

## MINUTES

### Seymour Housing Authority

#### ➤ 949th Meeting

The 949th Meeting, a Regular Meeting of the Seymour Housing Authority, was held on June 3, 2015 at the **Smithfield Gardens Assisted Living Facility**, in the **Multipurpose Room** located at **26 Smith Street** Seymour, Connecticut and was called to order at 5:33 P.M. by Chairperson White.

#### ➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Also present was Executive Director David Keyser and Attorney Gregory J. Stamos.

#### ➤ Public Comment Session

None

#### ➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 948<sup>th</sup> Regular Meeting held on May 6, 2015.

Commissioner Bellucci motioned to accept the minutes of the 948<sup>th</sup> Regular Meeting. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried

#### ➤ Bills & Communications

Chairperson White introduced the Bills. (See Exhibit I).

Commissioner Bellucci motioned to approve the bills as presented and authorize payment of the bills. Commissioner Golebieski seconded the motion. Commissioner Golebieski asked about the payment to Bruce Peter. The Executive Director commented that he had commissioned a professional photographer to take photos for the purpose of updating our brochures. Commissioner Golebieski suggested that these pictures may be posted on Facebook and other forms of social media. After no further comments or discussions, Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota,

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Golebieski, Horelick and White. Chairperson White declared the motion carried and the bills approved for payment as presented.

The Executive Director discussed and explained the more pertinent communications.

### ➤ Executive Director's Report

The Executive Director discussed occupancy results for all properties (See Exhibit II).

He added that there were 2 units at the Callahan House that presented a need for ceiling replacement to remediate the asbestos containing popcorn ceilings. He stated that while unit 3 U is vacant we will perform the necessary work in that unit in the same manner as we did under the CFP funding in the past. He stated that an occupied unit is also in need of this work to be complete. He stated that he has arranged for a hotel stay for the resident as well as packing and storing of her belongings. He stated that economically it makes sense to do the work needed in these two units together because they are across the hall from one another and the necessary containment would affect the rest of the dwellings as acutely.

He stated that re-occupancy of 4 Chamberlin Rd. is taking longer than usual due to the condition the dwelling was left in. Contractors are working to get the unit back in move in ready condition.

The Executive Director stated that we are nearly ready to proceed with renovations to the first floor apartments as funded by the 2015 capital funds. He reminded the commission that the CFP funding is in place to install smoke barriers above the drop ceilings and between dwellings on the first floor.

The Executive Director reported that he has begun the Callahan House annual dwelling inspections.

The Commissioners asked if the Smithfield Gardens Elevator is now operational and in a reliable manner. The Executive Director responded that yes, Kone has fixed the problem.

The Executive Director reported that the vacant employment position has been filled.

### ➤ Old Business

Chairperson White introduced contractor selection Power Washing and Painting Moderate Rental.

The Executive Director reminded the Commission that last month action was taken to reject all bids. He stated that the work was broken down to just power washing and no painting. The Executive Director discussed the results of the new Power Washing bid

## MINUTES

as presented on the Bid Tabulation Sheet (See Exhibit III). The Executive Director explained that the low bidder only changed his price from the last bid by \$5. Since the low bidder's last bid included the porch painting conclusion may be drawn that this bidder does not have an understanding of the work items. He stated we did receive references and a work out plan to provide completion assurance. The Executive Director recommended selection of the 2<sup>nd</sup> lowest bidder, Hewitt Construction Services, LLC as the successful bidder and to award this work to them. After some further brief discussion, Commissioner Bellucci motioned to award the Moderate Rental Power Washing to Hewitt Construction Services LLC for their bid amount of \$24,800 and authorize the Executive Director to enter into agreement with Hewitt Construction Services. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

### ➤ New Business

Chairperson White introduced the MR Radon Mitigation bidder selection.

The Executive Director explained the funding from CHFA from HASIP Funding. He stated that we designed specification with the help of Langan Corp, an Environmental Consultant, and Donald Smith Jr. He stated we selected 3 contractors to offer a bid. After showing the work to three contractors, we received one bid. The bidder's tabulation sheet, the bid, and the Consultant's recommendations indicate the bid is a fair price and it is under the budget. (See Exhibit IV). After some further brief discussion, Commissioner Golebieski motioned to award the bid to Connecticut Basement Systems Radon, Inc. for an amount not to exceed \$50,305 and to authorize the Executive Director to enter into contract. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

### ➤ Executive Session

At 6:00 P.M. Chairperson White asked for a motion to enter Executive Session.

Commissioner Bellucci motioned to enter Executive Session to discuss an Employment Contract and to invite the Board of Commissioners and the Executive Director. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and Executive Session is open.

At 6:17 P.M. Commissioner Golebieski motioned to leave Executive Session. 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

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Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and Regular Session resumed.

At this point, Chairperson, on behalf of the Board of Commissioners recognized the Executive Director for his 25 years of Service to the Seymour Housing Authority. The Executive Director was very appreciative and responded that it is a great honor that his efforts to provide housing for the residents and Seymour Community.

After some further brief discussion, Commissioner Golebieski motioned to renew the Employment Agreement with the Executive Director and to Authorize Chairperson White to negotiate the rate of pay and future annual raises for the remainder of the contract. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

### ➤ Any Other Business

The Executive Director briefly updated the Commission of the ongoing court summary process proceedings relative to Smithfield Gardens Assisted Living.

Events mentioned:

- Seymour Arts and Cultural society is providing another entertainer this month for Callahan House.
- Lion's Club provided a special Bingo at the Senior Center.
- Great Hose Ladies Auxiliary will provided a Bingo social

### ➤ Adjournment

At 6:31 P.M. Chairperson White asked for a motion to adjourn the 949th meeting of the Seymour Housing Authority. Commissioner Horelick motioned to adjourn the meeting. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the 949th Meeting, a Regular Meeting, duly adjourned.

