

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
LOCK DRAWER 191
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579
FAX (203) 888-2096
E-MAIL admin@seymourhousing.org

TDD (203) 888-2942

October 6, 2008

COPY RECEIVED
DATE: 10/6/08
TIME: 4:40 PM
TOWN CLERK'S OFFICE

The 855th Meeting, a Regular Meeting of the Seymour Housing Authority, to be held Wednesday, October 8, 2008 at 6:15 P.M., in the Community Room at the Norman Ray House located at 133 Walnut Street, Seymour, Connecticut.

AGENDA:

ROLL CALL

PUBLIC COMMENT SESSION

PREVIOUS MEETING MINUTES

Regular Meeting, August 6, 2008

BILLS AND COMMUNICATIONS

EXECUTIVE DIRECTOR REPORT

OLD BUSINESS

NEW BUSINESS

Moderate Rental – Conflict Resolution addendum & policy
Norman Ray House Lease revision & Conflict Resolution addendum & policy
2009 Annual Agency Plan
 CHTSOP – VAWA Additions
 Fire Safety Policy
 Conflict Resolution addendum & policy
 Capital Fund Program – 5 year plan
Change Order # 2 – George Ellis Co. – Electrical junction box change
2009 Budgets – All Projects

ANY OTHER BUSINESS PERTAINING TO THE BOARD

ADJOURNMENT

Brenda A. White - *Chairperson/Tenant Commissioner*
Nicholas J. Dota - *Vice Chairman/Tenant Commissioner*
Gail P. Zullo - *Treasurer*
Mary Skurat - *Assistant Treasurer*
Susan Horelick - *Commissioner*

David J. Keyser, PHM
*Executive Director
and Secretary*



An Equal Opportunity Employer



EQUAL HOUSING PROVIDER



MINUTES

Seymour Housing Authority

➤ 854th Meeting

The 854th Meeting, a regular meeting of the Seymour Housing Authority, was held at the Rev. Callahan House located at 32 Smith Street, Seymour, Connecticut in the Community Room on Wednesday, August 6, 2008 and was called to order by Commissioner White at 6:30 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Dota, Horelick, Skurat, and White

Also present was Secretary and Executive Director David Keyser and Attorney Gregory Stamos.

Public Comment

Chairperson White opened the floor to Public Comments.

Terri Chase, resident of 11 Seymour Ave., inquired to the status of the duct cleaning estimates.

The Commissioners referred the question to the Executive Director, whom responded that bids were received and the board will make a decision in tonight's meeting.

Terri Chase then inquired about the eleven-thousand dollars available.

The Executive Director commented that the eleven-thousand dollars was the total available for all the Moderate Rental properties of the Seymour Housing Authority being held in escrow at CHFA. It is in a fund called APTS and available for us to use in this situation.

Terri Chase inquired as to how much of the funds are available for Seymour Ave and Chamberlain Rd.

The Executive Director responded that approximately nine-thousand of the funds are for Seymour Avenue and Chamberlain Road. The balance of the \$11,000 is Hofmann Heights and upper Chamberlin Rd. The funds from these two properties is allowed to be used for Seymour Ave and lower Chamberlin, but depletes the amount available for upper Chamberlin and Hofmann Heights.

MINUTES

Terri Chase inquired if the nine-thousand dollars would be used for duct cleaning.

The Executive Director responded that the board of commissioner will have to make that discussion.

Andrea Okrentowicz, resident of 23 Seymour Ave., wanted to acknowledge the participation of the Seymour Avenue resident council members at the 854th Board meeting.

Chairperson White addressed the public and inquired to the situation with the cats.

Andrew Okrentowicz commented that a possible solution could be flea collars.

The Executive Director commented to the board and the public present that the identity of the cats owners must occur to help situate the flea problem that are coming from the cats.

Terry Chase commented that another meeting of the Seymour Avenue resident council will be held at the end of September. Then inquired about when individuals will know about the decision of the duct cleaning.

The Executive Director responded that they can stay until the end of the meeting or call tomorrow to receive an answer.

Donald Smith, Paul Roy John Petroudi and Michael Ales provided a presentation of the proposed renovations of the Chatfield School to combine Chatfield School and LoPresti School.

➤ **Previous Meeting Minutes**

853rd Regular Meeting, August 6, 2008. Commissioner Dota asked about the figures found in the Executive Director's Report first paragraph. The Executive director clarified that the funds are in regards to the Randall field project relative to the commitment by the Federal Home Loan Bank and Naugatuck Valley Savings in Loan. Commissioner Skurat motioned to accept the minutes. 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 White, Dota, Skurat and Horelick. Chairperson White declared the motion carried.

➤ **Bills & Communications**

Commissioner White introduced the bills (See Exhibit I).

After considerable consideration, review and questions relative to the bills listing, Commissioner Dota motioned to approve the bills as presented and authorize payment of the bills. Commissioner Horelick seconded the motion. Chairperson White

MINUTES

acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Dota, Horelick, Skurat, and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

Explanation and discussion of the pertinent communications followed as below:

The Katharine Matthies Foundation grant in the amount of \$27,000 has been awarded and will be to fund the community policing off the Seymour Housing Authority properties.

Discussion was brought up over the parking zone letter asking to cease rentals of the bank street properties. The Executive Director commented that Joseph Migani is waiting for funds to come from DECD before allowing the contractors to work on the lot. He stated that the original approval that Joseph Migani received was based on an October 15, 2008 delivery date. Commissioner Dota inquired as to whether or not the Seymour Housing Authority has been paid for management services rendered yet. The Executive Director responded that an invoice still needs to be created.

The Executive Director commented that the acceptance of the Pilot program will allow the Seymour Housing Authority to not increase the rents for the moderate rental homes.

The Housing Sustainability funding for the Norman Ray House has come through and work has started.

➤ **Executive Director's Report**

(See Exhibit II)

The Executive Director pointed out that the Callahan house has had no vacancies.

The Norman Ray House will need to be brought up to fire codes which will occur with the renovations. A meeting with the residents is scheduled to discuss the impact of the residents during renovations.

The Executive Director commented for the 2009 Smithfield Gardens budget vendor costs are still at a loss. Additionally core services will not be enough to sustain the program.

Also the insurance company is sending out a risk manager to assess the properties.

➤ **Old Business**

Chairperson White asked if there was any old business pertaining to the Board of Commissioners.

Contractor Selection CFP 50107 was addressed. Based on the bids that came (see Exhibit III bid tabulation sheet) in the Advanced Environmental Group was initially the lowest. However after discussion with Advanced Environmental Group and going over the design requirements they withdraw their bid making Country Kitchens the lowest responsible bidder for an amount of \$38,800. After additional discussion Commissioner

MINUTES

Dota made the motion to proceed with awarding Country Kitchens the contract for the 2007 Capital Fund Improvement project in an amount not to exceed \$38,800 and to authorize the Executive Director to negotiate and execute the contract as Contracting Officer. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked if any questions, hearing none, asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Dota, Horelick, Skurat, and White. Chairperson White declared the motion carried.

Chairperson White introduced the duct cleaning estimates were addressed. (See Exhibit IV, duct cleaning bids) After considerable discussion Commissioner Skurat made the motion to authorize the Executive Director authority to contract with Steamatics for all qualified units. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked if any questions, hearing none, asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Dota, Horelick, Skurat, and White. Chairperson White declared the motion carried.

➤ **New Business**

Chairperson White introduced any new business.

The Executive Director commented that the Seymour Avenue Resident Council wants to post a 16" by 24" sign at the end of the road to be used for the community as a communication link. After extensive discussion Commissioner Skurat made the motion to authorize the Executive Director to post the Bulletin Board at the beginning of Seymour Ave. to be used for Public Announcements only. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked if any questions, hearing none, asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Dota, Horelick, and Skurat. Chairperson White abstained as she would be affected by the decision. Chairperson White declared the motion carried in a 3-0-1 vote.

