

# MINUTES

COPY RECEIVED  
DATE: 8/6/08  
TIME: 3:40 PM  
TOWN CLERK'S OFFICE

## **Seymour Housing Authority**

### **➤ 852nd Meeting**

The 852nd Meeting, a regular meeting of the Seymour Housing Authority, was held at the Norman Ray House located at 133 Walnut Street, Seymour, Connecticut in the Community Room on Wednesday, July 2, 2008 and was called to order by Commissioner White at 6:18 p.m.

### **➤ Roll Call**

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

Also present was Secretary and Executive Director David Keyser.

## **Public Comment**

At 6:21 p.m. Commissioner Zullo joined the meeting already in progress. Virginia Dota commented on an article that was posted on the board at the Rev. Callahan House. The article pertained to revamping the elderly housing. Virginia wished to express her desire to assist with backing up the plan to revamp elderly housing. She expressed concerns over disabled people living with the elderly and how it creates strife in the apartment building.

### **➤ Previous Meeting Minutes**

850th Regular Meeting, June 4, 2008. Commissioner Dota motioned to accept the minutes as stated. 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 White, Dota and Horelick. Commissioner Zullo abstained because she was not at the meeting. Chairperson White declared the motion carried.

851<sup>st</sup> Special Meeting, June 17, 2008. Commissioner Zullo motioned to accept the minutes as stated. 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 and Zullo. Commissioner Horelick abstained because she was not at the meeting. Chairperson White declared the motion carried.

# MINUTES

## ➤ 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 furthered discussion by inquiring about the check for Yac Industries Inc, which was explained as an outfit that handles creating the key tags for Seymour Housing Authority. Chairperson White also questioned Mercury/Excelum Inc, which was identified as a company that screen doors were purchased from. 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 Dota, Horelick, White and Zullo. Chairperson White declared the motion carried and the Bills approved for payment as presented.

Explanation and discussion of the pertinent communications followed. Executive Director addressed an email communication on page 33. The staff distinctly remembered writing the envelope for the individual. The same individual has had problems receiving other communications from the Seymour Housing Authority.

In response to a communication article on page 34, the board wants to acknowledge the gratitude over the support they have received for an electric upgrade from First Selectman Robert Koskelowski.

Discussion over the hearing with the Freedom of Information Commission commenced. Originally the complaint filed was due to Seymour Housing Authority withholding tenant names from PHRN. The names were withheld due to the conflict with tenant privacy. After further evaluation it was concluded that the names could be released. The issue was resolved with PHRN however PHRN didn't retract the complaint. The Executive Director doesn't see any issues with resolving the complaint.

Correspondence with Ivy Hernandez commenced because she is looking for assistance to get into low-income housing. SHA was recommended by the State of Connecticut. Unfortunately there is a waiting list and SHA is unable to grant her request for immediate residence. The Executive Director provided other avenues to contact as well as offered assistance in resume training.

Food complaints at Smithfield Gardens were discussed. The Executive Director addressed the concerns and commented that there has been a vast improvement in service.

Osita, a project manager at CHFA is asking for a manual. Executive Director responded by asking for an extension, which CHFA granted.

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Additional verbiage in the lease at Smithfield Gardens will be added. The Public Health department will be inspecting the facility every two years. The font size for the lease also needs to go up to a bigger font.

The Low-Income Housing Credit Allocation and Certification needs to be corrected. The top half of the form is filled out by the CHFA. The CHFA put the wrong date on the form which changes the bottom half of the form filled out by SHA. The form is important to get filled out correctly because the partners of Smithfield Gardens will not pay down the loan until they receive the proper tax credits.

It was commented by the Executive Director that the grant for HVAC work at the Norman Ray house has been granted.

### ➤ **Executive Director's Report**

The Executive Director commented that the vacancies at Rev. Callahan House have been fulfilled. The turn around time has been higher due to in-house maintenance taking care of the apartments instead of outside resources. The turn around time should be no more than twenty days.

The Executive Director went on to comment that inspections are half way done. Also, that the Seymour Arts and Culture committee is putting on a summer concert series for each Sunday in summer. Seymour Housing has agreed to pay \$480.00 for use of the senior center bus.

