porch. This dog is not reported to the Seymour Housing Authority by the resident, nor does it fit the description of an allowable dog in accordance with the pet policy. A pre-termination notice has been delivered and the resident had until April 21 to correct this situation. We were informed by the resident that the dog does not belong to her and that her boyfriend brings the dog when he visits or watches his child who resides at the residence. The resident was told by staff that the dog cannot be on the property and will result in an eviction of the household if this violation continues. I received information from neighbors that the dog is no longer on the property. We will verify this and if verified, we will discontinue summary process.
- We have received complaints about residents circulating rumors about individuals and residents at the Norman Ray House. After some brief investigation, management could not verify the source of this claim. No further action will be taken.
- We have received complaints that a resident is sleeping in the common areas of the Norman Ray House. A second report was received about the same resident attempting to use his keys to access apartments at early morning hours. A third report was received that this resident forced himself into his neighbor's apartment and demanded breakfast at very early hours of the morning. After investigation, we did discover the source of the complaint. The resident was approached by myself and the Community Police Officer during further investigation. The resident was informed about the complaint and nuisance, fear and concern his actions were causing fellow residents. The resident was asked to immediately stop his nuisance behavior and to clean up his apartment as a result of his dog urinating in the apartment. He was informed to expect an pre-termination notice as a result of this discovery to document the nuisance and disturbance of neighbors and inform the resident of the Lease violations. A subsequent letter was sent to the resident after yet two more complaints were received and verified. This letter informed the resident that we had documented further nuisance behavior and we intend to continue with summary process. An informal meeting was held based on a request of a friend of the resident, subsequent to the previously mentioned letter to the resident. I explained the issues and provided the conditions for this resident to continue with occupancy. I provided an in house stipulated agreement for the resident to review. Subsequent to discussion with Counsel, a final draft of the stipulated agreement was sent to the resident by mail for his execution. This agreement provided a

Resident Opportunity

The Naugatuck Valley Health Department is organizing an Emergency Dispensing Plan in the event of an epidemic outbreak. Our residents have been given the option to fill out a medical form that will be kept on file at NVHD. In the event of an emergency packaged medication will be picked up by our staff to be distributed to tenants willing to participate in the plan.

We have now collected approximately 85% of the forms required to identify the demographics and allergy concerns to the NVHD.

A procedure will be required to be put into place for SHA Staff to follow.

Staff attended a Strategic Planning session hosted by the State Disaster Management and Homeland Security on March 18, 2011. We participated in an exercise and round table discussion. A disaster drill is planned for April 18, 2011.

The Ross Grant for a full time fully funded Resident Services Coordinator has been submitted to HUD. We have received a request to submit some follow up deficiencies, which means that HUD is considering our application. The deficiencies have been submitted timely to HUD.

Parish Nurse van will be on site for Callahan & Ray Houses and Smithfield Gardens on April 4, 2011

Annual Recertification

We have completed the Annual Recertification process. This year was as difficult in comparison as all others. Many tenants did not provide information and we had to seek their information. Many elderly did not show us their complete medical expenses. We had three Moderate Rental tenants that we had to send eviction notices to as well as inform them that they would pay 125% of fair market rent, \$1884 per month starting May 1st for not turning in their information. All but one has responded. We will charge this person the \$100 fee. As a result of our Occupancy Specialist medical leave of absence, we all absorbed portions of the recertification originally assigned to her.

Rev. Callahan House**THERMOSTATS & BATHROOM HEATERS**

Over the past few months we have had a few thermostats spark and one flame in the apartments at Callahan House. Since this is a recurring problem, I have obtained the services of an electrician to perform a thermal imaging test to each thermostat, radiator and electric panel in Callahan House. This allows us to read the temperatures coming off the electric devices. We found six thermostats additionally that have to be immediately replaced. We also checked the heater in the bathrooms. They were putting out an extreme temperature at the face. A report is expected and I will share this information with HUD so as to get this item on the Capital Plan.

CONCRETE EXTERIOR STAIRS

The top step is located at the exterior stair case to the rear of Callahan House was cracked and spalling. This is a tripping hazard and a very dangerous situation. In addition the bottom step was cracked at the point that it supports or holds the hand rail. Also a joint between the stairs and the

- 58 residents (two couples)
- 86% women; 14% men
- Average age is 86.8
- Youngest resident is 72
- Oldest resident is 100
- Average length of tenancy is 20.73 months

Budgeting Statistics:

- 19 of 19 units rented at \$800
- 37 of 37 units rented at \$960
- 53 of 56 occupied units (55 of 58 residents) participating in the meal plan
 - Vendor (Unidine Corporation) cost is \$820.05 per day based on 55 residents.
 - Smithfield Gardens' revenue, based on 55 residents, is currently \$819.12 per day.

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Other:

- March Fire Drill occurred 03/25/11 (second shift)

Indoor Air Quality

Smithfield and Seymour Housing Authority employees have been experiencing sinus and ear infections. As a result of this I obtained services of an Environmental Survey Company we have used in the past, Fuss & O'Neil, to complete some air sampling. What they found is that temperatures vary in the Smithfield Gardens space from below 64 degrees and above 74 degrees. Controlling this coupled with regular cleaning of the air handling rooms will help upstairs. With regard to the air space in the SHA office, there was an unusual high mold spore count. After further review, we discovered mold in the interior close of the air handler. We removed and replaced the sheet rock and cleaned the floor. Similar work had to be completed in the archive room behind the air handling closet. The mold is a result of equipment failure and an over spill from the condensation pan. The equipment has been re-positioned and repaired. We may have to clean a small run of the vents in those rooms.

Minutes
Exhibit IV

Approved Grievance Hearing Officers
And Mediators

W. James Rice
59 Ansonia Rd.
Woodbridge, CT 06795

Carla Corrigan
P.O.Box 86
Watertown, CT 06795

G. Adam Schweickert, Esq.
Landlord Law Firm
215 Board Street
Milford, CT 06460

Donna DeSantis, MRC Director
26 Smith Street
Seymour, CT 06483

Bette Long
15 Farmwood Drive
Prospect, CT 06712

Mary Androski
Androski, Androski, Androski, PC
Attorneys at Law
165 Main Street
Ansonia, CT 06401

Minutes
Exhibit V

Resident Council Comment: Virginia Dota, Secretary observed that one of the individuals on the list, Smithfield Gardens MRC Director, is a Seymour Housing Authority Employee. She asked if that was going to be a conflict of interest issue.

SHA RESPONSE: The Executive Director referred to the original list of Hearing Officers. He pointed out that the current policy listed the Executive Director or staff member as assigned by the Executive Director, an Executive Director from another Housing Authority, and the Seymour Housing Authority's Legal Council. He stated that in most cases the Executive Director is the party that is taking the action against a non compliant resident, therefore it is contended that the Executive Director acting as Hearing Officer is a conflict. In some, or most cases, the Seymour Housing Authority Legal Council would be representing the housing authority's interests so this would be considered a conflict. He stated in the case of SGAL's MRC Director, she is responsible for an operation that is separate from the SHA's primary operations. He stated that she is very well trained in matters of fair housing and management. He commented that she has can be very effective in most cases. He did not consider this a conflict of interest because of the separation of duties.

Resident Council Comment: Judy Renkwith, Treasurer, asked about the cost of hiring a professional to do the mediations or grievance hearings, and who pays for it.

SHA RESPONSE: The Executive Director answered that the costs can be from \$500 to \$2000. He commented that it is paid for out of operations, or in other words, tenant rents and subsidy.