Submitted by:

David J. Keyser, Secretary and Executive Director  
Executive Director

minutes Exhibit

**Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register  
Revolving Fund**

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: May 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

**Posted Payments**

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document/Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
10	05/14/2015	No	DD	SHA PAYROLL	Payroll #10	No	\$30,210.61
11	05/28/2015	No	DD	SHA PAYROLL	Payroll #11	No	\$27,467.12
159	05/28/2015	No	CHK	VSP	May's VSP online	No	\$58.44
6954	05/04/2015	No	VD	CONN NAHRO	6 Month expired	No	(\$30.00)
7026	05/04/2015	No	VD	CONN NAHRO	Check Date Expired	No	(\$30.00)
7446	05/04/2015	No	CHK	CONN NAHRO	monthly meeting	No	\$165.00
7447	05/07/2015	No	CHK	Bruce P. Morin	Photo Shoot on 5.1.15	No	\$575.00
7448	05/15/2015	No	CHK	Aegis Energy Services, Inc.	Payment #1 (3)	No	\$1,670.82
7449	05/15/2015	No	CHK	Aflac Attn: Remittance Processing	April Aflac	No	\$814.11
7450	05/15/2015	No	CHK	AIG	Workers Comp Ins	No	\$3,379.00
7451	05/15/2015	No	CHK	Allen's Plumbing Supply	Propane Refill	No	\$68.00
7452	05/15/2015	No	CHK	Cbs Bloom's Business Systems	Staples ordered on 4.27.15	No	\$96.00
7453	05/15/2015	No	CHK	Comcast	Acc# 8773 40 216 0027070	No	\$1,245.13
7454	05/15/2015	No	CHK	Comcast	Acc# 8773 40 216 0041287	No	\$423.82
7455	05/15/2015	No	CHK	Connecticut Housing Finance Aut	Project # 95089D	No	\$482.02
7456	05/15/2015	No	CHK	Connecticut Post	Invitation Bid on Power Wash	No	\$422.16
7457	05/15/2015	No	CHK	David J. Keyser	Reimb. per Employment Agreement	No	\$228.00
7458	05/15/2015	No	CHK	Duct Clean Corporation	Admin Office	No	\$1,916.00
7459	05/15/2015	No	CHK	Eversource	Acc# 51118694017	No	\$46.22
7460	05/15/2015	No	CHK	Eversource	Acc# 51471483099	No	\$245.24
7461	05/15/2015	No	CHK	Eversource	Acc# 57750480048	No	\$1,524.90
7462	05/15/2015	No	CHK	Eversource	Acc# 51364104042	No	\$2,520.83
7463	05/15/2015	No	CHK	Eversource	Acc# 51779583004	No	\$1,649.36
7464	05/15/2015	No	CHK	Experian	April Expense	No	\$232.56
7465	05/15/2015	No	CHK	Friends Of Fur LLC	Callahan	No	\$535.00
7466	05/15/2015	No	CHK	Frontier	Acc# 203.888.4579.123179-5	No	\$236.10
7467	05/15/2015	No	CHK	Frontier	Acc# 203.881.0115.021194-5	No	\$70.14
7468	05/15/2015	No	CHK	Frontier	Acc# 203.881.2464.110206-5	No	\$288.84
7469	05/15/2015	No	CHK	G&K Services	April Expense Paid May	No	\$68.68
7470	05/15/2015	No	CHK	Gregory Stamos	April Court Fees	No	\$2,678.70
7471	05/15/2015	No	CHK	Home Depot Credit Services	Maintenance Supplies MR	No	\$100.74
7472	05/15/2015	No	CHK	Jeff's Appliance And Vacuums	Refrigerator 4K	No	\$79.95
7473	05/15/2015	No	CHK	Peter E. Karpovich,	Service of NTQ	No	\$129.60
7474	05/15/2015	No	CHK	Professional Carpet Systems	Steam Clean Unit 4L	No	\$300.00
7475	05/15/2015	No	CHK	Radovich Builders, LLP	Check all shutoff valves in building	No	\$1,119.50
7476	05/15/2015	No	CHK	Radovich Builders, LLP	Dryer vent	No	\$325.00
7477	05/15/2015	No	CHK	Radovich Builders, LLP	1 Brothers Court-Caulk tub	No	\$260.00
7478	05/15/2015	No	CHK	Robert Lashin	Apt. 2D	No	\$750.00
7479	05/15/2015	No	CHK	Sherwin Williams	Paint for upcoming Vacancies	No	\$1,240.74
7480	05/15/2015	No	CHK	Stephanie Dimon	OHA Clerk	No	\$75.00
7481	05/15/2015	No	CHK	Winter Bros Waste Systems	Ray House	No	\$379.84
7482	05/15/2015	No	CHK	Winter Bros Waste Systems	Callahan	No	\$399.80
7483	05/15/2015	No	CHK	Xerox Financial	Service Period 4/20/15 - 5/20/15	No	\$405.00
7484	05/15/2015	No	CHK	YB Paving	End of Season Cleanup for all prope	No	\$900.00
7485	05/28/2015	No	CHK	Aetna	Acc# 83851327	No	\$3,429.90
7486	05/28/2015	No	CHK	Aflac Attn: Remittance Processing	Acc# DHF89	No	\$496.90
7487	05/28/2015	No	CHK	AllState Fire Equipment	Callahan. Maint. of Fire Extinguisher	No	\$126.50

Minutes Exhibit I

**Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register**

Filter Criteria includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: May 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

**Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000**

**Posted Payments**

<u>Doc Num</u>	<u>Payment Date</u>	<u>Valid?</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
7488	05/28/2015	No	CHK	American Express	Acc# 6-34000	No	\$3,023.90
7489	05/28/2015	No	CHK	Anthem Dental	Acc# ACT6860861	No	\$796.06
7490	05/28/2015	No	CHK	Apicella, Testa & Company, P.C.	April Accounting Expense	No	\$2,375.00
7491	05/28/2015	No	CHK	Aquarion Water Company	Acc# 200373595	No	\$33.79
7492	05/28/2015	No	CHK	Banner Group Systems Inc.	Janitorial Supplies	No	\$513.55
7493	05/28/2015	No	CHK	Bender Plumbing Supplies Inc.	3 Kitchen Faucet	No	\$406.14
7494	05/28/2015	No	CHK	Buddy's Fuel, LLC	RH Unit # 28	No	\$370.00
7495	05/28/2015	No	CHK	Callahan House Tenants Associat	Callahan Association Monthly Assoc	No	\$25.00
7496	05/28/2015	No	CHK	Comcast	Acc# 8773 40 216 0178014	No	\$103.72
7497	05/28/2015	No	CHK	Comcast	Acc# 8773 40 216 0069528	No	\$102.90
7498	05/28/2015	No	CHK	Comcast	Acc# 8773 40 216 0174468	No	\$82.90
7499	05/28/2015	No	CHK	CONN NAHRO	Program Book Patron Ads	No	\$100.00
7500	05/28/2015	No	CHK	Direct Energy Services, Llc	April Serv	No	\$3,238.47
7501	05/28/2015	No	CHK	G&K Services	Uniforms	No	\$90.68
7502	05/28/2015	No	CHK	Ge Appliance	10 GE Refrigerator	No	\$4,940.00
7503	05/28/2015	No	CHK	Home Depot Credit Services	Maint & Kitchen supplies	No	\$81.43
7504	05/28/2015	No	CHK	Jeff's Appliance And Vacuums	4K Motor AC/DC Evap Fan	No	\$129.95
7505	05/28/2015	No	CHK	Lincoln National Life Insurance C	Ref# 3022174660	No	\$332.68
7506	05/28/2015	No	CHK	Mary B. Androski	Nanette Hanks Vs. Linda Marino	No	\$300.00
7507	05/28/2015	No	CHK	Oxford Lumber & Building Materia	MR - Eagle Switch Plat	No	\$8.28
7508	05/28/2015	No	CHK	Penfield Communications Inc.	Advertising Cal/RH	No	\$2,880.00
7509	05/28/2015	No	CHK	Professional Carpet Systems	Carpeting Cleaning @ 3R	No	\$150.00
7510	05/28/2015	No	CHK	Radovich Builders, LLP	Remove AC covers	No	\$1,365.00
7511	05/28/2015	No	CHK	Ray House Tenants Association	Norman Ray House Monthly Associ	No	\$25.00
7512	05/28/2015	No	CHK	Shell Credit Card Center	Acc# 065 093 700	No	\$80.20
7513	05/28/2015	No	CHK	Sherwin Williams	Primer Paint for 15 Cham	No	\$1,214.56
7514	05/28/2015	No	CHK	Smithfield Gardens Assisted Livin	SG Rental	No	\$4,354.16
7515	05/28/2015	No	CHK	Sprint	Acc# 453594322	No	\$255.32
7516	05/28/2015	No	CHK	St. Treasurer For Merfund	MERF 05-2015	No	\$6,809.45
7517	05/28/2015	No	CHK	Staples Credit Plan	Inv# 1315188822 & 1315189271	No	\$859.01
7518	05/28/2015	No	CHK	Thomas, Larry	Tuition Reimb	No	\$325.00

*Minutes Exhibit I*  
**Seymour Housing Authority**  
**General Ledger Cash Payment/Receipt Register**  
**Smithfield Gardens**

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: May 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 615009057, GL Account: 1120