Finally the Executive Director commented that eighty percent of yard inspections have been good.

### ➤ **Old Business**

None

### ➤ **New Business**

None

### ➤ **Any Other Business**

None

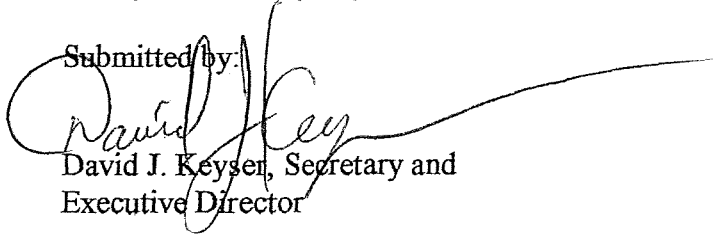
### ➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 852<sup>nd</sup> meeting of the Seymour Housing Authority. At 7:27 P.M. Commissioner Dota motioned to adjourn the 85225 Meeting of the Seymour Housing Authority. Commissioner Zullo seconded the motion. Chairperson White acknowledged the motion and its second and asked all

## MINUTES

those in favor by voting aye. Voting aye were Commissioners White, Dota, Zullo and Horelick. Chairperson White declared the motion carried and the 852nd Meeting, a Regular Meeting, adjourned.

Submitted by:

A large, stylized handwritten signature in dark ink, appearing to read 'David J. Keyser', is written over the printed name and extends horizontally across the page.

David J. Keyser, Secretary and  
Executive Director

## Minutes Exhibit I

-- CHECK REGISTER --

## SHA Revolving Fund

Checks between 018655 and 018655

Bank	Check	Date	Paid To	Amount
1111	Revolving Fund Cash			
	018655	06/17/2008	Naugatuck Valley Savings & Loan	12,000.00

## SHA Revolving Fund

Checks between 1056 and 1120

Bank	Check	Date	Paid To	Amount
1111.NVSL	Revolving Fund Cash - NVSL			
	1056	06/06/2008	NEXTEL COMMUNICATIONS	425.15
	1057	06/06/2008	Petty Cash	148.36
	1058	06/06/2008	Clerk of Superior Court	70.00
	1059	06/16/2008	Commissioner of Public Safety	24.00
	1060	06/18/2008	Pitney Bowes Postage By Phone	1,500.00
	1061	06/18/2008	Postmaster Seymour Post Office	190.00
	1062	06/30/2008	ACM Resources, Inc.	656.25
	1063	06/30/2008	AT & T Capital Services, Inc.	116.10
	1064	06/30/2008	AT&T	778.11
	1065	06/30/2008	Aegis Energy Service, Inc.	1,582.16
	1066	06/30/2008	Allen's Plumbing Supply	67.10
	1067	06/30/2008	Allen's Plumbing Supply	115.35
	1068	06/30/2008	Allen's Plumbing Supply	135.58
	1069	06/30/2008	American Disposal Services of CT	781.28
	1070	06/30/2008	American Express	116.07
	1071	06/30/2008	American Rooter LLC	158.50
	1072	06/30/2008	Aquarion Water Company of Ct	3,642.07
	1073	06/30/2008	Arrow Window Shade MFG. Co.	173.14
	1074	06/30/2008	Buddy's Fuel, LLC	970.23
	1075	06/30/2008	CBS Bloom's Business Systems	295.39
	1076	06/30/2008	Callahan House Tenants Association	25.00
	1077	06/30/2008	Comcast	1,016.50
	1078	06/30/2008	ConnNAHRO	415.00
	1079	06/30/2008	Derby Garden Center, LLC	44.97
	1080	06/30/2008	Direct Energy Services, LLC	5,963.53
	1081	06/30/2008	Experian	135.67
	1082	06/30/2008	Federal Express	147.29
	1083	06/30/2008	Friends of Fur LLC	215.00
	1084	06/30/2008	Fuss & O'Neil EnviroScience, LLC	705.00
	1085	06/30/2008	Galaxie Cleaning Inc	250.00
	1086	06/30/2008	Gregory Stamos	822.50
	1087	06/30/2008	Griffin Hospital Occupational Medic	130.00
	1088	06/30/2008	Home Depot Credit Services	76.04
	1089	06/30/2008	Jeff's Appliance And Vacuums	36.96
	1090	06/30/2008	KONE INC	368.25
	1091	06/30/2008	Kirk Products Company, Inc	178.75
	1092	06/30/2008	M.J. Daly & Sons, Inc.	200.00
	1093	06/30/2008	Management Computer Services Inc.	1,485.00
	1094	06/30/2008	Mercury/Excelum Inc	26.93
	1095	06/30/2008	Northeast Utilities	3,037.72
	1096	06/30/2008	Northeast Telecom Services Inc.	39.95
	1097	06/30/2008	Northeast Utilities	95.03
	1098	06/30/2008	Oxford Paint & Hardware, Inc	330.24
	1099	06/30/2008	Peter E. Karpovich,	962.40
	1100	06/30/2008	Pitney Bowes	231.95
	1101	06/30/2008	Radovich Builders	1,251.00
	1102	06/30/2008	Radovich Builders	2,900.00
	1103	06/30/2008	Radovich Builders	1,744.00
	1104	06/30/2008	SHELL CREDIT CARD CENTER	244.95
	1105	06/30/2008	ST. Treasurer for MERFund	4,088.33
	1106	06/30/2008	Seymour Janitorial Services	455.00
	1107	06/30/2008	Sherwin Williams	725.80
	1108	06/30/2008	Smithfield Gardens Assisted Living	4,354.16
	1109	06/30/2008	StaffWorks, Inc	3,102.30
	1110	06/30/2008	Stamford Office Furniture	405.00
	1111	06/30/2008	Staples Business Advantage	299.90
	1112	06/30/2008	Suburban Stationers	87.59
	1113	06/30/2008	The Hartford	3,212.21
	1114	06/30/2008	The Home Depot Supply	235.65
	1115	06/30/2008	Town of Seymour	480.00
	1116	06/30/2008	Town of Seymour Finance Dept.	5,695.29
	1117	06/30/2008	Valley Electric Supply & Lighting	358.76
	1118	06/30/2008	Valley Health Department	150.00
	1119	06/30/2008	Yac Industries LLC	443.33
	1120	06/30/2008	Yankee Gas Service CO.	1,458.14