III Conclusion

The Executive Director asked if there were any more comments or suggestions relative to the list of approved Hearing Officers. He stated that the minutes of this meeting and the comments will be presented to the Board of Commissioners for final review.

Hearing no further comment, the Executive Director asked if there were any objections to anyone on the list. Hearing no objections, the Executive Director concluded the meeting at approximately 9:50 A.M.

Minutes
Exhibit V

very well trained in the areas of Fair Housing and property management in general. He stated that in some cases someone with a Housing background is needed to understand the specifics of regulations and the operation of the public housing programs. He stated that some professionals are needed for their knowledge of the laws and relativity to the circumstances involved. He commented that the Seymour Housing Authority would choose from this list the individual that possesses the knowledge pertaining to the particular case. He stated that most people on the list charge for these services with the exception of the MRC Director.

Resident Comment: Shirley Chromik, Apt. 15 asked if the individuals on the list ever meet with each other.

SHA RESPONSE: The Executive Director stated that there are no planned activities between all of the candidates. He stated that there would be no reason for them to meet.

Resident Comment: Mary Jane Napolitano Apt 39, commented that she observed a mediation by Bette Long and explained that she was very good as a mediator.

SHA RESPONSE: The Executive Director answered that he has used her for tenant complaints and disagreements between residents in the past.

Resident Comment: Shirley Chromik, Apt 15 asked where the hearings or mediation would be held.

SHA RESPONSE: The Executive Director answered that typically they happened at the Offices of the Seymour Housing Authority or community room at Smithfield Gardens.

III Conclusion

The Executive Director asked if there were any more comments or suggestions relative to the list of approved Hearing Officers. He stated that the minutes of this meeting and the comments will be presented to the Board of Commissioners for final review.

Hearing no further comment, the Executive Director asked if there were any objections to anyone on the list. Hearing no objections, the Executive Director concluded the meeting at approximately 11:00 A.M.

Minutes
Exhibit VI

Seymour Housing Authority
Operating Statement for March 2011
Program: Federal Project: 002 - Norman Ray House

	Period PUM	Period Amount	YTD PUM	YTD Amount	YTD Budget PUM	YTD Budget Amount	Change
INCOME							
Rental Income	0.00	9,012	0.00	25,943	0.00	35,665	(9,722)
Tenant Charges	0.00	15	0.00	203	0.00	575	(372)
Other Income	0.00	1,455	0.00	4,583	0.00	4,048	534
Operating Subsidy	0.00	0	0.00	9,634	0.00	20,070	(10,437)
TOTAL INCOME	0.00	10,482	0.00	40,362	0.00	60,359	(19,996)
EXPENSES							
ADMINISTRATIVE							
Wages	0.00	3,654	0.00	10,955	0.00	12,450	1,495
Compensated Absences	0.00	0	0.00	0	0.00	1,245	1,245
Legal	0.00	116	0.00	204	0.00	670	466
Travel	0.00	0	0.00	26	0.00	195	169
Accounting & Auditing	0.00	390	0.00	390	0.00	2,201	1,811
Office Supplies	0.00	365	0.00	408	0.00	803	395
Office Expenses	0.00	476	0.00	1,863	0.00	2,308	445
Office Rent	0.00	671	0.00	2,613	0.00	2,613	0
Tenant Services	0.00	423	0.00	1,235	0.00	0	(1,235)
TOTAL ADMINISTRATIVE	0.00	6,295	0.00	17,694	0.00	22,485	4,791
UTILITIES							
Water	0.00	0	0.00	1,520	0.00	1,625	105
Electricity	0.00	0	0.00	5,056	0.00	7,500	2,444
Cable	0.00	40	0.00	146	0.00	50	(96)
TOTAL UTILITIES	0.00	40	0.00	6,722	0.00	9,175	2,453
MAINTENANCE							
Wages	0.00	1,217	0.00	3,673	0.00	2,431	(1,242)
Supplies	0.00	95	0.00	936	0.00	3,200	2,264
Contractors	0.00	431	0.00	9,110	0.00	10,588	1,478
TOTAL MAINTENANCE	0.00	1,743	0.00	13,719	0.00	16,219	2,499
OTHER							
Insurance	0.00	606	0.00	2,037	0.00	3,559	1,521
Employee Benefits	0.00	976	0.00	4,066	0.00	4,957	891
Collection Losses	0.00	0	0.00	0	0.00	50	50
Extraordinary Maintenance	0.00	0	0.00	2,875	0.00	0	(2,875)
Property Taxes	0.00	885	0.00	2,654	0.00	2,654	0
Property Repl. & Betterments	0.00	0	0.00	0	0.00	625	625
TOTAL OTHER	0.00	2,467	0.00	11,633	0.00	11,845	212
TOTAL EXPENSES	0.00	10,544	0.00	49,768	0.00	59,723	9,955
SURPLUS	0.00	(62)	0.00	(9,406)	0.00	636	(10,041)