➤ **Any Other Business**

Theresa Conroy who is running as a democratic for State Representative provided a short introduction to her mission and goals if she is elected. She was provided with an opportunity to meet with the Executive Director to discuss the needs of the Seymour Housing Authority and Public Housing in the State of Connecticut in General.

➤ **Executive Session**

At 8:30 pm Commissioner Skurat made the motion to go into Executive Session to discuss litigation. Commissioner Dota seconded the motion. Chairperson White

MINUTES

acknowledged the motion and its second and asked if any questions, hearing none, asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Dota, Horelick, Skurat, and White. Chairperson White declared the motion carried.

At 8:42 pm Commissioner Skurat made the motion to go out of Executive Session and to return to the order of the Agenda. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked if any questions, hearing none, asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Dota, Horelick, Skurat, and White. Chairperson White declared the motion carried and the regular Agenda resumed.

➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 854thrd meeting of the Seymour Housing Authority. At 8:42 P.M. Commissioner Dota motioned to adjourn the 854th Meeting of the Seymour Housing Authority. Commissioner Skurat seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Dota, Horelick, Skurat, and White. Chairperson White declared the motion carried and the 854th Meeting, a Regular Meeting, adjourned.

Submitted by:

David J. Keyser, Secretary and
Executive Director

Minutes
-- CHECK REGISTER -- Exhibit I

SHA Revolving Fund

09/02/08 11:13 a Page 1

Check dates between 08/01/2008 and 08/31/2008

Bank	Check	Date	Paid To	Amount

1111.NVSL	Revolving Fund Cash - NVSL			
	01165	08/25/2008	CONN-NAHRO	290.00 *
	01166	08/25/2008	WICC Radio	499.00 *
	01169	08/31/2008	AT & T Long Distance East	711.83 *
	01170	08/31/2008	AT&T	116.10 *
	01171	08/31/2008	Aegis Energy Service, Inc.	1,127.00 *
	01172	08/31/2008	Allen's Plumbing Supply	350.61 *
	01173	08/31/2008	American Disposal Services of CT	781.28 *
	01174	08/31/2008	American Express	595.81 *
	01175	08/31/2008	American Rooter LLC	217.00 *
	01176	08/31/2008	Bellelitti's Tree Service	1,875.00 *
	01177	08/31/2008	Buddy's Fuel, LLC	1,012.00 *
	01178	08/31/2008	Comcast	680.50 *
	01179	08/31/2008	Derby Glass Company Inc.	568.00 *
	01180	08/31/2008	Direct Energy Services, LLC	6,810.57 *
	01181	08/31/2008	Experian	182.58 *
	01182	08/31/2008	Federal Express	106.91 *
	01183	08/31/2008	Friends of Fur LLC	650.00 *
	01184	08/31/2008	Galaxie Cleaning Inc	250.00 *
	01185	08/31/2008	General Electric Company	188.00 *
	01186	08/31/2008	Gregory Stamos	1,085.00 *
	01187	08/31/2008	Home Depot Credit Services	229.07 *
	01188	08/31/2008	Housing Insurance Services Inc.	4,870.00 *
	01189	08/31/2008	Housing Insurance Services, Inc.,	10,952.00 *
	01190	08/31/2008	KONE INC	368.25 *
	01191	08/31/2008	Little River Power Equipment Inc	40.60 *
	01192	08/31/2008	National Flood Insurance Program	583.00 *
	01193	08/31/2008	Northeast Utilities	4,026.12 *
	01194	08/31/2008	Oxford Paint & Hardware, Inc	285.26 *
	01195	08/31/2008	Peter E. Karpovich,	619.60 *
	01196	08/31/2008	Pitney Bowes Postage By Phone	231.95 *
	01197	08/31/2008	Radovich Builders, LLP	13,756.00 *
	01198	08/31/2008	ST. Treasurer for MERFund	2,793.93 *
	01199	08/31/2008	Seymour Janitorial Services	990.00 *
	01200	08/31/2008	Seymour Oil	645.00 (void)
	01200-V	08/31/2008		-645.00
	01201	08/31/2008	Shell Credit Card Center	443.96 *
	01202	08/31/2008	Smithfield Gardens Assisted Living	8,708.32 *
	01203	08/31/2008	Spak's Green Acres Landscaping Inc.	660.00 *
	01204	08/31/2008	Staples Credit Plan	134.98 *
	01205	08/31/2008	The Hartford	9,697.42 *
	01206	08/31/2008	The Home Depot Supply	59.12 *
	01207	08/31/2008	Town of Seymour Finance Dept.	6,357.17 *
	01208	08/31/2008	Valley Electric Supply & Lighting	93.40 *
	01209	08/31/2008	Yankee Gas Service CO.	1,483.88 *
	1167	08/22/2008	Theresa Fielder	85.00 *
	1168	08/22/2008	David J. Keyser	90.00 *
	1210	08/30/2008	Seymour Janitorial Services	645.00 *

Seymour Housing Authority Federal 09/02/08 11:11 a Page 1

Check dates between 08/01/2008 and 08/31/2008

Bank	Check	Date	Paid To	Amount

1111.4	General Fund - Cash Operating			
	01432	08/31/2008	Seymour Housing Authority	15,932.00 *
	01433	08/31/2008	Seymour Housing Authority	15,932.33 *

Seymour Housing - State Elderly 09/02/08 10:57 a Page 1

Check dates between 08/01/2008 and 08/31/2008

Bank	Check	Date	Paid To	Amount

1111.1	Operating Cash			
	01298	08/31/2008	Seymour Housing Authority	8,213.62 *

Moderate Rental 09/02/08 11:04 a Page 1

Check dates between 08/01/2008 and 08/31/2008

Bank	Check	Date	Paid To	Amount

1111.2	Operating Fund - Cash Bank North			
	01442	08/31/2008	Seymour Housing Authority	18,500.00 *
	01443	08/31/2008	Seymour Housing Authority	18,618.09 *

Minutes

Smithfield Gardens

Check dates between 08/01/2008 and 08/31/2008

Bank	Check	Date	Paid To	Amount
1120.1	Naugatuck Valley - Operating			
	01385	08/15/2008	ACM Resources Inc.	390.00 (void)
	01385-V	08/15/2008		-390.00
	01386	08/15/2008	Buddy's Fuel, LLC	110.00 (void)
	01386-V	08/15/2008		-110.00
	01387	08/15/2008	Derby Glass	138.00 (void)
	01387-V	08/15/2008		-138.00
	01388	08/15/2008	Federal Express	45.29 (void)
	01388-V	08/15/2008		-45.29
	01389	08/15/2008	General Electric	188.00 (void)
	01389-V	08/15/2008		-188.00
	01390	08/15/2008	Home Depot Credit Services	364.45 (void)
	01390-V	08/15/2008		-364.45
	01391	08/15/2008	Lindley Food Service Corporation	20,305.00 (void)
	01391-V	08/15/2008		-20,305.00
	01392	08/15/2008	MJ Daly	350.00 (void)
	01392-V	08/15/2008		-350.00
	01393	08/15/2008	Radovich Builders, LLP	1,795.00 (void)
	01393-V	08/15/2008		-1,795.00
	01394	08/15/2008	Santoro's Commercial Laundry Servic	960.00 (void)
	01394-V	08/15/2008		-960.00
	01395	08/15/2008	Seymour Janitorial Services	685.00 (void)
	01395-V	08/15/2008		-685.00
	01396	08/15/2008	Staples	142.48 (void)
	01396-V	08/15/2008		-142.48
	01397	08/15/2008	Theo Pro Compliance & ConsultingInc	106.80 (void)
	01397-V	08/15/2008		-106.80
	01398	08/15/2008	Wallingford Printing	898.70 (void)
	01398-V	08/15/2008		-898.70
	01399	08/15/2008	ACM Resources Inc.	390.00 *
	01400	08/15/2008	AT&T	458.65 *
	01401	08/15/2008	Allen's Plumbing Supply	23.22 *
	01402	08/15/2008	American Disposal Services	266.98 *
	01403	08/15/2008	Buddy's Fuel, LLC	220.00 *
	01404	08/15/2008	Comcast	1,263.01 *
	01405	08/15/2008	Connecticut Post	840.00 *
	01406	08/15/2008	Derby Glass	138.00 *
	01407	08/15/2008	Donna DeSantis	80.65 *
	01408	08/15/2008	Federal Express	45.29 *
	01409	08/15/2008	General Electric	188.00 *
	01410	08/15/2008	Griffin Hospital Occupational Med.	195.00 *
	01411	08/15/2008	Home Depot Credit Services	364.45 *
	01412	08/15/2008	Lindley Food Service Corporation	20,305.00 *
	01413	08/15/2008	MJ Daly	350.00 *
	01414	08/15/2008	NDC Housing and Development	6,048.00 *
	01415	08/15/2008	Northeast Utilities	4,050.43 *
	01416	08/15/2008	Radovich Builders, LLP	3,010.00 *
	01417	08/15/2008	Santoro's Commercial Laundry Servic	1,172.00 *
	01418	08/15/2008	Seymour Housing Authority	17,173.92 *
	01419	08/15/2008	Seymour Janitorial Services	685.00 *
	01420	08/15/2008	Spak's Green Acres Landscaping, Inc	1,200.00 *
	01421	08/15/2008	Staples	384.46 *
	01422	08/15/2008	The Home Depot Supply	404.05 *
	01423	08/15/2008	Theo Pro Compliance & ConsultingInc	106.80 *
	01424	08/15/2008	Wallingford Printing	898.70 *
	01425	08/15/2008	Yankee Gas Services Co.	10,830.69 *
	01429	08/31/2008	Seymour Housing Authority	21,350.00 *
	01430	08/31/2008	Seymour Housing Authority	21,346.04 *