Minutes Exhibit I  
Seymour Housing Authority Federal

-- CHECK REGISTER --

Check dates between 06/05/2008 and 07/02/2008

Bank	Check	Date	Paid To	Amount
1111.4	General Fund - Cash Operating			
	01422	06/18/2008	Whitney	44.96
	01423	06/18/2008	Falcon	51.26
	01424	06/30/2008	SHA Revolving Fund	36,646.78
	01425	06/30/2008	Seymour Housing Authority	2,418.00

1162.6	Callahan Reserve - First Union			
	1016-	06/30/2008	Housing Insurance Services Inc.	9,751.00
	1017-	06/30/2008	Housing Authority Risk Retention Gr	4,523.00

Seymour Housing - State Elderly

Check dates between 06/05/2008 and 07/02/2008

Bank	Check	Date	Paid To	Amount
1111.1	Operating Cash			
	01290	06/30/2008	SHA Revolving Fund	12,502.36
	01291	06/30/2008	Seymour Housing Authority	1,285.00

Moderate Rental

Check dates between 06/05/2008 and 07/02/2008

Bank	Check	Date	Paid To	Amount
1111.2	Operating Fund - Cash Bank North			
	01436	06/30/2008	SHA Revolving Fund	22,007.38
	01437	06/30/2008	Seymour Housing Authority	733.00
	01438	06/30/2008	Connecticut Housing Finance Authori	462.02