Monthly
Exhibit VI

LINE ITEM DESCRIPTION	ACCT #	(A)	(B)	(C)	(D)	(E)	(F)	(G)
		2011 BUDGET	03/31/11 MONTH	BUDGET TO DATE	ACTUAL TO DATE	VARIANCE \$	VARIANCE %	% of GPI
43 Office or Model Apartment Rent	6312	0		0	0	0	0.00%	0.00%
44 Management Fee	6320	57,956		14,489	14,517	28	0.19%	5.93%
45 Manager or Superintendent Salaries	6330	53,371		13,343	12,492	(851)	-6.38%	5.10%
46 Administrative Rent Free Unit	6331	0		0	0	0	0.00%	0.00%
47 Legal Expense- Project	6340	3,353		838	330	(508)	-60.62%	0.13%
48 Audit Expense	6350	7,000		1,750	-463	(2,213)	-126.46%	-0.19%
49 Bookkeeping Fees/Accounting Services	6351	14,805		3,701	594	(3,107)	-83.95%	0.24%
50 Bad Debts	6370	0		0	0	0	0.00%	0.00%
51 Miscellaneous Administrative Expenses	6390	800		200	0	(200)	-100.00%	0.00%
52 Total Administrative Expenses	6263T	214,752	0	53,687	41,898	-11,789	-21.96%	17.12%
53 Fuel Oil/ Coal	6420	0		0	0	0	0.00%	0.00%
54 Electricity	6450	27,000		6,750	2,996	(3,754)	-55.61%	1.22%
55 Water	6451	7,000		1,750	1,840	90	5.14%	0.75%
56 Gas	6452	115,000		28,750	5,090	(23,660)	-82.30%	2.08%
57 Sewer	6453	0		0	0	0	0.00%	0.00%
58 Total Utilities Expense	6400T	149,000	0	37,250	9,926	-27,324	-73.35%	4.05%
59 Janitor & Cleaning Payroll		2,721		680	595	(85)	-12.50%	0.24%
60 Grounds Payroll		0		0	0	0	0.00%	0.00%
61 Repairs Payroll		14,911		3,728	5,859	2,131	57.16%	2.39%
62 Payroll (Total of Line 59-61)	6510	20,388	0	20,388	6,454	(13,934)	-68.34%	2.64%
63 Janitor and Cleaning Supplies		6,650		1,663	438	(1,225)	-73.66%	0.18%
64 Exterminating Supplies		4,300		1,075	0	(1,075)	-100.00%	0.00%
65 Ground Supplies		4,100		1,025	819	(206)	-20.10%	0.33%
66 Repairs Material - General/Kitchen		8,300		2,075	2,817	742	35.76%	1.15%
67 Decorating Supplies		1,500		375	238	(137)	-36.53%	0.10%
68 Supplies (Total of Line 63-67)	6515	23,500	0	23,500	4,312	-1,901	-8.09%	1.76%
69 Janitor and Cleaning Contracts		11,480		2,870	204	(2,666)	-92.89%	0.08%
70 Fire/Exterminating Contracts		2,820		705	1,035	330	46.81%	0.42%
71 Grounds Contracts		10,200		2,550		(2,550)	-100.00%	0.00%
72 Repairs Contracts		23,400		5,850	10,262	4,412	75.42%	4.19%
73 Elevator Maintenance Contract		7,400		1,850	1,812	(38)	-2.05%	0.74%
74 Kitchen Repairs		3,250		813	2,380	1,567	192.74%	0.97%
75 Decorating (Painting) Contract/Payroll		0		0	1,100	1,100	0.00%	0.45%
76 Contracts (Total of Line 69-75)	6520	56,000	0	56,000	16,793	2,155	3.85%	6.86%
77 Operating & Maintenance Rent Free Unit	6521	0	0	0	0	0	0.00%	0.00%
78 Garbage & Trash Removal	6525	4,400	0	1,100	1,033	(67)	-6.09%	0.42%
79 Security Payroll/ Contracts	6530	0	0	0	0	0	0.00%	0.00%
80 Security Rent Free Unit	6531	0	0	0	0	0	0.00%	0.00%
81 Heating/Cooling Repairs & Maintenance	6546	40,000		10,000	4,094	(5,906)	-59.06%	1.67%
82 Snow Removal	6548	16,000		4,000	9,876	5,876	146.90%	4.03%
83 Cable	6550	15,312		3,828	2,601	(1,227)	-32.05%	1.06%
84 Miscellaneous Operating	6590	0		0	5,454	5,454	0.00%	2.23%
85 Total Operating & Maintenance Expenses	6500T	176,744	0	44,187	50,617	6,430	14.55%	20.68%
86 Real Estate Tax	6710	13,920		3,480	3,480	0	0.00%	1.42%
87 Payroll Taxes (project share)	6711	10,822		2,706	2,893	187	6.91%	1.18%
88 Property & Liability Insurance	6720	47,400		11,850	11,843	(7)	-0.06%	4.84%
89 Fidelity Bond Insurance	6721	3,950		988	0	(988)	-100.00%	0.00%
90 Workmen's Compensation	6722	3,198		800	859	59	7.38%	0.35%
91 Health Insurance & Other Benefits	6723	34,033		8,508	4,472	(4,036)	-47.44%	1.83%
92 Miscellaneous Taxes, Licenses, Permits		700	0	175	250	75	42.86%	0.10%
93 Other Insurance		0	0	0	0	0	0.00%	0.00%
94 Misc. Taxes, Lic., Permits & Ins. (Line 92 & 93)	6790	700	0	700	250	(450)	-64.29%	0.10%
95 Total Taxes & Insurance	6700T	114,023	0	28,507	23,797	-4,710	-16.52%	9.72%
96 Elderly & Congregate Serv. Expense (attach schedule)	6900	1,418,703		354,676	377,649	22,973	6.48%	154.27%
97 TOTAL OPERATING EXPENSES		2,073,222	0	518,307	503,887	(14,420)	-2.78%	205.84%
98 OPERATING INCOME (LOSS)		465,110	0	116,277	94,009	(22,268)	-19.15%	38.40%

Minutes
Exhibit VI

LINE ITEM DESCRIPTION	ACCT #	(A) 2011 BUDGET	(B) 03/31/11 MONTH	(C) BUDGET TO DATE	(D) ACTUAL TO DATE	(E) VARIANCE		(F) %	(G) % of GPI
						\$			
99 Mortgage Principal & Interest- CHFA Debt		421,420		105,355	105,355	0		0.00%	43.04%
100 Mortgage Principal & Interest- Other Debt		0	0	0	0	0		0.00%	0.00%
101 Mortgage Insurance Premium/ Service Charges	6850	0	0	0	0	0		0.00%	0.00%
102 Miscellaneous Financial Expenses	6890	0	0	0	98	98		0.00%	0.04%
103 Total Financial Expenses		421,420	0	105,355	105,453	98		0.09%	43.08%
104 Replacement Reserve Deposits		39,765		9,941	9,846	(95)		-0.96%	4.02%
105 Operating (Other) Reserve Deposits		0	0	0	0	0		0.00%	0.00%
106 NET CASH FLOW		3,925	0	981	-21,290	-22,271		-2270.23%	-8.70%
107 Replacement Reserve Releases		0	0	0	0	0		0.00%	0.00%
108 Operating Reserve Releases		0	0	0	0	0		0.00%	0.00%
109 Capital Improvements- Building		0	0	0	0	0		0.00%	0.00%
110 Capital Improvements- Equipment		0	0	0	0	0		0.00%	0.00%
111 Net Operating Income (NOI)		84,163							
112 Debt Service Coverage Ratio (DSC)		79.89%							
113 Security Deposit Account Balance	1191	29,027							
114 Security Deposit Liability	2191	27,500							
117 Number of Occupied Units Last Day of Period		56							
118 Cash- First Day of Period									47,273
119 A/R- First Day of Period									94,226
120 A/P- First Day of Period									43,834
121 Cash- Last Day of Period									67,872
122 A/R- Last Day of Period									67,004
123 A/P- Last Day of Period									20,038

The undersigned certifies that the enclosed figures are true and accurate.

Agent Signature: _____

Date: _____

Owner Signature: _____

Date: _____

INTERIM STATEMENT OF OPERATIONS

Minutes
Exhibit VI

Connecticut Housing Finance Authority
Asset Management- Multifamily Housing

CHFA Form HM 6-10 (Rev. 10/99)

Development Name:	Smithfield Gardens Assisted Living	Fiscal Year: 2011	For Period Ended: 3/31/2011
CHFA Number:	02-014M	HUD Number: LIHTC# CT-03-026	No. of Units: 56
Mortgagor (Owner):	Smith Street Assisted Living LP	Prepared By: David Keyser	