Net Pay	Checks	6,321.29	
	Direct Deposits	14,499.61	
	Subtotal Net Pay		20,820.90
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		20,820.90

Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account		
		EE withheld	ER contrib.	EE withheld	ER contrib.	
Federal Income Tax				1,685.07		
Earned Income Credit Advances						
Social Security				1,320.24	1,320.28	
Medicare				308.78	308.77	
Federal Unemployment Tax					40.10	
Subtotal Federal				3,314.09	1,669.15	4,983.24
State CT State Income Tax				541.01		
CT State Unemployment/Disability Ins-ER	5.1000				428.41	
Subtotal CT				541.01	428.41	969.42
Total Taxes		.00	.00	3,855.10	2,097.56	5,952.66

Amount ADP Debited From Account 615014177 Tran/ABA 211170046 5,952.66

Excludes Taxes That Are Your Responsibility

Other transfers	ADP Direct Deposit	14,499.61	
	ADP Check	6,321.29	
	Amount ADP Debited From Account 615014177 Tran/ABA 211170046		20,820.90

16 Employee Transactions

Total Amount ADP Debited From Your Accounts 26,773.56

Minutes Exhibit I

FILE NUMBER	EMPLOYEE NAME	GROSS EARNINGS	CHECK NO	VCHR NO	NET CHECK	NET DIRECT DEPOSIT
100003	FIELDER, THERESA M	1,855.77	22245478		1,618.29	
100004	KEYSER, DAVID J	3,471.42		330003		2,399.10
100005	SANCHEZ, LISA M	2,017.60		330004		1,411.65
100009	THOMAS, LARRY E	1,463.30		330012		1,072.77
100010	DELLOVOLPE, DEBORAH A	336.80		330001		277.44
100011	CHEVARELLA, BONNIE	356.84	22245480		309.52	
100013	HANNON, BRITTANY	668.47		330002		545.04
100014	DESANTIS, DONNA	1,956.92		330005		1,501.72
100018	POIRIER, MELANIE	1,153.60		330007		950.88
100019	PERSICO, MAUREEN	979.20	22245484		750.39	
100023	VIENS, DENISE	830.18		330009		.664.73
100024	FERRIS, MARILYN	3,932.50		330013		3,932.50
100028	CAVALLARO, ANNA	480.00		330011		432.40
100031	RING, KATHERINE	385.69	22245482		348.38	
100033	WESTERVELT, PATRICIA	1,020.00		330010		900.56
100034	GILLISON, FAITH	331.50	22245481		306.14	
100035	PIESYNA, LISA	300.00	22245488		277.05	
100036	BOSTIC, DEBORAH	408.00	22245486		359.65	
100038	DOSSANTOS, MARIANA	459.00		330008		399.27
100039	VEALE, JOY	418.00	22245479		334.10	
100041	HEREDIA, SANDRA	300.00	22245487		262.05	
100042	VALERA, DAHIANA	532.50	22245489		491.76	
100043	RAMOS, CINDY	12.50		330006		11.55
100044	KHOUNSOMBATH, CHRISTINA	463.75	22245483		395.17	
100045	COLBURN III, ERNEST A.	1,093.75	22245485		868.79	
*** REPORT TOTALS ***		25,227.29			6,321.29	14,499.61

Minutes Exhibit I



CHECK REGISTER
Autopay Management Report

© 1997, Automatic Data Processing, Inc.

SEYMOUR HOUSING AUTH
Company Code: Q4D

Batch: I-5183-040 Period Ending: 08/10/2008 Week 33
Report: C01 Pay Date: 08/14/2008 Page 1

FILE NUMBER	EMPLOYEE NAME	GROSS EARNINGS	CHECK NO.	VCHR. NO.	NET CHECK	NET DIRECT DEPOSIT
100003	FIELDER, THERESA M	1,855.77	22266323		1,618.30	
100004	KEYSER, DAVID J	3,471.42		350003		2,399.11
100005	SANCHEZ, LISA M	2,017.60		350004		1,411.64
100009	THOMAS, LARRY E	1,471.99		350011		1,078.93
100010	DELLOVOLPE, DEBORAH A	446.26		350001		360.56
100011	CHEVARELLA, BONNIE	324.40	22266325		282.79	
100013	HANNON, BRITTANY	668.47		350002		545.04
100014	DESANTIS, DONNA	1,956.92		350005		1,501.71
100018	POIRIER, MELANIE	1,153.60		350006		950.87
100019	PERSICO, MAUREEN	1,098.54	22266328		831.68	
100023	VIENS, DENISE	836.88		350008		669.78
100024	FERRIS, MARILYN	2,145.00		350012		2,145.00
100028	CAVALLARO, ANNA	336.00		350010		310.30
100031	RING, KATHERINE	484.50	22266327		429.59	
100033	WESTERVELT, PATRICIA	962.63		350009		855.30
100034	GILLISON, FAITH	376.13	22266326		346.86	
100035	PIESYNA, LISA	140.00	22266334		129.29	
100036	BOSTIC, DEBORAH	427.13	22266330		375.39	
100038	DOSSANTOS, MARIANA	484.50		350007		418.98
100039	VEALE, JOY	418.00	22266324		334.09	
100041	HEREDIA, SANDRA	300.00	22266331		262.05	
100042	VALERA, DAHIANA	606.25		350013		556.95
100045	COLBURN III, ERNEST A.	1,056.25	22266329		840.77	
100046	OQUENDO, MELISSA R.	240.00	22266333		221.64	
100047	LICHO, HELEN	295.00	22266332		266.58	
*** REPORT TOTALS ***		23,573.24			5,939.03	13,204.17

Minutes Exhibit I



Pay	Checks	5,939.03	
	Direct Deposits	13,204.17	
	Subtotal Net Pay		19,143.20
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		19,143.20

Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account		
		EE withheld	ER contrib.	EE withheld	ER contrib.	
Federal Income Tax				1,716.21		
Earned Income Credit Advances						
Social Security				1,328.59	1,328.55	
Medicare				310.70	310.71	
Federal Unemployment Tax					40.91	
Subtotal Federal				3,355.50	1,680.17	5,035.67
CT State Income Tax				531.49		
CT State Unemployment/Disability Ins-ER	5.1000				428.52	
Subtotal CT				531.49	428.52	960.01
Total Taxes		.00	.00	3,886.99	2,108.69	5,995.68