Smithfield Gardens

Check dates between 06/05/2008 and 07/02/2008

Bank	Check	Date	Paid To	Amount
1120.1	Naugatuck Valley - Operating			
	1324	06/16/2008	CBS Outernet	1,550.00
	1325	06/17/2008	AT&T	448.57
	1326	06/17/2008	AT&T Long Distance East	163.50
	1327	06/17/2008	Aegis Energy Services Inc	2,594.94
	1328	06/17/2008	American Disposal Services	266.98
	1329	06/17/2008	Aquarion Water Company	1,284.42
	1330	06/17/2008	Buddy's Fuel, LLC	798.48
	1331	06/17/2008	Carter Hayes + Associates, P.C.	240.00
	1332	06/17/2008	Comcast	1,044.55
	1333	06/17/2008	Connecticut Post	840.00
	1334	06/17/2008	David J. Dunn	132.00
	1335	06/17/2008	Fix It Now Iic	287.98
	1336	06/17/2008	Kinsley Power Systems	750.00
	1337	06/17/2008	Kirk Products Co., Inc.	303.40
	1338	06/17/2008	Kone Inc	960.75
	1339	06/17/2008	Lindley Food Service Corporation	20,305.00
	1340	06/17/2008	Mail-A-Map Street Maps	260.00
	1341	06/17/2008	Northeast Utilities	1,329.84
	1342	06/17/2008	Radovich Builders, LLP	795.00
	1343	06/17/2008	Republican American	451.30
	1344	06/17/2008	Santoro's Commercial Laundry Servic	742.00
	1345	06/17/2008	Stamford Office Furniture	347.80
	1346	06/17/2008	Suburban Stationers, Inc	57.72
	1347	06/17/2008	The George Ellis Company, Inc	1,190.00
	1348	06/17/2008	The Home Depot Supply	605.40
	1349	06/17/2008	The Warehouse Store Fixture Company	1,828.63
	1350	06/17/2008	Theo Pro Compliance & ConsultingInc	108.75
	1351	06/17/2008	Valley Electric Supply & Lighting	292.94
	1352	06/17/2008	Yankee Gas Services Co.	18,237.66
	1353	06/19/2008	Radovich Builders, LLP	2,500.00
	1354	06/23/2008	Jacelyn Mitchell	100.00
	1355	06/30/2008	Gardella	508.26
	1356	06/30/2008	Seymour Housing Authority	17,667.24
	1357	06/30/2008	Seymour Housing Authority	17,667.24

-- CHECK REGISTER --

Minutes Exhibit I

Check dates between 06/05/2008 and 07/02/2008

Bank	Check	Date	Paid To	Amount
1120.1	NVSL - Ckg - SHA Dev Corp			
	164	06/10/2008	Secretary of the State	10.00
	165	06/24/2008	Secretary of the State	20.00
	166	06/30/2008	Ocean State Job Lot	100.00

Minutes Exhibit I

Pay	Checks	7,891.66	
	Direct Deposits	11,420.03	
	Subtotal Net Pay		19,311.69
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		19,311.69

		You are responsible for Depositing these amounts		Amount debited from your account		
Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.	
Federal Income Tax				2,068.26		
Earned Income Credit Advances						
Social Security				1,457.20	1,457.18	
Medicare				340.79	340.79	
Federal Unemployment Tax					56.60	
Subtotal Federal				3,866.25	1,854.57	5,720.82
CT State Income Tax				598.58		
CT State Unemployment/Disability Ins-ER 5.1000					647.87	
Subtotal CT				598.58	647.87	1,246.45
Total Taxes		.00	.00	4,464.83	2,502.44	6,967.27

Amount ADP Debited From Account 615014177 Tran/ABA 211170046 6,967.27

Excludes Taxes That Are Your Responsibility

ther	ADP Direct Deposit	11,420.03	
ansfers	ADP Check	7,891.66	
	Amount ADP Debited From Account 615014177 Tran/ABA 211170046		19,311.69