**Posted Payments**

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
3739	05/04/2015	No	CHK	Dimon, Sharon	PH AP Payment May 15	No	\$501.04
3740	05/05/2015	No	CHK	Eduardo Rocha	Mariachi performance for Smithfield	No	\$350.00
3741	05/15/2015	No	CHK	Allston Supply Co Inc	SG Repair Vacuum only handle	No	\$188.88
3742	05/15/2015	No	CHK	Bender Plumbing Supplies Inc.	Moen Mastershower	No	\$42.83
3743	05/15/2015	No	CHK	Fitz Vogt & Associates, LTD	April 2015	No	\$25,573.70
3744	05/15/2015	No	CHK	Frontier	Acc# 203-888-5093-092806-5	No	\$351.05
3745	05/15/2015	No	CHK	HD Supply	Laundry Detergents	No	\$67.80
3746	05/15/2015	No	CHK	Radovich Builders, LLP	Electronic Door Button coming off	No	\$260.00
3747	05/15/2015	No	CHK	Seymour Housing Authority	Mgt Fee	No	\$4,985.00
3748	05/15/2015	No	CHK	Winter Bros Waste Systems	May 2015	No	\$418.48
3749	05/15/2015	No	CHK	Connecticut Housing Finance Aut	2014 Surplus	No	\$11,329.00
3750	05/27/2015	Yes	CHK	Dorfman, Miriam	PH AP Payment May 15	No	\$500.77
3750	05/28/2015	No	VD	Dorfman, Miriam	Different Amount	No	(\$500.77)
3751	05/28/2015	No	CHK	Dorfman, Miriam	PH AP Payment May 15	No	\$606.77
3752	05/28/2015	No	CHK	Meyer, Patricia	PH AP Payment May 15	No	\$580.24
3753	05/28/2015	No	CHK	Aegis Energy Services, Inc.	Serv. Dates 5.15.15 - 8.15.15	No	\$3,461.88
3754	05/28/2015	No	CHK	AllState Fire Equipment	Fire Suppression System Inspection	No	\$1,351.00
3755	05/28/2015	No	CHK	Carter Hayes + Associates, P.C.	Final Bill Yr. End 2014	No	\$1,477.09
3756	05/28/2015	No	CHK	Comcast	Acc# 8773 40 216 0069510	No	\$1,071.68
3757	05/28/2015	No	CHK	Comcast	Acc# 8773 40 216 0069536	No	\$55.95
3758	05/28/2015	No	CHK	Direct Energy Services, Llc	Serv. Date April	No	\$2,611.41
3759	05/28/2015	No	CHK	Environmental Systems Corporati	Panel in Alarm	No	\$291.00
3760	05/28/2015	No	CHK	Eversource	Acc# 51083234013	No	\$2,585.00
3761	05/28/2015	No	CHK	Eversource	Acc# 57669970055	No	\$1,935.31
3762	05/28/2015	No	CHK	Frontier	Acc# 203-888-5093-092806-5	No	\$369.24
3763	05/28/2015	No	CHK	Griffin Hospital Occupational Medi	Dawn Dellarocco	No	\$65.00
3764	05/28/2015	No	CHK	HD Supply	Customer Number 847790	No	\$473.48
3765	05/28/2015	No	CHK	M. J. Daly, LLC	Quarterly Sprinkler Inspection	No	\$360.50
3766	05/28/2015	No	CHK	Penfield Communications Inc.	Advertising in the Inner-City News	No	\$360.00
3767	05/28/2015	No	CHK	Robert Lupi	Keyboards - Vocal Entertainment for	No	\$150.00
3768	05/28/2015	No	CHK	SMD Inc	Single-Button Water Resistant	No	\$958.53
3769	05/28/2015	No	CHK	The Warehouse Store Fixture Co	Kitchen Supplies	No	\$296.61
3770	05/28/2015	No	CHK	Troy Industrial Solutions	Belts for SG AC	No	\$75.92
3771	05/28/2015	No	CHK	Valley Electric Supply Company	Purchase Order # 1766	No	\$456.94
3772	05/28/2015	No	CHK	Seymour Housing Authority	SG Reim	No	\$38,804.84

Minutes Exhibit I

**Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register  
Federal**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: May 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 424-0200579, GL Account: 1111.4

**Posted Payments**

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1815	05/11/2015	No	CHK	Callahan House Association	To cover RSC Payroll	No	\$2,692.30
1816	05/26/2015	No	CHK	Callahan House Association	Callahan / RH RSC	No	\$2,692.30
1817	05/28/2015	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$40,892.58
1818	05/28/2015	No	CHK	Seymour Housing Authority	RH Reim	No	\$13,903.40

**Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register  
Moderate Rental**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: May 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1111.2

**Posted Payments**

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1689	05/01/2015	No	CHK	Forbes, Minalva	PH AP Payment May 15	No	\$345.11
1690	05/22/2015	No	CHK	Seymour Housing Authority	Early Reimb	No	\$22,000.00
1691	05/28/2015	No	CHK	Seymour Housing Authority	MR reim	No	\$2,111.27

**Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register  
SHA Development Corporation**

Filter Criteria Includes: 1) Project: SHA Development Corporation, 2) Payment Date: All, 3) Financial Period: May 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1000

**Posted Payments**

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1	05/14/2015	No	DD	IRS	2014 Tax	No	\$2.00
259	05/29/2015	No	CHK	Apicella, Testa & Company, P.C.	Compile Books & Record to TB	No	\$75.00
260	05/29/2015	No	CHK	Carter Hayes + Associates, P.C.	Preparation of Form 990PF for 2014	No	\$625.00



**#SEYM Seymour Housing Authority**

*Minutes  
Exhibit I*

Cover Letter (S193)	
Check Date :	05/14/2015-1
Period Range :	04/27/2015 TO 05/10/2015
Week Number :	Week #20

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

**Payroll Totals:**

	# Checks	
Total Regular Checks	3	1022.16
Total Direct Deposits	26	19607.70
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
<b>Total Net Payroll</b>	<b>22 Items</b>	<b>20629.86</b>

Total Billing Impound		148.98
Total Agency Checks	4	231.66
Total Agency Checks DD	2	100.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks** **21110.50**

**Total of Checks Printed** **28 Items**

Total Tax Liability 9100.11

Total Workers Comp Liability 0.00

**Total Payroll Liability** **30210.61**

Total Direct Deposits 19707.70

**Total Debited From Account** **30210.61**

**NEXT PERIOD DATES**

Check Date: 05/28/2015 Week 22  
Period Begin: 05/11/2015  
Period End: 05/24/2015  
Call In Date: 05/22/2015 Week 21