LINE ITEM DESCRIPTION	ACCT #	(A) 2011 BUDGET	(B) 03/31/11 MONTH	(C) BUDGET TO DATE	(D) ACTUAL TO DATE	(E) VARIANCE \$	(F) VARIANCE %	(G) % of GPI
1 Rent Revenue- Gross Potential	5120	608,640		152,160	151,775	(385)	-0.25%	62.00%
2 Tenant Assistance Payments (HAP Receipts)	5121	522,505		130,626	84,317	(46,309)	-35.45%	34.44%
3 Rent Revenue- Stores & Commercial	5140	58,406		14,602	8,708	(5,894)	-40.36%	3.56%
4 Rent Revenue- Additional Subsidy		0		0	0	0	0.00%	0.00%
5 Flexible Subsidy Revenue	5180	0		0	0	0	0.00%	0.00%
6 Miscellaneous Rent Revenue	5190	0		0	0	0	0.00%	0.00%
7 Excess Rent	5191	0		0	0	0	0.00%	0.00%
8 Rent Revenue- Insurance	5192	0		0	0	0	0.00%	0.00%
9 Special Claims Revenue	5193	0		0	0	0	0.00%	0.00%
10 Retained Excess Income	5194	0		0	0	0	0.00%	0.00%
11 Total Rent Revenue (GPI @ 100% Occupancy)	5100T	1,189,551	0	297,388	244,800	(52,588)	-17.68%	100.00%
12 Apartments- Vacancy	5220	30,432		7,608	0	(7,608)	-100.00%	0.00%
13 Stores & Commercial- Vacancy	5240	0		0	0	0	0.00%	0.00%
14 Rental Concessions	5250	0		0	0	0	0.00%	0.00%
15 Garage & Parking- Vacancy	5270	0		0	0	0	0.00%	0.00%
16 Miscellaneous (other vacancy)	5290	0	0	0	0	0	0.00%	0.00%
17 Total Vacancies	5200T	30,432	0	7,608	0	-7,608	-100.00%	0.00%
18 Net Rental Revenue (Rent Revenue Less Vacancy)	5125N	1,159,119	0	289,780	244,800	(44,980)	-15.52%	100.00%
19 Elderly & Congregate Serv. Income (attach schedule)	5300	1,374,147		343,537	349,071	5,534	1.61%	142.59%
20 Financial Revenue- Project Operations	5410	4,766		1,192	57	(1,135)	-95.22%	0.02%
21 Revenue from Investments- Residual Receipts	5430	0		0	0	0	0.00%	0.00%
22 Revenue from Investments- Replacement Reserves	5440	0		0	0	0	0.00%	0.00%
23 Revenue from Investments- Miscellaneous	5490	0		0	0	0	0.00%	0.00%
24 Total Financial Revenue	5400T	1,378,913	0	344,729	349,128	4,399	1.28%	142.62%
25 Laundry & Vending Revenue	5910	0		0	0	0	0.00%	0.00%
26 NSF & Late Charges		200		50	100	50	100.00%	0.04%
27 Damages & Cleaning Fees		100		25	2,218	2,193	8772.00%	0.91%
28 Forfeited Tenant Security Deposits		0		0	0	0	0.00%	0.00%
29 Tenant Charges (Total of Line 26-28)	5920	300		75	2,318	2,243	2990.67%	0.95%
30 Interest Reduction Payments	5945	0		0	0	0	0.00%	0.00%
31 Miscellaneous Revenue	5990	0		0	1,650	1,650	0.00%	0.67%
32 Total Other Revenue	5900T	300		75	3,968	3,893	5190.67%	1.62%
33 TOTAL REVENUE	5000T	2,538,332	0	634,584	597,896	(36,688)	-5.78%	244.24%
34 Conventions & Meetings	6203	3,253		813	37	(776)	-95.45%	0.02%
35 Management Consultants	6204	5,000		1,250	0	(1,250)	-100.00%	0.00%
36 Advertising & Marketing	6210	2,525		631	686	55	8.72%	0.28%
37 Apartment Resale Expense (Coops)	6235	0		0	0	0	0.00%	0.00%
38 Other Renting Expenses	6250	0		0	0	0	0.00%	0.00%
39 Office Salaries	6310	41,763		10,441	8,941	(1,500)	-14.37%	3.65%
40 Office Supplies		16,549		4,137	2,902	(1,235)	-29.85%	1.19%
41 Telephone & Answering Service		8,377		2,094	1,862	(232)	-11.08%	0.76%
42 Office Expenses (Total of Line 40 & 41)	6311	24,926		6,231	4,764	(1,467)	-23.54%	1.95%

Minutes Exhibit VI

Project Name: SMITH ACRES, EXT, CASTLE HEIGHTS, HOFFMAN HEIGHTS

Project #: MR-19, 19A, 66

Sponsor/Authority Name: SEYMOUR HOUSING AUTHORITY

CHFA # 85158D,85159D,99048E

ADMINISTRATION FUND OPERATING STATEMENT

For the Quarter Ending: 3/31/2011

3 # months

No. of Dwelling Units: 81

No. of Unit Months: 243

		Budget Amount	PUM	Actual Amount	PUM
INCOME					
3100	Rental Income - Base	98,022.00	403.38	98,022.00	403.38
3100.1	Rental Income - Excess of Base	14,471.50	59.55	13,047.00	53.69
3110	Excess Utilities				
3120	Surcharges				
	Total Rental Income	\$ 112,493.50	462.94	\$ 111,069.00	457.07
3210	Dwelling Vacancy Loss	(1,750.00)	(7.20)	(847.00)	(3.49)
3220	Dwelling Vacancy Subsidy				
	Net Rental Income	\$ 110,743.50	455.73	\$ 110,222.00	453.59
3300	Non Dwelling Rental Income				
3510	Sales and Service to Tenants (including Cable TV fee)	500.00	2.06		
3610	Interest Income	375.00	1.54	334.60	1.38
3620	Other Income	7,568.50	31.15	9,569.53	39.38
	GROSS INCOME	\$ 119,187.00	490.48	\$ 120,126.13	494.35
EXPENSE					
4120	Salaries - Office	25,204.50	103.72	22,137.12	91.10
4120.1	Compensated Absences-Administrative Salaries	2,520.50	10.37		
4130	Legal and Other Services	2,101.00	8.65	3,072.59	12.64
4130.1	Less: Legal Charges to Tenants				
4131	Accounting Fees	3,945.75	16.24	518.01	2.13
4132	Management Fees				
4151	Office Supplies	1,626.25	6.69	1,668.18	6.86
4152	Rents	5,225.00	21.50	5,224.98	21.50
4153	Travel	394.00	1.62	52.71	0.22
4159	Other Office Expense	4,309.25	17.73	3,220.31	13.25
4160	Pensions and Other Funds	7,055.75	29.04	4,530.64	18.64
4161	Payroll Taxes	2,802.50	11.53	2,467.03	10.15
	Total Management Expense	\$ 55,184.50	227.10	\$ 42,891.57	\$ 176.51
4310	Water	50.00	0.21	84.59	0.35
4320	Electricity	550.00	2.26	241.88	1.00
4330	Gas				
4340	Fuel	1,000.00	4.12	(584.74)	(2.41)
4350	Cable Television				
4360	Sewer				
	Total Utility Expense	\$ 1,600.00	6.58	\$ (258.27)	\$ (1.06)
4410	Maintenance Wages	4,286.00	17.64	1,944.68	8.00
4410.1	Compensated Absences-Maintenance Wages				
4420	Materials and Supplies	5,925.00	24.38	2,337.15	9.62
4430	Contractual Services	23,625.00	97.22	21,712.13	89.35
4440	Maintenance & Shop Equipment Expense	250.00	1.03	820.58	3.38
	Total Maintenance Expense	\$ 34,086.00	140.27	\$ 26,814.54	\$ 110.35
4710	Refuse Removal				
4711	Insurance	5,500.25	22.63	5,246.17	21.59
4715	Pilot or Taxes				
4716	State Service Charge	1,215.00	5.00	1,215.00	5.00
4717	Interest Expense	9,773.50	40.22	1,147.74	4.72
	Total Other Expense	\$ 16,488.75	67.85	\$ 7,608.91	\$ 31.31
4810	Provision for Repairs,Maint. & Replacements	9,327.75	38.39	9,327.75	38.39
4820	Provision for Collection Loss	2,500.00	10.29	2,500.00	10.29
	Total Provisions	\$ 11,827.75	48.67	\$ 11,827.75	\$ 48.67
4910	Principal Payment-Mortgage				
4920	Principal Payment-Rehabilitation Loan			16,616.70	68.38
	Total Principal Payments	\$ -		\$ 16,616.70	\$ 68.38
6100	Extraordinary Income			(105.00)	(0.43)
6200	Extraordinary Expense				
	TOTAL EXPENSES	\$ 119,187.00	490.48	\$ 105,396.20	433.73
	NET GAIN (LOSS) FOR THE PERIOD	\$ -		\$ 14,729.93	\$ 60.62