16 Employee Transactions

otal Amount ADP Debited From Your Accounts 26,278.96



Statistical Summary  
Detail

SEYMOUR HOUSING AUTH

Company Code: Q4D

Region Name: MIDATLANTIC REGION

Batch : 4569

Quarter Number: 2

Period Ending : 06/01/2008

Pay Date : 06/05/2008

Current Date : 06/03/2008

Week 23

Page 2

Minutes Exhibit I

FILE NUMBER	EMPLOYEE NAME	GROSS EARNINGS	CHECK NO.	VOHR NO.	NET CHECK	NET DIRECT DEPOSIT
100003	FIELDER, THERESA M	1,855.77	22150244		1,618.30	
100004	KEYSER, DAVID J	3,471.21		230003		2,323.98
100005	SANCHEZ, LISA M	2,017.61		230004		1,411.65
100009	THOMAS, LARRY E	1,498.15		230012		1,093.41
100010	DELLOVOLPE, DEBORAH A	252.60		230001		210.62
100011	CHEVARELLA, BONNIE	340.62	22150247		296.16	
100012	JORDAN, JOYCE	1,578.68	22150254		1,142.65	
100013	HANNON, BRITTANY	1,441.87		230002		371.79
100014	DESANTIS, DONNA	1,956.92		230005		1,501.72
100018	POIRIER, MELANIE	1,153.60		230006		950.89
100019	PERSICO, MAUREEN	1,043.46				
100023	VIENS, DENISE	1,802.01	22150252		794.56	
100024	MARILYN, FERRIS	2,090.00		230009		643.46
100025	VAISAR, ALLISON	1,050.60		230013		728.23
100026	THOMA, EILEEN	1,449.00		230008		482.86
100028	CAVALLAR, ANNA	511.63		230010		794.15
100031	RING, KATHERINE	351.78	22150249		451.72	
100032	SANCHEZ, NORMA	548.25	22150246		324.87	
100033	WESTERVELT, PATRICIA	305.63	22150251		506.31	
100034	GILLISON, FAITH	321.00	22150248		282.24	
100035	PIESYNA, LISA	375.00	22150256		295.10	
100036	BOSTIC, DEBORAH	589.75	22150255		332.46	
100038	DOSSANTOS, MARIANA	418.00				
100039	VEALE, JOY	268.75		230007		500.40
100040	OTTEY, SHAWNA-LEE		22150245		334.10	
			22150250		248.19	
*** REPORT TOTALS ***		24,327.91			7,891.66	11,420.03

Minutes Exhibit I

YEAR	WEEK	BATCH	GROSS	NET	YEAR	WEEK	BATCH	GROSS	NET	YEAR	WEEK	BATCH	GROSS	NET
2008	23-1	4569	24327.91	7891.66				.00	.00				.00	.00

COMPANY GROSS 24,327.91

NO. OF PAY DETAILS - 26



CHECK REGISTER  
BALANCE FORM

SEYMOUR HOUSING AUTH  
Company Code: Q4D

Batch: I-4569-040 Period Ending: 06/01/2008 Week 23  
Report: C01 Pay Date: 06/05/2008 Page 1

Minutes Exhibit I

1000

y	Checks	5,363.73	
	Direct Deposits	12,636.69	
	Subtotal Net Pay		18,000.42
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		18,000.42

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				1,874.72		
Earned Income Credit Advances						
Social Security				1,331.00	1,331.02	
Medicare				311.31	311.29	
Federal Unemployment Tax					42.97	
Subtotal Federal				3,517.03	1,685.28	5,202.31
CT State Income Tax				574.89		
CT State Unemployment/Disability Ins-ER 5.1000					542.78	
Subtotal CT				574.89	542.78	1,117.67
Total Taxes		.00	.00	4,091.92	2,228.06	6,319.98

Amount ADP Debited From Account 615014177 Tran/ABA 211170046 6,319.98

Excludes Taxes That Are Your Responsibility

fers	ADP Direct Deposit	12,636.69	
	ADP Check	5,363.73	
	Amount ADP Debited From Account 615014177 Tran/ABA 211170046		18,000.42