**Payroll rep: Sorrentino George**

**Human Resource Consulting Group**

phone: 203-881-1755

fax: 203-881-3135

e-mail: Cynthia@Hr-Consulting-Group.Com

**Date Printed: 05/11/2015 1:23:35 PM**

## #SEYM Seymour Housing Authority

Minute  
Exhibit I

## Tax Report For Payroll (S247)

Check Date : 05/14/2015-1

Period Range : 04/27/2015 TO 05/10/2015

Week Number : Week #20

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal		060687649	27,539.11	3,287.03	22	Semi-Weekly
EE OASDI	0.062000	060687649	28,114.33	1,743.10	22	Semi-Weekly
EE Medicare	0.014500	060687649	28,114.33	407.68	22	Semi-Weekly
ER OASDI	0.062000	060687649	28,114.33	1,743.10	22	Semi-Weekly
ER Medicare	0.014500	060687649	28,114.33	407.68	22	Semi-Weekly
COBRA Credit		060687649			22	Semi-Weekly
Total 941 Liabilities without COBRA				7,588.59		
Total 941 Liabilities with COBRA				7,588.59		
ER FUI	0.006000	060687649	0.00		22	Quarterly
Total Federal Taxes				7,588.59		
State Withholding						
CT State Withholding		6613871-000	27,539.11	1,046.89	22	Weekly CT
Total State Withholding				1,046.89		
Employer SUI Withholding						
CT-SUI	0.040000	91-378-04	11,615.02	464.63	22	Quarterly
Total Employer SUI				464.63		
Total Employee Taxes				6,484.70		
Total Employer Taxes without COBRA				2,615.41		
Total Tax Liability without COBRA				9,100.11		
Total Tax Liability with COBRA				9,100.11		
Regular checks				1,022.16		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,707.70		
Total Net Payroll				20,729.86		
Agency Checks				231.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				148.98		
Total Workers Comp				0.00		
Total Payroll Liability				30,210.61		
Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group					
Tax Deposit Checks Void	Tax deposit to be made by Human Resource Consulting Group					
Total Check/Direct Deposits				21,110.50		
Total Direct Deposits				19,707.70		
Total Amount Debited from your Account before Credit applied				30,210.61		
Total Amount Debited from your Account after Credit applied				30,210.61		

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

e-mail: Cynthia@Hr-Consulting-Group.Com

Date Printed: 05/11/2015 1:23:58 PM

**#SEYM Seymour Housing Authority***Minutes  
Exhibit I*

Cover Letter (\$193)	
Check Date :	05/28/2015-1
Period Range :	05/11/2015 TO 05/24/2015
Week Number :	Week #22

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

**Payroll Totals:****# Checks**

Total Regular Checks	5	1858.52
Total Direct Deposits	24	16446.69
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
<b>Total Net Payroll</b>	<b>21 Items</b>	<b>18305.21</b>

Total Billing Impound		729.16
Total Agency Checks	3	161.66
Total Agency Checks DD	2	100.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks** **19296.03**

**Total of Checks Printed** **26 Items**

Total Tax Liability	8171.09
Total Workers Comp Liability	0.00

**Total Payroll Liability** **27467.12**

Total Direct Deposits 16546.69

**Total Debited From Account** **27467.12**

**NEXT PERIOD DATES**

Check Date: 06/11/2015 Week 24  
 Period Begin: 05/25/2015  
 Period End: 06/07/2015  
 Call In Date: 06/08/2015 Week 23

Payroll rep: Sorrentino George

**Human Resource Consulting Group**

phone: 203-881-1755

fax: 203-881-3135

e-mail: Cynthia@Hr-Consulting-Group.Com

Date Printed: 05/26/2015 10:25:22 AM

## #SEYM Seymour Housing Authority

Minutes  
Exhibit I

## Tax Report For Payroll (S247)

Check Date : 05/28/2015-1

Period Range : 05/11/2015 TO 05/24/2015

Week Number : Week #22

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,466.78	3,022.81	21	Semi-Weekly
EE OASDI	0.062000	060687649	24,968.24	1,548.03	21	Semi-Weekly
EE Medicare	0.014500	060687649	24,968.24	362.05	21	Semi-Weekly
ER OASDI	0.062000	060687649	24,968.24	1,548.03	21	Semi-Weekly
ER Medicare	0.014500	060687649	24,968.24	362.05	21	Semi-Weekly
COBRA Credit	-----	060687649	-----		21	Semi-Weekly
Total 941 Liabilities without COBRA				6,842.97		
Total 941 Liabilities with COBRA				6,842.97		
ER FUI	0.006000	060687649	0.00		21	Quarterly
Total Federal Taxes				6,842.97		
State Withholding						
CT State Withholding		6613871-000	24,466.78	883.85	21	Weekly CT
Total State Withholding				883.85		
Employer SUI Withholding						
CT-SUI	0.040000	91-376-04	11,106.29	444.27	21	Quarterly
Total Employer SUI				444.27		
Total Employee Taxes				5,816.74		
Total Employer Taxes without COBRA				2,354.35		
Total Tax Liability without COBRA				8,171.09		
Total Tax Liability with COBRA				8,171.09		
Regular checks				1,858.52		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				16,546.69		
Total Net Payroll				18,405.21		
Agency Checks				161.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				729.16		
Total Workers Comp				0.00		
Total Payroll Liability				27,467.12		
Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group				
Tax Deposit Checks Void		Tax deposit to be made by Human Resource Consulting Group				
Total Check/Direct Deposits				19,296.03		
Total Direct Deposits				16,546.69		
Total Amount Debited from your Account before Credit applied				27,467.12		
Total Amount Debited from your Account after Credit applied				27,467.12		

Human Resource Consulting Group

Date Printed: 05/26/2015 10:25:40 AM

phone: 203-881-1755

fax: 203-881-3135

e-mail: Cynthia@Hr-Consulting-Group.Com

Page 1

#SEYM Seymour Housing Authority

Minutes  
Exhibit I

Cover Letter (S193)	
Check Date :	05/14/2015-1
Period Range :	04/27/2015 TO 05/10/2015
Week Number :	Week #20

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

**Payroll Totals:**

	# Checks	
Total Regular Checks	3	1022.16
Total Direct Deposits	26	19607.70
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
<b>Total Net Payroll</b>	<b>22 Items</b>	<b>20629.86</b>

Total Billing Impound		148.98
Total Agency Checks	4	231.66
Total Agency Checks DD	2	100.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks** **21110.50**

**Total of Checks Printed** **28 Items**

Total Tax Liability	9100.11
Total Workers Comp Liability	0.00

**Total Payroll Liability** **30210.61**

Total Direct Deposits 19707.70

**Total Debited From Account** **30210.61**

**NEXT PERIOD DATES**

Check Date: 05/28/2015 Week 22  
Period Begin: 05/11/2015  
Period End: 05/24/2015  
Call In Date: 05/22/2015 Week 21