Amount ADP Debited From Account 615014177 Tran/ABA 211170046 5,995.68

Excludes Taxes That Are Your Responsibility

ADP Direct Deposit	13,204.17
ADP Check	5,939.03
Amount ADP Debited From Account 615014177 Tran/ABA 211170046	19,143.20

18 Employee Transactions

Total Amount ADP Debited From Your Accounts 25,138.88



TWO HUNTINGTON QUADRANGLE
MELVILLE NY 11747-3078

Minutes
Exhibit I

Advice of Debit # 145570
August 8, 2008 Page 1



Accounts receivable number:
00040-L39648

00000738 01 AT 0.346 01 TR 0004 ROBLOGA1 00000

C011



LISA SANCHEZ
SEYMOUR HOUSING
28 SMITH STREET
SEYMOUR CT 06483-3715

Any Questions? Call ADP at
(866)505-7279

Current Information

National Payroll Week - September 1 - 5, 2008

ADP, the proud Diamond Sponsor, salutes America's Payroll professionals! To learn more, visit www.nationalpayrollweek.com

Current Charges

Autopay II	Company code 04D	
Processing Charges for period ending 08/01/2008		
Elec. Business Tax Service		2.00
	<i>Month Of August 2008</i>	
	Total current charges	2.00
	Tax	.02
	Total debited	\$2.02

NO PAYMENT REQUIRED. This amount will be debited from your account # XXXXX4177 on 08/15/2008 or the next banking day. When your account is debited, this invoice will be automatically paid in full.

000001 00001061



TWO HUNTINGTON QUADRANGLE
MELVILLE NY 11747-3078

Minutes

Exhibit **Advice of Debit** # 129669

I July 25, 2008

Page 1



Accounts receivable number:
00040-L39648

00000975 01 AT 0.346 01 TR 0005 ROBLOGA1 00000

C011



LISA SANCHEZ
SEYMOUR HOUSING
28 SMITH STREET
SEYMOUR CT 06483-3715

Any Questions? Call ADP at
(866)505-7279

Current Charges

Autopay II Company code Q4D

Processing Charges for period ending 07/14/2008

Qtr Tax Pkg & Delivery

14.00

Total current charges

14.00

Tax

.14

Total debited

\$14.14

NO PAYMENT REQUIRED. *This amount will be debited from your account # XXXX4177 on 08/01/2008 or the next banking day. When your account is debited, this invoice will be automatically paid in full.*

000001.00001095



Accounts receivable number:
00040-L39648

00000551 01 AT 0.346 01 TR 0003 ROBLOGA1 00000

C011



LISA SANCHEZ
SEYMOUR HOUSING
28 SMITH STREET
SEYMOUR CT 06483-3715

Any Questions? Call ADP at
(866)505-7279

Current Charges

Autopay II

Company code Q4D

Processing Charges for period ending 07/27/2008

26 Pays 138.50

New Hire Reporting Service at no charge

Check Signing at no charge

Labor Distribution 9.75

Benefit Accruals 6.50

Total Tax at no charge

ADPiPayStatements at no charge

iReports at no charge

YTD Download at no charge

CheckView Processing Fee at no charge

For Payroll Delivery Only 8.00

24 Hr. Service at no charge

Employee Payment Services for period ending 07/27/2008

TotalPay Service at no charge

Management Reports for period ending 07/27/2008

Check Register at no charge

Municipal Pension Fund at no charge

Total current charges 162.75

Tax 1.64

Total debited \$164.39

NO PAYMENT REQUIRED. This amount will be debited from your account # XXXX4177 on 08/08/2008 or the next banking day. When your account is debited, this invoice will be automatically paid in full.

000001:00000551



ADP, INC.
 TWO HUNTINGTON QUADRANGLE
 MELVILLE NY 11747-3078

Minutes
 Exhibit I

Advice of Debit # 153332
 August 15, 2008 Page 1



Accounts receivable number:
 00040-L39648

00000424 01 AT 0.346 01 TR 0002 ROBLOGA1 00000
 C011

|||||
 LISA SANCHEZ
 SEYMOUR HOUSING
 28 SMITH STREET
 SEYMOUR CT 06483-3715

Any Questions? Call ADP at
 (866)505-7279

Current Information

National Payroll Week - September 1 - 5, 2008
 ADP, the proud Diamond Sponsor, salutes America's Payroll professionals! To learn more, visit www.nationalpayrollweek.com

Current Charges

Autopay II		Company code Q4D	
Processing Charges for period ending 08/10/2008			
25 Pays			136.25
New Hire Reporting Service	at no charge		
Check Signing	at no charge		
Labor Distribution			9.75
Benefit Accruals			6.50
Total Tax	at no charge		
ADPiPayStatements	at no charge		
iReports	at no charge		
YTD Download	at no charge		
CheckView Processing Fee	at no charge		
For Payroll Delivery Only			8.00
24 Hr. Service	at no charge		
Employee Payment Services for period ending 08/10/2008			
TotalPay Service	at no charge		
Management Reports for period ending 08/10/2008			
Check Register	at no charge		
Municipal Pension Fund	at no charge		
Total current charges			160.50
Tax			1.61
Total debited			\$162.11

NO PAYMENT REQUIRED. This amount will be debited from your account # XXXXX4177 on 08/22/2008 or the next banking day. When your account is debited, this invoice will be automatically paid in full.

000001 00000575

Minutes Exhibit II
September 2008

Housing Authority of
the Town of Seymour

Executive Director's Report

Occupancy

Rev. Callahan House
2008 Year-to-Date Vacancies 6

Callahan House experienced one move-in on July 1, 2008. Callahan House averaged 21 days per vacancy. Callahan House has experienced 126 vacancy days since January 1, 2008. 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; 126 days/ 29200 days available = 0.4315% percentage through July 31, 2008.

CALLAHAN HOUSE	VACANCY/TURNOVER DAYS	2008
FEDERAL ELDERLY	Vacancy Turnover Days	2008

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. o Days
4M	White	1/31/2008	Bellucci	2/1/2008	1
1P	Mead	3/8/2008	Narowski	3/27/2008	18
2V	Turner	3/31/2008	Everliith	5/2/2008	31
3F	Falcon	5/31/2008	Starkey	6/27/2008	26
2R	Whitney	5/31/2008	Taylor	6/27/2008	26
1D	Bennett	6/6/2008	Kolakowski	7/1/2008	24

Average number of vacancy days per vacancy

21

We experienced one move-in and one move-out during July 2008 at the Norman Ray House. Norman Ray House has experienced 232 vacancy days since December 31, 2007 and averaged 21.09 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; 232 days/ 14600 days available = 1.58904% percentage through July 31, 2008.

NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2008
STATE ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
30	O'Neill	12/31/2007	Licho	1/4/2008	3
19	Peterson	12/31/2007	Duclos	1/9/2008	8
3	Oraziotti	1/13/2008	Gramolini	2/1/2008	18
5	Scott	1/16/2008	Molan	3/4/2008	47
31	Gramolini	2/1/2008	Hebert	3/14/2008	41
32	Rivera	2/10/2008	Cowin	2/20/2008	9
28	Ryan	3/24/2008	Simmonds	4/8/2008	14
20	Bertrand	5/31/2008	Carre	7/2/2008	31
32	Cowin	6/24/2008	Vacant		37
7	Oliver	6/30/2008	Gillison	7/25/2008	24
4	Andreucci	7/31/2008	Vacant		0

Average number of vacancy days per vacancy: 21.09

The Moderate Rental Program remained fully occupied during July 2008, in addition to 30 Seymour Ave. which remains uninhabitable due to a sewage problem. Moderate Rental has experienced 303 vacancy days since January 1, 2008 and averaged 75.75 days per vacancy. 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; 303 days/ 29565 days available =1.0248% percentage through July 31, 2008.