16 Employee Transactions

Amount ADP Debited From Your Accounts 24,320.40



Minutes Exhibit I

FILE NUMBER	EMPLOYEE NAME	GROSS EARNINGS	CHECK NO	VCHR NO	NET CHECK	NET DIRECT DEPOSIT
100003	FIELDER, THERESA M	1,855.20	22166475		1,617.76	
100004	KEYSER, DAVID J	3,471.20		250003		2,323.98
100005	SANCHEZ, LISA M	2,017.60		250004		1,411.65
100009	THOMAS, LARRY E	1,524.27		250013		1,109.41
100010	DELLOVOLPE, DEBORAH A	210.50		250001		177.21
100011	CHEVARELLA, BONNIE	275.74	22166478		242.72	
100012	JORDAN, JOYCE	225.09	22166482		169.95	
100013	HANNON, BRITTANY	498.52		250002		415.62
100014	DESANTIS, DONNA	1,956.92		250005		1,501.71
100018	POIRIER, MELANIE	1,153.60		250006		950.88
100019	PERSICO, MAUREEN	997.56	22166481		763.48	
100023	VIENS, DENISE	823.49		250009		659.68
100024	MARILYN, FERRIS	1,141.25		250014		1,141.25
100025	VAISAR, ALLISON	542.30		250008		415.05
100026	THOMA, EILEEN	1,094.38		250010		823.27
100028	CAVALLARO, ANNA	456.00		250012		412.63
100031	RING, KATHERINE	484.50	22166479		429.59	
100032	SANCHEZ, NORMA	392.37	22166477		362.35	
100033	WESTERVELT, PATRICIA	930.75		250011		855.64
100035	PIESYNA, LISA	415.00	22166485		372.52	
100036	BOSTIC, DEBORAH	430.00	22166483		377.76	
100038	DOSSANTOS, MARIANA	510.00		250007		438.71
100039	VEALE, JOY	418.00	22166476		334.09	
100040	OTTEY, SHAWNA-LEE	575.00	22166480		510.08	
100041	HEREDIA, SANDRA	210.00	22166484		183.43	
*** REPORT TOTALS ***		22,609.24			5,363.73	12,636.69



CHECK REGISTER  
Autopay Management Report

SEYMOUR HOUSING AUTH  
Company Code: Q4D

Batch: I-6227-040 Period Ending: 06/15/2008 Week 25  
Report: C01 Pay Date: 06/19/2008 Page 1

Minutes Exhibit I

YEAR WEEK BATCH	GROSS	NET	YEAR WEEK BATCH	GROSS	NET	YEAR WEEK BATCH	GROSS	NET
2008 25-1 6227	22609.24	5363.73		.00	.00		.00	.00
COMPANY GROSS				22,609.24				
NO. OF PAY DETAILS -				25				

Minutes Exhibit I

ay	Checks	5,363.73	
	Direct Deposits	12,636.69	
	Subtotal Net Pay		18,000.42
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		18,000.42

al	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				1,874.72		
	Earned Income Credit Advances						
	Social Security				1,331.00	1,331.02	
	Medicare				311.31	311.29	
	Federal Unemployment Tax					42.97	
	Subtotal Federal				3,517.03	1,685.28	5,202.31
	CT State Income Tax				574.89		
	CT State Unemployment/Disability Ins-ER 5.1000					542.78	
	Subtotal CT				574.89	542.78	1,117.67
	Total Taxes		.00	.00	4,091.92	2,228.06	6,319.98
	Amount ADP Debited From Account 615014177		Tran/ABA 211170046				6,319.98

Excludes Taxes That Are Your Responsibility

r	ADP Direct Deposit	12,636.69	
sfers	ADP Check	5,363.73	
	Amount ADP Debited From Account 615014177	Tran/ABA 211170046	18,000.42
I Amount ADP Debited From Your Accounts			24,320.40

16 Employee Transactions



Minutes Exhibit I

FILE NUMBER	EMPLOYEE NAME	GROSS EARNINGS	CHECK NO	VCHR NO	NET CHECK	NET DIRECT DEPOSIT
100003	FIELDER, THERESA M	1,855.20	22166475		1,617.76	
100004	KEYSER, DAVID J	3,471.20		250003		2,323.98
100005	SANCHEZ, LISA M	2,017.60		250004		1,411.65
100009	THOMAS, LARRY E	1,524.27		250013		1,109.41
100010	DELLOVOLPE, DEBORAH A	210.50		250001		177.21
100011	CHEVARELLA, BONNIE	275.74	22166478		242.72	
100012	JORDAN, JOYCE	225.09	22166482		169.95	
100013	HANNON, BRITTANY	498.52		250002		415.62
100014	DESANTIS, DONNA	1,956.92		250005		1,501.71
100018	POIRIER, MELANIE	1,153.60		250006		950.88
100019	PERSICO, MAUREEN	997.56	22166481		763.48	
100023	VIENS, DENISE	823.49		250009		659.68
100024	MARILYN, FERRIS	1,141.25		250014		1,141.25
100025	VAISAR, ALLISON	542.30		250008		415.05
100026	THOMA, EILEEN	1,094.38		250010		823.27
100028	CAVALLARO, ANNA	456.00		250012		412.63
100031	RING, KATHERINE	484.50	22166479		429.59	
100032	SANCHEZ, NORMA	392.37	22166477		362.35	
100033	WESTERVELT, PATRICIA	930.75		250011		855.64
100035	PIESYNA, LISA	415.00	22166485		372.52	
100036	BOSTIC, DEBORAH	430.00	22166483		377.76	
100038	DOSSANTOS, MARIANA	510.00		250007		438.71
100039	VEALE, JOY	418.00	22166476		334.09	
100040	OTTEY, SHAWNA-LEE	575.00	22166480		510.08	
100041	HEREDIA, SANDRA	210.00	22166484		183.43	
*** REPORT TOTALS ***		22,609.24			5,363.73	12,636.69