Payroll rep: Sorrentino George

Human Resource Consulting Group

phone: 203-881-1755

fax: 203-881-3135

e-mail: Cynthia@Hr-Consulting-Group.Com

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## #SEYM Seymour Housing Authority

Minutes  
Exhibit I

## Tax Report For Payroll (S247)

Check Date :	05/14/2015-1
Period Range :	04/27/2015 TO 05/10/2015
Week Number :	Week #20

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	27,539.11	3,287.03	22	Semi-Weekly
EE OASDI	0.062000	060687649	28,114.33	1,743.10	22	Semi-Weekly
EE Medicare	0.014500	060687649	28,114.33	407.68	22	Semi-Weekly
ER OASDI	0.062000	060687649	28,114.33	1,743.10	22	Semi-Weekly
ER Medicare	0.014500	060687649	28,114.33	407.68	22	Semi-Weekly
COBRA Credit	-----	060687649	-----		22	Semi-Weekly
Total 941 Liabilities without COBRA				7,588.59		
Total 941 Liabilities with COBRA				7,588.59		
ER FUI	0.006000	060687649	0.00		22	Quarterly
Total Federal Taxes				7,588.59		
State Withholding						
CT State Withholding		6613871-000	27,539.11	1,046.89	22	Weekly CT
Total State Withholding				1,046.89		
Employer SUI Withholding						
CT-SUI	0.040000	91-378-04	11,615.02	464.63	22	Quarterly
Total Employer SUI				464.63		
Total Employee Taxes				6,484.70		
Total Employer Taxes without COBRA				2,615.41		
Total Tax Liability without COBRA				9,100.11		
Total Tax Liability with COBRA				9,100.11		
Regular checks				1,022.16		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,707.70		
Total Net Payroll				20,729.86		
Agency Checks				231.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				148.98		
Total Workers Comp				0.00		
Total Payroll Liability				30,210.61		
Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group				
Tax Deposit Checks Void		Tax deposit to be made by Human Resource Consulting Group				
Total Check/Direct Deposits				21,110.50		
Total Direct Deposits				19,707.70		
Total Amount Debited from your Account before Credit applied				30,210.61		
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Page 1

**#SEYM Seymour Housing Authority***Minutes  
Exhibit I*

Cover Letter (S193)	
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Period Range :	05/11/2015 TO 05/24/2015
Week Number :	Week #22

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

**Payroll Totals:**

	# Checks	
Total Regular Checks	5	1858.52
Total Direct Deposits	24	16446.69
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
<b>Total Net Payroll</b>	<b>21 Items</b>	<b>18305.21</b>

Total Billing Impound		729.16
Total Agency Checks	3	161.66
Total Agency Checks DD	2	100.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks** **19296.03**

**Total of Checks Printed** **26 Items**

Total Tax Liability 8171.09

Total Workers Comp Liability 0.00

**Total Payroll Liability** **27467.12**

Total Direct Deposits 16546.69

**Total Debited From Account** **27467.12**

**NEXT PERIOD DATES**

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 Period Begin: 05/25/2015  
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 Call In Date: 06/08/2015 Week 23

Payroll rep: Sorrentino George

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## #SEYM Seymour Housing Authority

Minutes  
Exhibit I

## Tax Report For Payroll (S247)

Check Date : 05/28/2015-1

Period Range : 05/11/2015 TO 05/24/2015

Week Number : Week #22

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal		060687649	24,466.78	3,022.81	21	Semi-Weekly
EE OASDI	0.062000	060687649	24,968.24	1,548.03	21	Semi-Weekly
EE Medicare	0.014500	060687649	24,968.24	362.05	21	Semi-Weekly
ER OASDI	0.062000	060687649	24,968.24	1,548.03	21	Semi-Weekly
ER Medicare	0.014500	060687649	24,968.24	362.05	21	Semi-Weekly
COBRA Credit		060687649			21	Semi-Weekly
Total 941 Liabilities without COBRA				6,842.97		
Total 941 Liabilities with COBRA				6,842.97		
ER FUI	0.006000	060687649	0.00		21	Quarterly
Total Federal Taxes				6,842.97		
State Withholding						
CT State Withholding		6613871-000	24,466.78	883.85	21	Weekly CT
Total State Withholding				883.85		
Employer SUI Withholding						
CT-SUI	0.040000	91-378-04	11,106.29	444.27	21	Quarterly
Total Employer SUI				444.27		
Total Employee Taxes				5,816.74		
Total Employer Taxes without COBRA				2,354.35		
Total Tax Liability without COBRA				8,171.09		
Total Tax Liability with COBRA				8,171.09		
Regular checks				1,858.52		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				16,546.69		
Total Net Payroll				18,405.21		
Agency Checks				161.86		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				729.16		
Total Workers Comp				0.00		
Total Payroll Liability				27,467.12		
Tax Deposit Checks Tax deposit to be made by Human Resource Consulting Group						
Tax Deposit Checks Void Tax deposit to be made by Human Resource Consulting Group						
Total Check/Direct Deposits				19,296.03		
Total Direct Deposits				16,546.69		
Total Amount Debited from your Account before Credit applied				27,467.12		
Total Amount Debited from your Account after Credit applied				27,467.12		

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fax: 203-881-3135

e-mail: Cynthia@Hr-Consulting-Group.Com

Date Printed: 05/26/2015 10:25:40 AM



To All the staff at  
Smithfield Gardens.