Minutes
Exhibit VI

Seymour Housing Authority

Operating Statement for March 2011

Program: Federal

Project: 001 - Reverend Callahan House

	Period PUM	Period Amount	YTD PUM	YTD Amount	YTD Budget PUM	YTD Budget Amount	Change
INCOME							
Rental Income	0.00	26,710	0.00	80,198	0.00	80,171	28
Interest Income	0.00	337	0.00	344	0.00	625	(281)
Tenant Charges	0.00	153	0.00	524	0.00	3,125	(2,601)
Other Income	0.00	2,911	0.00	9,176	0.00	8,159	1,017
Operating Subsidy	0.00	0	0.00	33,540	0.00	50,000	(16,461)
TOTAL INCOME	0.00	30,111	0.00	123,781	0.00	142,080	(18,298)
EXPENSES							
ADMINISTRATIVE							
Wages	0.00	7,309	0.00	21,915	0.00	24,901	2,986
Compensated Absences	0.00	0	0.00	0	0.00	2,490	2,490
Legal	0.00	489	0.00	1,077	0.00	1,091	13
Travel	0.00	0	0.00	52	0.00	389	337
Accounting & Auditing	0.00	780	0.00	780	0.00	5,702	4,922
Office Supplies	0.00	730	0.00	1,556	0.00	1,579	22
Office Expenses	0.00	1,098	0.00	3,967	0.00	5,409	1,442
Office Rent	0.00	1,742	0.00	5,225	0.00	5,225	0
Tenant Services	0.00	521	0.00	3,699	0.00	2,853	(847)
TOTAL ADMINISTRATIVE	0.00	12,669	0.00	38,271	0.00	49,637	11,365
UTILITIES							
Water	0.00	0	0.00	2,845	0.00	5,250	2,405
Electricity	0.00	0	0.00	7,508	0.00	8,500	992
Gas	0.00	7,271	0.00	821	0.00	26,250	25,429
Cable	0.00	68	0.00	211	0.00	0	(211)
TOTAL UTILITIES	0.00	7,339	0.00	11,385	0.00	40,000	28,615
MAINTENANCE							
Wages	0.00	1,504	0.00	4,544	0.00	6,231	1,687
Supplies	0.00	353	0.00	2,840	0.00	3,473	633
Contractors	0.00	1,919	0.00	19,324	0.00	19,425	101
TOTAL MAINTENANCE	0.00	3,776	0.00	26,708	0.00	29,129	2,421
OTHER							
Insurance	0.00	1,568	0.00	4,821	0.00	5,768	947
Employee Benefits	0.00	1,875	0.00	7,810	0.00	10,544	2,734
Collection Losses	0.00	0	0.00	(15)	0.00	63	78
Extraordinary Maintenance	0.00	0	0.00	0	0.00	1,250	1,250
Property Taxes	0.00	1,339	0.00	4,017	0.00	4,017	0
Property Repl. & Betterments	0.00	0	0.00	0	0.00	1,125	1,125
TOTAL OTHER	0.00	4,782	0.00	16,632	0.00	22,766	6,134
TOTAL EXPENSES	0.00	28,566	0.00	92,996	0.00	141,531	48,535
SURPLUS	0.00	1,545	0.00	30,785	0.00	549	30,237

Resident Meeting

Approval of Grievance Hearing Officers
Norman Ray House
Public Housing Grievance Procedures

<i>Present:</i>	Shirley Chromik	Apt. 15
	Shirley Hogan	Apt. 17
	Cecily Smith	Apt. 21
	Shirley McHugh	Apt. 33
	Mary Jane Napolitano	Apt. 39
	Eva Listro	Apt. 40

SHA representation: David J. Keyser, Executive Director
Bonnie Cheverella, Resident Services Coordinator

Date of Meeting: 5/2/2011, 10:30 A.M., 133 Walnut Street, Seymour, CT
06483, Community Room

I. Announcements

The Executive Director commented that the purpose of this meeting was to review the Public Housing Authority Grievance Procedure and authorize a list of Grievance Hearing Officers and Mediators as well as receive comments on the proposed list.

II. Discussion/ Roundtable/Comments

The Executive Director began discussion by reviewing Section 6.2 of the Public Housing Grievance Procedure, Selection of a Hearing Officer. He informed the Resident Council that the current Policy indicates that a list of Officers be reviewed and discussed annually with the Resident Council. He stated that the proposed list, (See Attachment A) is the complete list that he wished to present for consideration.

The Executive Director described each individual on the list and their capabilities and various capacity as either a Mediator or Hearing Officer. He stated that the Seymour Housing Authority would choose a Hearing Officer or Mediator from this list based on need of the particular issue to be addressed.

Resident Services Coordinator: Bonnie Cheverella, RSC, asked commented that if there are candidates on the list that are from Seymour Housing Authorities or have been working for other Housing Authorities that it appears to be a conflict of interest.

SHA RESPONSE: The Executive Director answered in the case of SGAL's MRC Director, she is responsible for an operation that is separate from the SHA's primary operations. He commented that she has can be very effective and fair in most cases that the Seymour Housing Authority has utilized her for in the past. He did not consider this a conflict of interest because of the separation of duties. He stated that she is removed from the day to day operations and decision making of the Seymour Housing Authority's conventional public housing units. He commented that she is

Minutes
Exhibit V

Resident Council Meeting

Approval of Grievance Hearing Officers
Rev. Callahan House
Public Housing Grievance Procedures

<i>Present:</i>	Dominic Bellucci	President	Apt. 4M
	Judy Renkwith	Treasurer	Apt. 3K
	Virginia Dota	Secretary	Apt. 4W
	Laura Bengivengo	Chaplin	Apt. 4F

SHA representation: David J. Keyser, Executive Director

Date of Meeting: 4/29/2011, 9:30 A.M., 32 Smith Street, Seymour, CT 06483,
Community Room

I. Announcements

The Executive Director commented that the purpose of this meeting was to review the Public Housing Authority Grievance Procedure and authorize a list of Grievance Hearing Officers and Mediators as well as receive comments on the proposed list.

II. Discussion/ Roundtable/Comments

The Executive Director began discussion by reviewing Section 6.2 of the Public Housing Grievance Procedure, Selection of a Hearing Officer. He informed the Resident Council that the current Policy indicates that a list of Officers be reviewed and discussed annually with the Resident Council. He stated that the proposed list, (See Attachment A) is the complete list that he wished to present for consideration.

The Executive Director described each individual on the list and their capabilities and various capacity as either a Mediator or Hearing Officer. He stated that the Seymour Housing Authority would choose a Hearing Officer or Mediator from this list based on need of the particular issue to be addressed.

Resident Council Comment: Dominic Bellucci, President, asked if the other complexes would be represented.

SHA RESPONSE: The Executive Director answered that the Callahan House Tenants Association is correctly formed ad a 501 (c)(3) Non-profit organization and is duly recognized as a valid Resident Council that holds annual elections. He stated that he was going to research if the Callahan House Tenants Association could represent the Norman Ray House. He mentioned that he would endeavor to meet with the Ray House residents.