STATE MODERATE RENTAL VACANCY/TURNOVER DAYS 2008
FAMILY HOUSING

UNIT	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
30S	Mauro	1/19/2007	Vacant		213
27S	Roy	3/31/2008	Robinson	5/1/2008	30
17S	Exantus	4/3/2008	Smith	4/11/2008	7
4C	Murphy	5/1/2008	Cowin	6/24/2008	53

Average number of vacancy days per vacancy: 75.75

Smithfield Gardens Assisted Living experienced four move-ins and one move-out for July 2008. There is currently one vacancy, which is a at 60% of income. Smithfield Gardens has experienced 362 vacancy days since January 1, 2008 and averaged 40.22 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; 362 days/ 20,440 days available =1.771% percentage through July 31, 2008

SMITHFIELD GARDENS		VACANCY/TURNOVER DAYS				2008
ASSISTED LIVING						
UNIT	Tax CR %	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
105	50%	Zajac	2/5/2008	Haines	4/1/2008	55
101	50%	Neubert	4/1/2008	D'Aloia	6/4/2008	63
119	60%	Carl	4/1/2008	Schuyler	4/14/2008	12
120	60%	Shia	4/23/2008	Sleight	7/2/2008	69
111	50%	Marki	5/9/2008	Persky	7/15/2008	66
114	50%	Popowski	5/12/2008	Griffen	7/8/2008	56
211	60%	Gentile	5/13/2008	Hudenets	6/13/2008	30
123	50%	Gardella	6/30/2008	Czarny	7/12/2008	11
120	60%	Sleight	7/31/2008	Vacant		0

Average number of vacancy days per vacancy: 32

General Information

Annual Dwelling Inspections

We have completed 40 annual dwelling inspections at the Norman Ray House thru June 30, 2008. This represents 100% completion. The final unit was completed and not recorded in the work order system as of yet.

We have completed 18 annual dwelling inspections at the Moderate Rental dwelling units thru June 30, 2008. We will accelerate the inspections to 4 per week thru July 2008 to catch up with the schedule. This represents 18.51% complete.

We have completed 44 annual dwelling inspections at the Rev. Callahan House thru July 31, 2008. This represents 55% completion. We started the inspections on the fourth floor this year and are on schedule with the completion of the annual dwelling inspections for the Callahan House.

We completed 9 annual dwelling inspections at Smithfield Gardens Assisted Living thru December 31, 2007. We completed another 15 thru July 31, 2008; having completed 24 units represents 42.85% complete for the first year cycle.

Staff has now completed 117 of 257 annual dwelling inspections in house. This represents approximately 45.52% of all households have been inspected for 2008.

Site & Yard Inspections

During July, we notified residents of the Moderate Rental Program that we would be inspecting their yards and the development sites for Lease compliance with Section 6, Paragraph G. of the Moderate Rental Lease which states the Resident is Obligated To:

- .. To keep the premises and such other areas as may be assigned to him/her for his/her exclusive use in clean and safe conditions; to maintain the yard in front, both sides, and rear of the dwelling, in a neat and orderly manner; to keep the grass mowed and bushes trimmed neatly. Also being checked is compliance with paragraphs I and J which obligate the resident to: To dispose of all garbage, rubbish, and other waste from the premises in a sanitary and safe manner; to supply rubbish cans with covers and to place all rubbish therein; to keep all such cans in an area of the building which does not face the street; Not to plant or remove personal plants, trees, and shrubs, only

upon written permission of the Authority and to reinstate the grounds to their original conditions if such plants are removed.

We also placed emphasis on trees that are growing rather close and "out of" the foundations. The smaller trees found will be removed by SHA staff. Anything larger will have to be removed by a tree surgeon. The reason we are looking at this is we have observed and experienced trees that are too close transmit bugs (often times, wood destroying insects) into the houses from the branches on the trees. We have also noted several cases where larger tree branches are scraping roofs. These will be trimmed back.

We also observed some units had moss growing on the roof shingles (6 in all) on Seymour Ave. Moss will destroy asphalt shingles if left to grow unchecked. We issued a work order to correct this situation.

We found a tripping hazard relative to the front walk at 22 Seymour Ave. due to erosion. This will be repaired using patio blocks and the addition of soil.

We also discovered that the driveway at 34 Seymour was eroding and the corner of it was completely undermined. This must be addressed prior to further deterioration.

A few of the units that we have had complaints about basement flooding were observed to have problems with the window wells. Water will enter the basement thru these windows if the wells are not dug deep enough. They fill up over time because some residents do not clean the leaves and debris out of them regularly. The window well at one of the units does not extend much past the grass line. This could be part of the problem for this particular unit. A work order has been entered to deal with these window well issues.

Several downspouts were missing as well. Some were crushed. This will lead to water staying around the foundation. Work orders were entered to correct this situation.

We completed the site inspections during July and for the most part, residents are keeping up with their yards. Those folks that were not doing so well received notices and made corrections. We still have a few individuals, "small handful", who need to be reminded of their obligations on a more consistent basis.

One of the major messages that I wished to be conveyed is for the residents to take pride in where they live. Some residents were placing garbage on the curb all week long for animals and kids to get into and make a mess with. I also wished to have residents consider not leaving their garbage pails in the street all week long. I think we are accomplishing those goals gradually.

Annual IPA Audit

The annual IPA audit of the Seymour Housing Authority was to begin in June and will be conducted by the firm of Patrick Buel, CPA. We have already sent some preliminary information to Mr. Buel. The audit committee should schedule a meeting during June to answer the internal controls questionnaires. We have requested two extensions to complete the State Audit that was due June 30, 2008. The field work will be done the week of August 11 – 15th, 2008.

The Internal Control Questionnaire that the Board of Commissioner, Audit Committee needs to work on is now in our possession. I will be meeting with the Committee members soon to review the questionnaire.

FOI Complaint

Our request for an extension of the hearing was denied by the FOI Commission. Mr. Les Williams, PHRN Network withdrew his FOI complaint and the Freedom of Information Commission withdrew its actions and canceled the hearing of July 10, 2008.

Summer Concert Series

This has been somewhat of a success, though could be attended a little more. We have typically been sending between 7 and 20 people each week to the shows. Everyone that goes seems to have enjoyed it.

Norman House

Housing Sustainability Funds

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.

After waiting for several weeks, we were notified late May that we had been granted this funding. In meeting with the Contractor and Design team, we are ready to get started with this construction. I will be issuing Intent to Award to George Ellis Co for the HVAC and to Spak's Green Acres Landscaping for the outside landscaping work during the first week of June 2008. Ordering the HVAC units will take about six to eight weeks. We anticipate the majority of the work to be completed in September.

We signed the contract with George Ellis & Co on June 19, 2008. Planning has begun and the Contractor is beginning to provide shop drawings on materials and products for approval.

We are waiting for final approval from DECD on the permanent financing relative to the assistance agreement, mortgage note and deeds. This has to reach a final closing before the contractor and architect are paid.

Rev. Callahan House

Capital Fund Program

The Annual Contributions Contract for the 2008 funding was submitted and approved by HUD. LOCCS funding was credited with \$82,287 for us to draw on as we spend the money. The work items include: Update to the HVAC controls, cycle painting 10 apartments and replacing 10 refrigerators.

2007 and 2008 funding included the purchase of 10 refrigerators each for a total of 20 refrigerators. HUD's Procurement Policy provides that we can use cooperative bidding. I have discovered the State Department of Administrative Services has bid refrigerators as one of their items. I am working towards securing the pricing as per the State bid with GE, Bernie's Appliances and Sears. Once my review is complete, I will issue a purchase order for the 20 appliances.

We rejected all the bids for the cabinetry installation and cycle painting as funded by the 2007 CFP funds. We have re-bid this item and the bids are due July 24, 2008.

We completed another bid opening and are reviewing the results of this bid.