I just wanted to thank you  
for taking such good care  
of my mom. After a rough  
start there she adjusted  
to Smithfield. It became  
her home. People going the  
extra mile to make her comf-  
ortable. People coming to visit  
her in the hospital. Or sitting  
with her in the middle of  
the night because she was  
frightened.

Denise, there is not  
enough words to tell you how  
awesome you are. My mom  
loved you. Thank you for always  
being there for her and me.

Your kindness  
really made a difference...  
Your thoughtfulness  
really touched my heart...

The gratitude I feel  
really can't be  
put into words.

Smithfield Gardens made  
her last few years  
comfortable and as  
happy as she could be.

Dawn

June 2015

Minutes  
Exhibit II

---

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

---

## **Executive Director's Report**

Minutes  
Exhibit II

## Occupancy

### Rev. Callahan House

### 2015 Year-to-Date Vacancies 7

Callahan House experienced four move outs and four move ins during May 2015. Callahan House has experienced 20 vacancy days since January 1, 2015 and has averaged 2.85 turn around days per vacancy since January 1 2015. 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; 20 days/ 29200 days available = 0.068% percentage through May 31, 2015.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. For the 2114 subsidy calculation year, we have experienced 48 days and have 300 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013). For the 2015 subsidy calculation we used 53 days we have 295 days to use for the balance of the subsidy year.

CALLAHAN HOUSE	VACANCY/TURNOVER DAYS	2015
FEDERAL ELDERLY	Vacancy Turnover Days 2015	

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
3T	Zoroawski	1/15/2015	Madore	1/15/2015	1
4F	Bengivengo	3/1/2015	Bernabucci	3/4/2015	4
2F	Boissevain	3/1/2015	Maloney	3/5/2015	5
4L	Connors	5/2/2015	Hanks	5/3/2015	1
2D	Sapouchkey	5/1/2015	Pettinelli	5/5/2015	4
3R	Hanks	5/3/2015	Reyes	5/5/2015	2
4F	Bernabucci	5/15/2015	Scott	5/18/2015	3

Average number of vacancy days per vacancy

2.85

Minutes  
Exhibit II

**Norman Ray House**

**2015 Year-to-Date Vacancies**

**1**

Norman Ray House experienced one move out for May 2015. Norman Ray House has experienced 29 vacancy days since January 1, 2015 and has averaged 14.5 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 40 units X 365 days = 14600 days available; 14.5 days/ 14600 days available = 0.1027% percentage through May 31, 2015.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 = 480 unit months available (UMA). 480 X 3% = 14 UMA or 168 days. For the 2114 subsidy calculation year, we have experienced 68 days and have 100 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013). For the 2015 subsidy calculation year we have experienced 99 days and have 69 days remaining to use.

**NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2015**  
**FEDERAL ELDERLY**

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
10	Higlerk	2/1/2015	Balinsky	2/16/2015	15
15	Lotto	5/18/2015	Vacant		14

Average number of vacancy days per vacancy:

14.5

Minute,  
Exhibit II

**State Moderate Rental**

**2015 Year-to-Date Vacancies 4**

Moderate Rental experienced two evictions and one move-in during May 2015. Moderate Rental has experienced 79 vacancy days since January 1, 2015 and averaged 19.75 days per vacancy through May 31, 2015. 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; 79 days/ 29565 days available = 0.2672% percentages through May 31, 2015.

**STATE MODERATE RENTAL VACANCY/TURNOVER DAYS 2015**  
**FAMILY HOUSING**

UNIT	Base PRIOR Rent RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
26C	450 Roman, T	12/31/2015	Reza	2/12/2015	43
34S	440 Ferdina	1/31/2015	Thomas	2/17/2015	18
15C	500 Roman, M	5/2/2015	Oquendo	5/19/2015	17
4C	440 Cowin	5/31/2015	Vacant		1

Average number of vacancy days per vacancy: 19.75

We have experienced \$1,207 vacancy loss since January 1, 2015. We have budgeted \$2,083 for vacancy loss through May 31, 2015.

Minors  
Exhibit II

**Smithfield Gardens**

**2015 Year-to-Date Vacancies 8**

Smithfield Gardens Assisted Living experienced two move outs and one move-in and one unit remain vacant during May 2015. Smithfield Gardens has experienced 184 vacancy days since January 1, 2015 and averaged 23 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; 184 days/ 20,440 days available = 0.9001% percentage through May 31, 2015.

SMITHFIELD GARDENS				VACANCY/TURN OVER DAYS		2014
ASSISTED LIVING						
UNIT	CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
202	60%	960 Kissler	12/30/2014	Wallonis	2/7/2015	38
113	60%	960 Waniga	1/29/2015	Cookson	2/28/2015	29
215	60%	960 Nimmmons	3/9/2015	Oleh	3/15/2015	6
226	50%	800 Bailie	3/31/2015	Zaleski	4/11/2015	11
107	50%	800 Berchem	3/31/2015	Clark	5/30/2015	61
116	50%	800 Dimon	4/30/2015	Vacant		32
114	50%	800 Dorfman	5/27/2014	Vacant		4
125	50%	800 Meyer	5/28/2015	Vacant		3

Average number of vacancy days per vacancy: 23

The vacancy loss is approximately \$5,296 since January 1, 2015. We have budgeted \$13,030 for vacancy loss through May 31, 2015.