Minutes
Exhibit III

Security Deposit Proposal

Moderate Rental Security Deposit Schedule:

Security Deposit is equal to two months base rent as follows:

Base Rent	Security Deposit
\$395	\$ 790
\$402	\$ 802
\$389	\$ 778
\$405	\$ 810
\$455	\$ 910
\$465	\$ 930

Pet Security Deposit is \$200

Proposal:

Security Deposit is changed to \$500

Pet Security Deposit \$200

Elderly and Disabled residents: Security Deposit \$180 Pet Deposit \$200

Callahan House

Current Security Deposit	\$50
Pet Security Deposit	\$300

Proposal:

Security Deposit \$0 Pet Deposit equal to one month rent at initial occupancy or at the time of initial pet ownership

Norman Ray House

Current Security Deposit	\$0
Pet Security Deposit	\$200

Proposal:

Security Deposit \$0 Pet Deposit equal to one month rent at initial occupancy or at the time of initial pet ownership

foundation they sit on was spalling in an approximately a 6" to 8" wide area from the top of the stairs to the bottom. I contacted Martin Laviero Construction to complete the repairs. This is the contractor that performed the original repairs on the steps when we did the "mud jacking" several years ago. The cost of the repair was approximately \$2,208.

CFP CT26P03550110

We received approximately \$82,484 from HUD for 2010. This funding will be used to complete more asbestos abatement to the ceilings at the Rev. Callahan House, by issuing a change order we will have obligated all these funds to complete nine units, Apartments 2J thru 2Q. This work is scheduled to begin in October 2010.

100% of this funding is obligated. Work began September 23, 2010 and has been completed. This project is ready to be closed out by the Auditor.

We received the Physical Needs Assessment for Callahan House. This is being submitted to HUD for review. We are processing payment for the PNA.

Moderate Rental

Lead Based Paint Grant/Deferred Loan

We received the Assistance Agreement during May 2010. A contract has been signed with Oscar's Abatement. The necessary notifications have been delivered to the residents of the Moderate Rental Program. Work is expected to begin July 7, 2010.

The work is now complete.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 100% (56 of 56 units) occupied as of 04/01/11
- One applications in processing
- Two move-ins in March
- Two move-outs in March
- One move-in anticipated for April 1
- No move-outs anticipated for April
- 9 applicants on waiting list for 60% units (\$960 rent)
- 10 applicants on waiting list for 50% units (\$800 rent)
- 2011 Year-to-date move-ins: 3
- 2011 Year-to-date move-outs: 3

method for the Seymour Housing Authority to monitor the covenants this resident would make to abide by the Lease agreement. Thus far this has not been executed by the resident. I will follow up with this documentation. Thus far the nuisance behavior has not been repeated. We will inspect the apartment to determine if the housekeeping request has been acted on.

- A complaint was received from a Ray House lower floor resident about two residents from the upper floor holding a discussion in the hallway at 10:30 P.M. The complaint alleged that the conversation was disturbing their peaceful enjoyment. The complaint also alleged that one of the residents permitted her cat to roam the hallway during the conversation. The resident's cat has subsequently died. Relative to the complaint about residents talking, a Lease provision precludes us to take action inhibiting resident's right of speech therefore; the actions of the residents were not considered disturbing or nuisance behavior. Residents have the right to converse with each other.
- A resident of Chamberlin Rd has been feeding feral cats. Neighbors of the resident have made complaints to us and the Seymour Animal Control Officer about the actions of these cats including them urinating in the areas by their doorways. The odor is unacceptable as is the noise made by the cats mating. The resident has been approached to resolve this situation by cooperating with the Seymour Animal Control Officer to have the cats spayed and neutered; however she denies that these cats are hers. Prior information obtained during the feral cat education program has been used to explain to this resident relative to the fact that, if she is feeding the cats, then the cats are considered her responsibility. This has been explained to the resident by me and the Seymour Animal Control Officer. The resident has agreed to cooperate with efforts to deliver the cats to the Veterinarian for care.

Mediation

A complaint about harassment was received from a resident of Callahan House. An informal in-house mediation was held with all parties involved. It was determined that the complaining resident was in compliance with her previous agreement and was following procedures set out by the prior mediation relative to transporting her dog in the common areas. Some resolve was reached, the resident that the complaint was made about was asked to refrain from repeating the comments and actions. She was informed that the resident with the dog was not violating any policy and was following prescribed procedures for her dog. She was also informed that the other resident has the right to be visiting someone on the second floor regardless of what floor she lives on. The complaining resident was asked to assess whether there was really any damages incurred and requested to consider that the resident was disturbed and perhaps was not feeling well at the time or was attempting to rest.

Seymour Housing Authority staff is committed to the mission of providing safe, decent and affordable housing. We process these complaints with considerable due diligence following procedures relative to resident complaint policies, provisions of the Lease, preliminary grievance and public housing grievance procedures. This and prior months reports document our diligence in resolving problems; however, resident opinion continues that the Seymour Housing Authority takes no action when these complaints are made. In fact, resolving these issues has become a tremendous administrative burden and increasingly interferes with our ability to provide services to the balance of our residents and to complete required administrative tasks including but not limited occupancy procedures, financial reporting, management duties and overall direction of the Seymour Housing Authority. Due to the size of the Seymour Housing Authority and low staffing levels, most of these situations require handling by all staff members taking on the role of Generalists (stepping out of their administrative duties and roles of their job descriptions), sometimes including maintenance personnel and mostly all times, the Executive Director. Much effort is placed on fact finding and involves review of security cameras by maintenance personnel and fact finding by administrative staff. The Seymour Community Police Officer has also put a great deal of time into these matters resolving problems and fact finding. Considerable time is spent on developing appropriate correspondence including preparation of pre-termination notifications, documentation and note taking; follow up letters and procedures, mediation, grievance hearings, court proceedings when necessary. Considerable funds have been expended in hiring mediators, grievance officers, and Attorney services for court time as well as representation in pre-court grievance hearings or mediation. Staff is constantly trained in matters of the Lease and Grievance Procedure to be able to effectively handle these situations as they arise and considerable time is spent at staff meetings discussing the complaints. The notion that the Seymour Housing Authority does nothing with these complaints is unfounded and is not based in fact.

Section
2

General Information

Annual Dwelling Inspections

We begin annual dwelling inspections at Norman Ray House during April 2011.

Vacancies

Federal:

- 1M we have begun preparing this vacancy for a new resident. We hope to re-occupy this unit by 4/15/2011.
- 3E will begin preparing this vacancy for a new resident. We hope to re-occupy this unit by 4/15/2011.
- 1M and 3E are the 7th and 8th vacancies in the Callahan House since January. We usually average 10 to 14 vacancies per year and the fact that we have 8 already in March has been extensive. We have still averaged 7.5 days per turnover at the Callahan House.