Comprehensive Agency Plan

The 2009 Agency Plan process will begin in July. I have set up two initial meetings with the Resident Association for the second week of July. Of the usual things we will discuss will be the Violence against Women Act and how to put the provisions in our Lease and Tenant Selection and Continued Occupancy Policies. It is my intention to draft a fire safety procedure for the Callahan House and work it out with the Fire Marshall and the residents. Parking and

Laundry usage seems to be an issue in the building. We will also discuss gained entry and reasonable accommodations relative to key safes. We will also discuss the Capital Funds Needs as well as any other updates required by changes in Federal Regulation.

Public notice will appear in the Waterbury Republican American on August 9, 2008 hence starting the public review and comment process. We will hold a Public Hearing on Monday, September 22, 2008 at 6:30 P.M.

Physical Inventory

We have begun to reconcile the physical inventory by checking and verifying the Dwelling Equipment; refrigerators, stoves, air conditioners. Once complete, we will come to the Board with a list of obsolete and removed items to write off.

Once complete with the Dwelling equipment, we will work on the rest of the inventory items such as office equipment and maintenance equipment.

This has been suspended due to the absence of our Office Manager/Bookkeeper.

Moderate Rental

30 Seymour Ave. Septic

This unit has been vacated and will remain vacant until we correct the septic system problem.

27 Seymour Ave Mold

Upon following up with the resident at 27 Seymour Ave. I have discovered that the mold problem continues. The resident showed me a piece of furniture that she was storing down there with mold growing on the furniture. I observed a musty odor when the cellar door was opened. The joist that was treated as well as the walls showed no sign of mold. The resident stated that the wall occasionally changes color during rainy/wet periods. Upon further investigation it was discovered by maintenance that the clothes dryer's discharge hose was disconnected. A response in the naturalhandyman.com website quotes to following related to dryer discharge in basements: There are a few potential problems in letting your dryer vent into a room, be it a basement or anywhere else. The two problems are excessive moisture and lint. Clothes dryers can add enormous amounts of moisture to the air. This may be somewhat desirable if the inside air is very dry, as in the winter months in colder climes. However, in a basement this is rarely the case. Even in well-constructed basements there is a constant struggle with moisture. Adding more is not beneficial and can increase mildew growth and the likelihood of other moisture related problems such as paint lifting in outside walls. Basement moisture can have wide ranging effects! A work order was issued and the dryer vent was attached and vented outside. The resident was aware of this issue, but did not inform us or attempt to address the situation. We also installed a dehumidifier in the basement to further assist in removing moisture. We also hung a humidistat in the basement for the resident to monitor the humidity. She reports that a constant 70% to 80% humidity is being observed. I asked how often she empties the dehumidifier bucket and she says a lot of water is emptied from the dehumidifier. I have contacted Charter Oak Environmental, LLC, who specializes in Mold Prevention and Mold Remediation to meet me at this unit on August 5.

24 Seymour Ave. Mold

The resident of 26 Seymour Ave. has reported mold and musty smells in the basement. The resident has also been provided a dehumidifier. This resident is disabled and has informed me that she cannot dump the water bucket on the back of the dehumidifier. During the first few weeks, this could require to be dumped several times per day. The resident has placed the responsibility of emptying this on us. I will have to discover a way to resolve this request for a reasonable accommodation, however the issue of emptying this daily is going to be costly in time and expense to the Seymour Housing Authority.

Fleas

The residents of 24 and 27 Seymour Ave. have informed me that their entire families are getting bitten by fleas and they are bringing fleas into their houses from the outside. Upon inspection, it was found that the sandy soil in both their yards is holding fleas from cats rubbing in the dirt trying to rid them and cool their skin off from bites. Upon asking the residents about stray or feral cats, I was informed that it is neighbor's cats. One neighbor was identified to have three cats and the other two. These cats are not treated with protection and are leaving their fleas problems in these two yards.

The pet policy clearly states that residents may only have one cat or one dog and that these animals must be cared for including treating for fleas. One of these households does not admit they have any cats. The other household will be contacted.

We attempted to have our insect contractor treat the two affected yards for fleas. He would have to spread an insecticide in the respective yards. He stated that the residents would have to keep away, especially their children, from the areas treated for several weeks. Neither household is willing to comply with this. The contractor does not wish to risk injuring the children nor risk his license or take on liability if the children or family members get sick from the insecticide being applied. The resident's unwillingness to cooperate is impeding our ability to address this problem.

Seymour Ave. Resident Council

I have offered to meet with the Resident Council on July 21, July 23 and July 28, setting aside personal time in the evening to do so. None of those dates were acceptable. I was also told not to attend their general meeting of July 30, 2008. I had recommended to the Resident Council that a subcommittee of three or four people be chosen to meet with me during the normal office hours of the Seymour Housing Authority.

I expected to be able to work on the following with this group:

1. PILOT funding. The council can effectively testify and write to Legislative Leadership.
2. Housing Sustainability Funds. The Governor & Legislators have rescinded \$5,000,000 from the \$10,000,000 set aside. This is an issue that must be addressed in the same manner as the PILOT.
3. I would look to the Council for assistance with the Pet problem relative to the flea infestation on Seymour Ave. The Pet Policy must be communicated to the residents and a method to enforce the policy must be agreed upon.

4. I was going to suggest a volunteer group of residents to help those who cannot dump the water in their dehumidifiers. (two residents are now in need of this help)
5. Discussing Block Watch and negotiating a correlation and diplomacy between these two groups.
6. Communicating Lease requirements and expectations to residents.

Smithfield Gardens Assisted Living

Occupancy Statistics:

Occupancy Statistics:

- 93% occupied (52 of 56 units) as of 07/01/08
- Four applications in processing
- Two move-ins in June
- One move-out in June (moved to skilled nursing facility)
- Three move-ins scheduled for July
- 60% units (\$919 rent) are waitlisted (12 applicants on waiting list)
- 50% units (\$766 rent) are waitlisted (7 applicants on waiting list)
- Year-to-date move-ins: 12
- Year-to-date move-outs: 8
- 53 residents (one couple; 51 single people)
- 81% women; 19% men
- Average age is 85.6
- Youngest resident is 69
- Oldest resident is 95

Total move-ins (12/01/06 to 06/30/08): 68

Total move-outs (12/01/06 to 06/30/08): 16

Budgeting Statistics:

- 16 of 19 units rented at \$766
- 36 of 37 units rented at \$919
- 49 of 52 units participating in the meal plan
 - Vendor cost is \$667.50; our earnings are currently \$652.20 per day

Department of Public Health (DPH) Regulation Changes

State Law for the four PILOT Demonstration Assisted Living programs changed in 2008. We apparently will now be licensed as an MRC with the DPH. As such, there were a few updates to Policy that have been considered. We drafted a resident bill of rights as per the regulations. Some items from the bill of rights are required to be included in the Lease. Most were already in there, but some still require implementation. The Lease must also be typed in 14 pt. font for ease of reading. The Lease revisions must be approved by Attorney Stamos, who must also opine on the Lease prior to submission to CHFA.

Some other DPH Regulation will increase maintenance costs. For instance we inspect and service the sprinklers once per year. New regulations require is to service and inspect quarterly. This will drive up our costs with no funding to relieve the budget.

Smithfield Gardens Staff Turnover

Our Resident Services Coordinator has given us three weeks notice. We placed an ad in the Waterbury Republican for replacement and will begin interviewing for replacement.

The full time Housekeeper has also resigned and has been replaced with the weekend Housekeeper. We placed an ad for weekend Housekeeping and filled the position after interviewing.

Smithfield Gardens Fire Safety

A sprinkler inspection and fire drill is planned for July.

Smithfield Gardens Dining Room Flooring

On May 12, 2008 Radovich Builders completed the renovations to the damaged flooring. The bill for the work has been submitted to the insurance company, and payment has not been received as of yet.