CHECK REGISTER  
Autopay Management Report

SEYMOUR HOUSING AUTH  
Company Code: Q4D

Batch: I-6227-040 Period Ending: 06/15/2008 Week 25  
Report: C01 Pay Date: 06/19/2008 Page

Minutes Exhibit I

YEAR	WEEK	BATCH	GROSS	NET	YEAR	WEEK	BATCH	GROSS	NET	YEAR	WEEK	BATCH	GROSS	NET
2008	25-1	6227	22609.24	5363.73				.00	.00				.00	.00

COMPANY GROSS 22,609.24

NO. OF PAY DETAILS - 25



CHECK REGISTER  
BALANCE FORM  
Autopay Management Report

SEYMOUR HOUSING AUTH  
Company Code: Q4D

Batch: I-6227-040 Period Ending: 06/15/2008 Week 25  
Report: C01 Pay Date: 06/19/2008 Page 1

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

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## **Executive Director's Report**

## Occupancy

**Rev. Callahan House**
**2008 Year-to-Date Vacancies 5**

Callahan House experienced two move-ins and one eviction during June 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 June 30, 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	Everlith	5/2/2008	31
3F	Falcon	5/31/2008	Starkey	6/27/2008	26
2R	Whitney	5/31/2008	Vacant	6/27/2008	26
1D	Bennett	6/6/2008	Vacant		24

Average number of vacancy days per vacancy

21

We experienced two move-outs during June 2008 at the Norman Ray House. Norman Ray House has experienced 176 vacancy days since December 31, 2007 and averaged 17.6 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; 176 days/ 14600 days available = 1.2055% percentage through June 30, 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	Orazietti	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	Vacant		30
32	Cowin	6/24/2008	Vacant		6
7	Oliver	6/30/2008	Vacant		0

Average number of vacancy days per vacancy: 17.60

The Moderate Rental Program experienced one move-in during June 2008, in addition to 30 Seymour Ave. which remains uninhabitable due to a sewage problem. Moderate Rental has experienced 272 vacancy days since January 1, 2008 and averaged 45.5 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; 272 days/ 29565 days available = 0.9200% percentage through June 30, 2008.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2008
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UNIT	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
30S	Mauro	1/19/2007	Vacant		182
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: 45.5

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**Smithfield Gardens****2008 Year-to-Date Vacancies 8**

Smithfield Gardens Assisted Living experienced one move-out and two move-ins during June 2008. There are currently four vacancies, three of which are 50% of income and one at 60% of income. Smithfield Gardens has experienced 329 vacancy days since January 1, 2008 and averaged 41.13 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; 329 days/ 20,440 days available = 1.609% percentage through June 30, 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	Vacant		38
111	50%	Marki	5/9/2008	Vacant		22
114	50%	Popowski	5/12/2008	Vacant		19
211	60%	Gentile	5/13/2008	Hudenets	6/13/2008	30
123	50%	Gardella	6/30/2008	Vacant		0

Average number of vacancy days per vacancy: 32

## Section 2

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### 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 15 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 34 annual dwelling inspections at the Rev. Callahan House thru June 30, 2008. This represents 42.50% 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 13 thru June 30, 2008; having completed 22 units represents 39.3% complete for the first year cycle.

Staff has now completed 75 of 257 annual dwelling inspections in house. This represents approximately 29% of all households have been inspected for 2008.