Ray House

- None

Moderate Rental

- None

Smithfield Gardens Assisted Living

- 227 was re-occupied on April 1, 2011

Waiting List

Federal

0 Bedroom Standard – 41 Eligible applicants
0 Bedroom Standard – 31 Pending applicants
1 Bedroom Standard – 9 Eligible applicants
1 Bedroom Standard – 2 Pending applicants

0 Bedroom Handicapped – 8 Eligible applicants
0 Bedroom Handicapped – 1 Pending applicant
1 Bedroom Handicapped – 1 Eligible applicants

MR

2 Bedroom – 82 Eligible applicants

Moderate Rental remained fully occupied during April 2011. We have a move out notice for May 31, 2011. Moderate Rental has experienced 64 vacancy days since January 1, 2011 and averaged 21.33 days per vacancy through March 28, 2011. 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; 64 days/ 29565 days available = 0.2165% percentages through April 30, 2011.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2011
-----------------------	-----------------------	------

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
32 C	405	Taylor	11/10/2010	Rivera	1/24/2011	24
16C	402	Mestre	1/31/2011	Farrison	3/1/2011	29
35C	405	Patterson	2/18/2011	Silva	3/1/2011	11

Average number of vacancy days per vacancy: 21.33

The Vacancy Loss is approximately \$862 January 31 through April 30, 2011.

Occupancy

Rev. Callahan House

2011 Year-to-Date Vacancies 8

Callahan House experienced one move in during April 2011. We have a move in scheduled for May 1, 2011. Callahan House has experienced 106 vacancy days since January 1, 2011 and has averaged 13.5 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; 106 days/ 29200 days available = 0.3630% percentage through April 30, 2011.

CALLAHAN HOUSE	VACANCY/TURNOVER DAYS	2011
FEDERAL ELDERLY	Vacancy Turnover Days	2011

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
3X	Stadnik	12/16/2010	Carson	1/7/2011	7
2J	Carson	1/7/2011	Goulet	1/19/2011	14
3R	Pelaggi	1/31/2011	Kain	2/18/2011	18
2N	Moraz	2/13/2011	Cisero	2/24/2011	11
2D	Marella	2/28/2011	Bill	3/1/2011	1
4P	Martin	2/28/2011	Zorawski	3/7/2011	7
3E	Perrott	3/31/2011	Vacant		30
1M	O'Connor	3/31/2011	Caraglio	4/18/2011	18

Average number of vacancy days per vacancy

13.5

#SEYM Seymour Housing Authority

Minutes
Exhibit I

Cover Letter (S193)	
Check Date :	04/07/2011-2
Period Range :	03/21/2011 TO 04/03/2011
Week Number :	Week #14

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	0	0.00
Total Direct Deposits	1	35.07
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

1 Items

35.07

Total Billing Impound		0.00
Total Agency Checks	0	0.00
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

35.07

Total of Checks Printed

1 Items

Total Tax Liability	6.51
Total Workers Comp Liability	0.00

Total Payroll Liability

41.58

Total Direct Deposits	35.07
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Total Debited From Account

41.58

NEXT PERIOD DATES

Check Date: 04/21/2011 Week 16
Period Begin: 04/04/2011
Period End: 04/17/2011
Call In Date: 04/18/2011 Week 16

Payroll rep: Torre Jo-Ann

Human Resource Consulting Group

117 Main Street
Seymour, CT 06483

*Minutes
Exhibit I*

INVOICE

INVOICE DATE: 4/4/2011
INVOICE NUMBER: 13528
INVOICE AMOUNT: \$115.82
CHECK DATE: 4/7/2011
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

*Minutes
Exhibit I*
Human Resource Consulting Group

117 Main Street
Seymour, CT 06483

INVOICE

INVOICE DATE: 4/18/2011
INVOICE NUMBER: 13658
INVOICE AMOUNT: \$688.68
CHECK DATE: 4/21/2011
TERMS: Paid

BILL TO:

Seymour Housing
28 Smith Street
Seymour, CT 06483

For: Seymour Housing Authority
SEYM

Service	Cost	Taxes	Total
Payroll Admin (24)	97.68	0.00	97.68
FEIN Processing	10.00	0.00	10.00
State Tax (1)	0.00	0.00	0.00
Time Clock Data Transfer 3.00 (27)	81.00	0.00	81.00
Monthly HR Services - SEYM	500.00	0.00	500.00
Total	\$688.68	\$0.00	\$688.68

Total discounts applied: \$7.50

Minutes Exhibit I

Seymour Housing Authority Vendor Accounting Cash Payment/Receipt Register

Program: Smithfield Gardens Project: 014 - Smithfield Gardens Assisted Living Period: April 2011

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							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
2243	04/21/2011	No	VD	Peachtree Business Products	Payment Lost in Mail	No	(\$20.00)
2310	04/15/2011	No	CHK	American Disposal Services	container service	No	\$344.31
2311	04/15/2011	No	CHK	Aquarion Water Company Of Ct	acct 200204656	No	\$303.74
2312	04/15/2011	No	CHK	AT&T	203-888-5093 150	No	\$522.71
2313	04/15/2011	No	CHK	Banner Group Systems Inc.	janitorial supplies	No	\$369.20
2314	04/15/2011	No	CHK	Belletti's Tree Service	ice removal	No	\$6,400.00
2315	04/15/2011	No	CHK	Bender Plumbing Supplies Inc.	toilet/tanks/seats	No	\$542.73
2316	04/15/2011	No	CHK	Buddy's Fuel, Llc	no heat whole building	No	\$142.50
2317	04/15/2011	No	CHK	CL&P SGAL	acct 51083234013	No	\$1,270.28
2318	04/15/2011	No	CHK	Comcast	acct 8773 40 216 0069536	No	\$52.95
2319	04/15/2011	No	CHK	Comcast	acct 8773 40 216 0069510	No	\$924.86
2320	04/15/2011	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$106.95
2321	04/15/2011	No	CHK	Dahill Co., Inc.	Repairs to roof leak	No	\$468.74
2322	04/15/2011	No	CHK	Direct Energy Services, Llc	acct 28976	No	\$5,060.92
2323	04/15/2011	No	CHK	First Growth Capital & Unidine Co	04/02/11-04/29/11	No	\$20,874.00
2324	04/15/2011	No	CHK	Griffin Hospital Occupational Medi	savrine & Sforza	No	\$130.00
2325	04/15/2011	No	CHK	Jeff's Appliance And Vacuums	fix loud dryer	No	\$97.95
2326	04/15/2011	No	CHK	Kinsley Power Systems	maintenance contract Service	No	\$350.00
2327	04/15/2011	No	CHK	Radovich Builders, LLP	kitchen replace all o-rings on drains	No	\$6,877.00
2328	04/15/2011	No	CHK	Seymour Housing Authority	monthly management fee	No	\$4,839.00
2329	04/15/2011	No	CHK	The Home Depot Supply	20 GFI's	No	\$576.85
2330	04/15/2011	No	CHK	Tony Castle Entertainment	outside entertainment	No	\$125.00
2331	04/15/2011	No	CHK	Valley Electric Supply & Lighting	lens covers	No	\$16.00
2332	04/15/2011	No	CHK	Yankee Gas	acct 57476540034	No	\$1,665.32
2333	04/26/2011	No	CHK	Seymour Housing Authority	Reimb. Callahan for Melanie STD	No	\$143.28
2334	04/30/2011	No	CHK	Seymour Housing Authority	April's Reimbursement	No	\$40,768.14