Minutes Exhibit III

Donald W. Smith, Jr., P.E.
CONSULTING ENGINEER
56 Greenwood Circle
Seymour, Connecticut 06483
(203) 888-4904
Fax: (203) 881-3434
Email: dwsjrpe@sbcglobal.net

CIVIL ENGINEERING
SEPTIC DESIGN

CONSTRUCTION INSPECTION
SITE DEVELOPMENT

Board of Commissioners
Seymour Housing Authority
28 Smith Street
Seymour, CT 06483

August 28, 2008

RE: Bid Opening Results
Rev. Albert Callahan House – 2007 Modernization Project
CFP #26P03550107

Dear Commissioners,

On July 24, 2008, the Authority received seven (7) bids for the above referenced project. A tabulation summary of the bids received is attached for your review. The low bid was submitted by Advanced Environmental Group, LLC in the amount of \$22,400. The second low bid was submitted by Country Kitchens, LLC in the amount of \$38,800 and the third low bid was submitted by Radovich Builders in the amount of \$39,040.

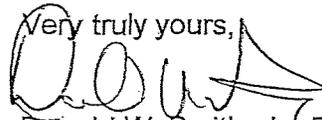
We met with Advanced Environmental Group, LLC (the low bidder) to review their bid and the Project Requirements. Subsequent to this meeting the Authority received a telephone message that they could not conform with the specifications and that they were withdrawing their bid. We have requested written verification of this action but have not received it as of yet.

Accordingly, we reviewed the information submitted by Country Kitchens, LLC (the second low bidder) and find the bid is complete. We are familiar with Country Kitchens work and believe they are qualified and will be able to complete the work if awarded to them.

Accordingly, we recommend the Authority award the contract to Country Kitchen's LLC in the amount of \$38,800, pending receipt of written withdrawal of Advanced Environmental's Bid..

We trust that this information allows the Board to make an informed decision regarding this matter.

Please feel free to contact me if you have any questions regarding this matter.

Very truly yours,

Donald W. Smith, Jr. (P.E.)
Consulting Engineer

cc: D. Keyser
G. Stamos, Esq.

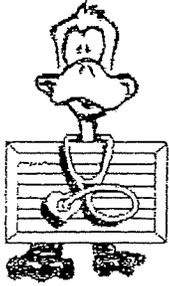
Reverend Albert Callahan House
2007 Capital Fund Improvements
(Carpeting, Flooring, Painting & Cabinets)

Date: July 24, 2008 Time: 2:05 pm
In Attendance: DWS, BRITNEY HUNTER, CHUCK PAYNE, 3 Bidders

REBID

STATE <u>CONSTRUCTION</u> Firm	Project Base Bid (Carpeting, VOT & Painting)	Unit Price #1 DEDUCT (Prime Efficiency Apt.)	Unit Price #2 DEDUCT (Prime and Paint Eff. Apt.)	A Qual.	B Non-	C Cert.	D Rep. &	E Prev.	F EEO	G Bid Bond	H Sec. 3	I Adendum
GALBY CONSTRUCTION, LLC 48 FAIRMOUTH ST MILFORD 06460	58,943	600	1800	✓	✓	✓	✓	✓	✓	check		✓
COUNTRY KITCHENS & REMODELING, LLC	38,800	300	800	✓	✓	✓	✓	✓	✓	check	✓	✓
RADOVICH BUILDERS, LLP 156 ROOSEVELT DR SEYMOUR 06483	39,040	200	750	✓	✓	✓	✓	✓	✓	✓	✓	4
DIVERSIFIED PROPERTY IMPROVEMENT, LLC 6 LANE AVE TRUMBULL 06611	58,000	800	1800	✓	✓	✓	✓	✓	✓	check	✓	✓
OLYMPUS CONSTRUCTION 77 CHERRY ST MILFORD 06460	44,000	100	650	✓	✓	✓	✓	✓	✓	✓	✓	✓
TSOUPAS PAINTING 17 HULL PLACE SEYMOUR 06483	39,000	500	1000	✓	✓	✓	✓	bank check	✓	check	✓	✓
ADVANCED ENVIRONMENTAL Group LLC	58,000 58,400	200	300	✓	✓		✓	✓	✓	check	✓	1

Minutes Exhibit III



Duct Diagnostics, LLC

Air Duct Cleaning Specialists

195 Elizabeth Street, Derby, CT 06418

(203) 734-1532

Toll-Free: 1-888-382-8363

Fax: (203) 734-1534

Website: www.ductdiagnostics.com

FAX MESSAGE

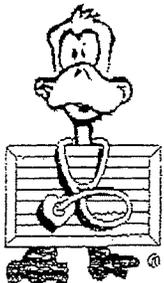
DATE: 8/15/08

TO: David Kayser

FROM: Ralph Fico

PAGES TO FOLLOW: 2

COMMENTS: Thanks for the opportunity, if
another company is less expensive, please
question their method and thoroughness of
cleaning the ducts. The prices I am
quoting, should be very competitive



Duct Diagnostics, LLC®

Member of the National Air Duct Cleaners Assoc. and Indoor Air Quality Assoc.

Certifications:

- ASCS
- CVI
- VSMR
- CMR

195 Elizabeth Street, Derby, CT 06418

(203) 734-1532

Toll-Free: 1-888-382-8363

Fax: (203) 734-1534

Website: www.ductdiagnostics.com

August 15, 2008

Housing Authority of the Town of Seymour
 28 Smith Street
 Seymour, CT 06483
 Attn: Mr. David Keyser, PHM

Re: 19 residential homes on Chamberlain Road

The following is my proposal for duct cleaning the HVAC air transportation systems at the above location. The following is a brief description of our duct cleaning process:

- Cut access as needed into ductwork for cleaning and inspection purposes.
- Connect HEPA equipped high volume vacuum to duct system(s).
- Zone off duct system(s) as necessary to obtain a minimum air speed of 1,250 linear feet per minute toward the HEPA vacuum.
- Using a variety of air whips, skippers, brushes etc., attached to a compressor hose, dislodge visible contaminants into the HEPA vacuum.
- Air wash and vacuum the plenums, blower motors, blower motor compartments, and the air-conditioning evaporator coils.
- Chemically wash the air conditioning evaporator coils.
- Perform a visual inspection of the duct system to insure all debris has been removed.
- Sanitize system(s) by applying a biocide through an atomizer machine – only applied if suspected mold is visually observed in compliance with EPA and NADCA recommendations.
- Seal all access openings with metal plates, sheet metal screws, and aluminum duct tape.
- Remove, clean, and reinstall supply and return registers as necessary.

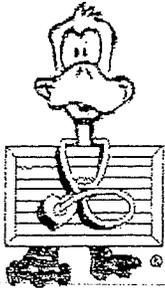
Note: Some paint will chip in removing the registers, the scope of this quote does not include repainting.

Total amount of proposal: \$7,450.00

Contract Acceptance:

I hereby accept this proposal in the total amount of \$7,450.00. You are authorized to the work as specified. Payment will be made upon completion of the job.

By: _____ Date: _____



Duct Diagnostics, LLC[®]

Member of the National Air Duct Cleaners Assoc. and Indoor Air Quality Assoc.

Certifications:

ASCS
CVI
VSMR
CMR

195 Elizabeth Street, Derby, CT 06418

(203) 734-1532

Toll-Free: 1-888-382-8363

Fax: (203) 734-1534

Website: www.ductdiagnostics.com

August 15, 2008

Housing Authority of the Town of Seymour
28 Smith Street
Seymour, CT 06483
Attn: Mr. David Keyser, PHM

Re: 31 residential homes on Seymour Avenue

The following is my proposal for duct cleaning the HVAC air transportation systems at the above location. The following is a brief description of our duct cleaning process:

- Cut access as needed into ductwork for cleaning and inspection purposes.
- Connect HEPA equipped high volume vacuum to duct system(s).
- Zone off duct system(s) as necessary to obtain a minimum air speed of 1,250 linear feet per minute toward the HEPA vacuum.
- Using a variety of air whips, skippers, brushes etc., attached to a compressor hose, dislodge visible contaminants into the HEPA vacuum.
- Air wash and vacuum the plenums, blower motors, blower motor compartments, and the air-conditioning evaporator coils.
- Chemically wash the air conditioning evaporator coils.
- Perform a visual inspection of the duct system to insure all debris has been removed.
- Sanitize system(s) by applying a biocide through an atomizer machine – only applied if suspected mold is visually observed in compliance with EPA and NADCA recommendations.
- Seal all access openings with metal plates, sheet metal screws, and aluminum duct tape.
- Remove, clean, and reinstall supply and return registers as necessary.