#### 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 will be requesting an extension to complete the State Audit that was due June 30, 2008.

#### FOI Complaint

Mr. Les Williams, PHRN Network filed an FOI complaint when he did not receive a list of names of all residents over the age of 18 and qualified to vote in a resident council election from the Seymour Housing Authority. His request was negotiated and met amiably and the election was successfully held. He had not withdrawn the FOI complaint as agreed. I had

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spoken to the FOI Ombudsman who informed me that regardless of the concern for privacy that we were required to provide this information. He advised that if I were to write to Mr. Williams stating that we had worked out the Seymour Ave resident council voting and that any future requests for information would be provided he would discuss with Mr. Williams the possibility of withdrawing the case. I complied with the request and wrote a letter as directed. A hearing date was still scheduled for July 10, 2008. The Ombudsman informed me that Mr. Williams responded to my letter that he would withdraw providing I supply him with the names of all household members at Chamberlin Rd. and Brothers Court. I have not received this letter directly from Mr. Williams, but I will be responding from a copy provided by the Ombudsman. Attorney Stamos will be representing both the Seymour Housing Authority and me. I have requested an extension because Attorney Stamos is out of Town currently until July 11.

## Summer Concert Series

The Seymour Culture and Arts Commission sent an invitation to the Seymour Housing Authority's senior residents to join them each Sunday beginning June 21, 2008 for concerts at French Memorial Park. The Commission offered the Senior Bus to transport individuals to the part using the Senior Bus. They also provided chairs for the residents to sit while viewing the concert. The only commitment for the seniors is their time to attend. This being a wonderful opportunity, I agreed to assist in anyway we could. We put up sign up sheets at Callahan and Ray Houses as well as Smithfield. The bus became an issue and we were asked to contribute toward the transportation. I considered \$60 per trip that will total \$480 for the season.

## Norman House

### Field Trip

Bonnie, the Resident Services Coordinator for the Norman Ray House and the residents has arranged a bus trip to the Savin Rock museum during June 2008. This trip was cancelled because it was not cost effective. There was not enough interest to make it work financially. They have several residents signed up and a few from Smithfield will be joining them. On June 24, 2008 the residents of the Norman Ray House met with First Selectman, Robert Koskelowski. Of the items discussed, the Seymour Senior Bus was requested for charter day trips. The Norman Ray House residents asked to pay up to \$80 to run trips like the one to Savin Rock. They requested the bus for July 23, 2008. The First Selectman was open to the idea and said he would support it.

### 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.

## **Rev. Callahan House**

### **Maintenance Wage Determination**

The annual maintenance wage determination form was submitted to HUD and approved.

### **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 23, 2008.

## 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.

## 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.

## 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

We discovered Mold at 27 Seymour Ave as a result of testing by Fuss & O'Neil. We purchased the same product used at 10 Seymour Ave and applied it to the affected areas. Prior to this treatment, the resident reported a leak from the bathtub into the basement. It was determined that the tub walls were leaking. It was decided that the entire tub and walls should be replaced because the tub was rusted thru the porcelain. Prior to this, we discovered that the outside water faucet was leaking as a result of a pipe freeze. This was repaired and all the sources of water infiltration to the basement were remedied. The resident gave complete cooperation in our endeavor to address the problems causing the moldy conditions. We will re-visit the unit at a later date.

### 8 Seymour Ave Mold

The resident of 8 Seymour Ave. reported mold around the bathtub and the ceiling in the bathroom. We inspected and found the resident to be cleaning as much as possible. We removed and replaced the caulk and used the same materials used in 10 Seymour Ave as well as 27 Seymour Ave. We will re-inspect the unit in a few weeks.

## PILOT Omission from State Budget

State Senator Donnelley has been working with CONN Nahro and the Housing Coalition and has issued a statement to the press that PILOT must be restored permanently. HUD has identified several units of Multi-Family housing that this affects. We are all building support for this issue and intend to address it in the January General Session of the Legislators. I made a recommendation that CONN Nahro develop a petition that residents could go on across the State and sign. I suggested that we could probably get more than 20,000 signatures on this petition. Since we see no movement on PILOT, we will have to consider increasing the rents \$45 for January 1, 2009 to cover the PILOT payments to the Town.

## 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.