Minutes
Exhibit I

Seymour Housing Authority General Ledger Cash Payment/Receipt Register

Program: Revolving Fund Project: Revolving Fund Period: April 2011

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
7	04/07/2011	No	DD	SHA PAYROLL	Pay Period 3/21/11 - 4/3/11	No	\$25,334.57
7	04/07/2011	No	DD	SHA PAYROLL	Larry	No	\$41.58
8	04/21/2011	No	DD	SHA PAYROLL	Pay period 4/4/11 - 4/17/11	No	\$25,732.79
110	04/28/2011	No	CHK	VSP	VSP	No	\$49.16
3504	04/21/2011	No	VD	Lindsay R. Levan	Lost in the Mail	No	(\$105.00)
3538	04/07/2011	No	CHK	Christina Dargel	Pay Period 3/21/11 - 4/3/11	No	\$76.00
3539	04/07/2011	No	CHK	CONN NAHRO	7th Annual Maintenance Extravagan	No	\$300.00
3540	04/07/2011	No	CHK	CONN NAHRO	Unreasonable Accomodation April 2	No	\$425.00
3541	04/07/2011	No	CHK	Aflac Attn: Remittance Processing	Feb. & March	No	\$1,412.88
3542	04/08/2011	No	CHK	Comcast	Acc# 8773 40 216 0069528	No	\$104.95
3543	04/15/2011	No	CHK	Aegis Energy Services, Inc.	3rd payment	No	\$1,508.34
3544	04/15/2011	No	CHK	Aflac Attn: Remittance Processing	monthly aflac	No	\$706.44
3545	04/15/2011	No	CHK	Allen's Plumbing Supply	dryer vent 35 Chamb	No	\$84.18
3546	04/15/2011	No	CHK	American Disposal Service RH	container service for April	No	\$364.21
3547	04/15/2011	No	CHK	American Disposal Services	April Container Service	No	\$353.72
3548	04/15/2011	No	CHK	American Rooter Llc	5 seymour ave	No	\$862.50
3549	04/15/2011	No	CHK	Aquarion Water Company	fire service	No	\$303.74
3550	04/15/2011	No	CHK	Aquarion Water Company of CT	last of 6 annual backflow	No	\$358.74
3551	04/15/2011	No	CHK	At & T Capital Services, Inc.	phones/vm after tax credit	No	\$6.66
3552	04/15/2011	No	CHK	At&T	acct 203-881-0115 123	No	\$61.47
3553	04/15/2011	No	CHK	AT&T	acct 203-888-4579 851	No	\$377.97
3554	04/15/2011	No	CHK	AT&T	203-881-2464 165	No	\$400.07
3555	04/15/2011	No	CHK	Belletti's Tree Service	Take down 3 trees 23 Chamberlin	No	\$14,100.00
3556	04/15/2011	No	CHK	Bender Plumbing Supplies Inc.	toilets & tanks stock	No	\$445.21
3557	04/15/2011	No	CHK	Buddy's Fuel, Llc	callahan replace valve on boiler	No	\$3,951.64
3558	04/15/2011	No	CHK	CL&P FED	acct 51779583004	No	\$2,200.97
3559	04/15/2011	No	CHK	CL&P RH	acct 51457764090	No	\$1,824.40
3560	04/15/2011	No	CHK	CL&P OFFICE	acct 51471483099	No	\$163.44
3561	04/15/2011	No	CHK	CL&P MR	35 chamberlain vacancy	No	\$40.80
3562	04/15/2011	No	CHK	Comcast	acct #8773 40 216 0041287	No	\$370.00
3563	04/15/2011	No	CHK	Comcast	acct #8773 40 216 0027070	No	\$577.37
3564	04/15/2011	No	CHK	ConEdison Solutions	acct 560549	No	\$166.99
3565	04/15/2011	No	CHK	CONN NAHRO	April Dues	No	\$30.00
3566	04/15/2011	No	CHK	Direct Energy Services, Llc	acct 10685	No	\$7,684.44
3567	04/15/2011	No	CHK	Experian	april credit checks	No	\$67.24
3568	04/15/2011	No	CHK	Gregory Stamos	legal services	No	\$1,946.10
3569	04/15/2011	No	CHK	Home Depot Credit Services	maintenance supplies	No	\$79.49
3570	04/15/2011	No	CHK	Intersect Dvvc, Llc	fix lisa & Brittany pc	No	\$550.00
3571	04/15/2011	No	CHK	Jeff's Appliance And Vacuums	1E frige door shelf broken	No	\$313.95
3572	04/15/2011	No	CHK	Jp Maguire Associates Inc.	28 seymour ave	No	\$1,233.36
3573	04/15/2011	No	CHK	Lane, Paul	GMC 2500 Repair	No	\$988.71
3574	04/15/2011	No	CHK	Management Computer Services I	4/1/11-6/30/11	No	\$1,631.00

MINUTES

After some brief discussion, Commissioner Bellucci motioned to authorized for Seymour Housing Authority to fund the employee's HSA accounts for the \$300 single and \$600 family increase in the deductibles. Commissioner Horelick seconded the motion. After some further conversation, Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Horelick. Commissioners Dota, and White abstained from voting. Chairperson White declared the motion carried.

After some brief discussion, Commissioner Horelick motioned to authorize the Executive Director to secure the services of Ferguson & McGuire/APS to provide the health care benefits packages as the agent of record. Commissioner Bellucci 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 Dota, Bellucci, Horelick and White. Chairperson White declared the motion carried.

➤ Any Other Business

The Executive Director discussed the Grievance Procedure and the list of approved grievance officers. He commented that in accordance with the procedure, Seymour Housing Authority is required to consult with the resident council relative to the selection of the hearing officers. He presented a list of grievance hearing officers and mediators for the Board's consideration (See Exhibit IV). The Executive Director also presented minutes from meetings with the Rev. Callahan House Tenants Association and with the residents of the Norman Ray House. (See Exhibit V). Attorney Stamos mentioned that as a result of recent legal summary action that we were asked to review this section of policy and update the approved list.

After some further brief discussion Commissioner Bellucci motioned to approve the list of grievance hearing officers and mediators as presented. 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 Dota, Bellucci, Horelick and White. Chairperson White declared the motion carried.

The Executive Director distributed and reviewed the quarterly reports for the period ended 3/31/2011 for Moderate Rental, Callahan House, Norman Ray House and Smithfield Gardens Assisted Living. See Exhibit VI.

After some brief discussion, Commissioner Horelick motioned to acknowledge the quarterly reports as presented. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Dota, Bellucci, Horelick and White. Chairperson White declared the motion carried

➤ Executive Session

MINUTES

A review of the Communications followed it was mentioned that two Scholarship applications were submitted to NERC Nahro.

At this point, 5:40 P.M. Commissioner Bellucci joined the meeting already 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**

None

➤ **New Business**

Chairperson White introduced Security Deposit Revisions

Attorney Stamos explained about a recent legal case that occurred in New Haven Court relative to the Guilford Housing Authority and a resident. He explained that as a result of the case, he advised the Executive Director that Pet Security Deposits are considered Security Deposits. A review was also made of current Security Deposits relative to Connecticut General Statutes and the rules for holding security deposits and it was determined that some revision needed to be made in our policy

The Executive Director distributed drafted revisions to the Security Deposit and Pet Security Deposit schedule. (See Exhibit III). The Executive Director explained that each property had slightly different security deposit requirement. He reviewed each property's schedule and made recommendations for the changes to result in being compliant with the Security Deposit regulations.

After some further brief discussion, Commissioner Bellucci motioned to incorporate the proposed changes and updates to the Security Deposit requirements for each property as recommended: for Moderate Rental Security deposit for non-elderly \$500 and a Pet Security Deposit of \$200, Elderly and Disabled residents \$180, Pet Deposit \$200; and, Callahan House and Norman Ray House, deposit of \$0 and a pet deposit equal to one month rent at initial occupancy or at the time of initial pet ownership. 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, Horelick, Dota, and White. Chairperson White declared the motion carried.

Chairperson White introduced Workers Compensation.