Note: Some paint will chip in removing the registers, the scope of this quote does not include repainting.

Total amount of proposal: \$8,750.00

Contract Acceptance:

I hereby accept this proposal in the total amount of \$8,750.00. You are authorized to the work as specified. Payment will be made upon completion of the job.

By: _____ Date: _____



Steamatic
of
Connecticut

11 Leonardo Drive
North Haven, CT 06473
(203) 985-8000
Toll Free (888) 376-2456

VISIT US AT
WWW.STEAMATICCT.COM

TELECOPIER COVER LETTER

PLEASE DELIVER AS SOON AS POSSIBLE

TO: Mr. David Keyser

SENDER'S NAME: Vincent Farricielli

FACSIMILE NUMBER: (203)-985-9100 Tel: (203)-985-8000

DATE: 08.18.08

TIME: 8:00

RECEIVERS FAX No: 203.888.2096

TRANSMITTING: (5) Five (including cover)

RE: AVAL / Duct Cleanings.

Thank you very much for
the opportunity. Please do
let me know how we
fare.

David Keyser

REMEDIATION SERVICES
CATASTROPHIC
LOSS RESTORATION
INDOOR
ENVIRONMENTAL SERVICES
MOLD
CARPET CLEANING
24 HOUR EMERGENCY
SERVICE

Minutes Exhibit IV



August 18, 2008

Mr. David Keyser
Seymour Housing Authority
28 Smith Street
Seymour, Connecticut 06483

STEAMATIC OF
CENTRAL CONNECTICUT
11 Leonardo Drive
North Haven
Connecticut 06473
Phone: 203.248.6073
203.907.4010
Fax: 203.288.1067
Toll-Free: 888.376.2456
VISIT US AT
WWW.STEAMATICCT.COM

RE: The Housing Authority property at Seymour Avenue
and Chamberlain Road, Seymour, Connecticut

Dear Mr. Keyser:

STEAMATIC OF CONNECTICUT appreciates the opportunity to submit the following proposal, recommendations and related information for the cleaning and decontamination of the H.V.A.C. system(s) restoration at the location(s) referenced above. These services are for multiple residences on the streets referenced above.

STEAMATIC has been providing personal and professional assessments in indoor air quality for building owners and building engineers nationally for over 25 years. Our experience and educated management on indoor air quality has kept STEAMATIC as the sole leader in the IAQ cleanup and decontamination of H.V.A.C. systems. Site assessments are carefully planned and coordinated with site mechanical engineering staffs and appropriate personnel as needed. Our IAQ cleanup will ensure a healthy and safe environment. We have closely reviewed the plans supplied: N/A. The sites were reviewed in preparing this estimate.

Benefits of Steamatic Patented Air Duct Cleaning Process

1. Controls microbial contaminants in the air (bacteria / microbial reduction)
2. Increases efficiency of air handlers and related equipment.
3. Increases air flow
4. Reduces odor (if present)
5. Prolongs life of the H.V.A.C. system
6. Reduces energy cost (lower utility cost)
7. Helps prolong building life (Soft goods: carpet, ceiling tile & upholstery)

REMEDIATION SERVICES
DISASTER OFFICE
LOSS RESTORATION
INDOOR
ENVIRONMENTAL SERVICES
AIR DUCT
CARPET CLEANING
24 HOUR EMERGENCY
SERVICES

Minutes Exhibit IV

Mr. Keyser
Seymour Housing Authority
Page Two of Four
Dated: 8/16/08

STEAMATIC'S QUOTATION IS AS FOLLOWS:

The cleaning of some (19) Nineteen units on Chamberlain Road and (31) Thirty-one units on Seymour Avenue.

The H.V.A.C. system(s) servicing these units are the subject matter for this proposal. This area includes some 2,000 plus linear feet of ducting. The units range in having between (6) Six supplies and (2) Two returns to (5) Five supplies and (1) One - (2) Two returns throughout, and will be cleaned and decontaminated following the N.A.D.C.A. (National Air Duct Cleaners Association) and the IICRC (Institute of Inspection Cleaning Restoration and Certification) protocols and the detailed protocol below at a cost of **\$ 285.00** each for Seymour Avenue and **\$320.00** for the duplex units on Chamberlain Road, while the single level units could be cleaned at a cost of **\$285.00** per unit.

SCOPE OF WORK PROVIDED FOR SOURCE REMOVAL OF AIR CONVEYANCE SYSTEM COMPONENTS COMPOSED OF NON POROUS AND POROUS MATERIALS.

I. Ductwork

- A. Source removal process will be used to clean all accessible ductwork. Debris, dust and particulate will be removed by physical contact with a soft vacuum brush attached to our HEPA Vacuum System in conjunction with the Steamatic Negative Air Machine and air washing devices.
- B. Biocide treatment of duct system will be applied to interior of duct system following the source removal process to render harmless any biological contaminants. (only as/if needed.)
- C. Access Doors will be installed as needed to provide entry points for source removal, visual inspection sights and treatment of contaminants.

II. Supply Registers/Return Air Grills

- A. All supply register/return air grills will be removed, hand cleaned, sanitized and replaced. If either is affixed to structure then it will be cleaned in place.
- B. Area around supply register/return air grill will be vacuumed.
- C. Steamatic would also respectfully request that the basements be cleared out for access/assist in the cleaning and decontaminating of the systems.

Minutes Exhibit IV

Mr. Keyser
Seymour Housing Authority
Page Three of Four
Dated: 8/16/08

III. Air Handling Units – N/A New Installation

- A. Clean all interior/exterior of housing surfaces.
- B. Clean, sanitize all fans and related components.
- C. Clean via H.E.P.A. Vacuuming and washing the coils/condensate lines.

IV. Equipment

- A. Steamatic Negative Air Machine\
- B. Steamatic Air Washing Equipment
- C. Max Vac (HEPA Vacuum)
- D. Steamatic IES Compressed Spray System
- E. Steamatic Duct Augur and Steamatic pneumatic tools.

V. Safety

- A. Steamatic and its employees are familiar with all and adhere to all appropriate OSHA and NIOSH safety procedures. This includes working conditions, equipment, and safety equipment.
- B. As needed technicians will be outfitted in respirators per OSHA CFR 29-1910.120.
- C. Material Safety Data Sheets - See MSDS Section – attached.

VI. Quality Assurance

- A. The floors will be covered with double thick moving blankets to protect against any tarnishing / scratching as/if during STEAMATICS work. The areas as needed may also be covered with fine .7 mill plastic to inhibit any uncontrollable contamination during the cleaning process.
- B. The Project manager may inspect H.V.A.C. System before, during and upon completion of decontamination.
- C. A walk-through inspection with customer can be scheduled at anytime with the contractor.

Minutes Exhibit IV

Mr. Keyser
Seymour Housing Authority
Page Three of Four
Dated: 8/16/08

The contractor, its representatives and the owners are responsible to each other for any inaccuracies or discrepancy in any one or all of the above. Each system quote as noted "A" is subject to the appropriate Sales Tax and/or may need to be performed in conjunction with additional STEAMATIC services as recommended. STEAMATIC can not be held responsible for any minimal effects to walls and/or ceilings during the normal course of its work. At the time this proposal was prepared the site was not accessible. STEAMATIC of Connecticut would simply and respectfully reserve its right to perform an inspection of the site and the conditions prior to the execution of any contractual obligations.

Respectfully submitted,

STEAMATIC of CONNECTICUT



Vincent R. Farnicelli, N.H. CMR, ASCS
Industrial Hygienist (State Licensed)
Vice President

Enclosures

VRF/nmb