Minutes  
Exhibit III

Building Power-washing at				Thursday 5/28/2015
Smith Acres Smith Acres Ext and				3:02 P.M.
Hofmann Heights and Castle Heights				
			In Attendance:	David J. Keyser
				Theresa Schremmer
			Bid Tabulation	
Firm		Proposal	Addendum #1	Non-colussive Affidavit
Orient Construction, LLC		\$ 47,000.00	Yes	Yes
Hewitt Construction Services, LLC		\$ 24,800.00	Yes	Yes
Marshall Painting		\$ 22,325.00	Yes	Yes

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](mailto:dwsjrpe@sbcglobal.net)

*Minutes  
Exhibit IV*

**CIVIL ENGINEERING  
SEPTIC DESIGN**

**CONSTRUCTION INSPECTION  
SITE DEVELOPMENT**

Board of Commissioners  
Seymour Housing Authority  
28 Smith Street  
Seymour, CT 06401

May 8, 2015

RE: Bid Opening Results  
Radon Mitigation Project  
Smith Acres MR-19, Smith Acres Extension MR-66 and  
Hofmann Heights MR-008,

Dear Commissioners,

After selecting and meeting with three (3) different contractors to review the project, the Authority only received one (1) bid for the above referenced project by the close of the bidding period on May 7, 2015. The Bid Summary is attached for your review.

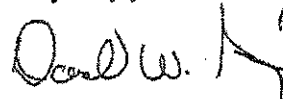
After review of the submission of the low bidder, we find their bid is complete and at a reasonable price.

Accordingly, we recommend the Board award the above referenced Contract to the low bidder, Connecticut Basement Systems Radon Inc. in the amount of \$50,305 (fifty thousand three hundred five dollars), pending a positive check of references, and subject to available funding.

We trust this information allows the Board to make an informed decision on 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



Minutes  
Exhibit IV

Date: May 6, 2015 Time: 3:00 pm  
In Attendance: D. Keyser, D. Smith, N. Birch.

Seymour Housing Authority  
Smith Acres MR-19, Smith Acres Extension MR-66 & Hofmann Heights MR-008  
RADON MITIGATION PROJECT

Officer Firm Name	Proposed Prices (\$)
CT BSMI 544 RAYON 720 WOODLAND RD STURGEON, CT 06465	Non-Collusive Affidavit
2.185	#1 Chamberlain Road
2.185	#2 Chamberlain Road
1.185	#3 Chamberlain Road
1.185	#4 Chamberlain Road
2.185	#5/7 Chamberlain Road
2.185	#6 Chamberlain Road
2.185	#8/10 Chamberlain Road
1.185	#9/11 Chamberlain Road
2.285	#12/14 Chamberlain Road
1.185	#16 Chamberlain Road
1.185	#13 Chamberlain Road
1.185	#15 Chamberlain Road
1.185	#17 Chamberlain Road
1.185	#18 Chamberlain Road
1.185	#18-1/2 Chamberlain Road
1.185	#19 Chamberlain Road
2.185	#20 Chamberlain Road
2.185	#21 Chamberlain Road
2.185	#22 Chamberlain Road
1.185	#23 Chamberlain Road
1.185	#24/26 Chamberlain Road
1.285	#25/27 Chamberlain Road
1.185	#28/30 Chamberlain Road
1.185	#32/34 Chamberlain Road
2.185	#33/35 Chamberlain Road
2.185	#36/38 Chamberlain Road
1.185	#37/39 Chamberlain Road
1.185	#40/42 Chamberlain Road
1.185	#1/3 Brothers Court
1.185	#2/4 Brothers Court
1.185	#5/7 Brothers Court
1.185	#6/8 Brothers Court
1.185	#9/11 Brothers Court
50,305	Total
\$80/Ft	Addendum Underslab Collection Trenches
\$1,000/ft	Addendum Sump Pumps
\$25	VALVE IN FLOOR DRAIN

Minister  
Exhibit III

PROPOSAL FORM

Offeror: CONNECTICUT BASEMENT SYSTEMS RADON, INC.

Address: 720 WOODEND RD

City/Town: STRATFORD State: CT Zip Code: 06615

Phone #: 800-319-8867 Fax #: 203-386-9907

Email: matt@ctbsradon.com

1. The undersigned, having familiarized himself/herself with the conditions presented and carefully examined all Proposal Documents that affect the cost of the work for:

RADON MITIGATION PROJECT AT SMITH ACRES MR-19, SMITH ACRES  
EXTENSION MR-66 HOFMANN HEIGHTS MR-008

as prepared for SEYMOUR HOUSING AUTHORITY  
(Project(s) Name)

The undersigned hereby proposes to furnish all labor, materials, tools and equipment required for the above described work for **ALL WORK AREAS**, all in accordance with the Proposal Documents, for the following prices:

#1 Chamberlain Road

TWENTY ONE HUNDRED AND EIGHTY FIVE Dollars (\$) 2185.00

#2 Chamberlain Road

TWENTY ONE HUNDRED AND EIGHTY FIVE Dollars (\$) 2185.00

#3 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$) 1185.00

#4 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$) 1185.00

#5/7 Chamberlain Road

TWENTY ONE HUNDRED AND EIGHTY FIVE Dollars (\$) 2185.00

#6 Chamberlain Road

TWENTY ONE HUNDRED AND EIGHTY FIVE Dollars (\$) 2185.00

#8/10 Chamberlain Road

TWENTY ONE HUNDRED AND EIGHTY FIVE Dollars (\$) 2185.00

Minute  
Exhibit IV

#9/11 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$ 1185.00 )

#12/14 Chamberlain Road

TWENTY TWO HUNDRED AND EIGHTY FIVE Dollars (\$ 2285.00 )

#16 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$ 1185.00 )

#13 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$ 1185.00 )

#15 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$ 1185.00 )

#17 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$ 1185.00 )

#18 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$ 1185.00 )

#18-1/2 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$ 1185.00 )

#19 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$ 1185.00 )

#20 Chamberlain Road

TWENTY ONE HUNDRED AND EIGHTY FIVE Dollars (\$ 2185.00 )

#21 Chamberlain Road

TWENTY ONE HUNDRED AND EIGHTY FIVE Dollars (\$ 2185.00 )

#22 Chamberlain Road

TWENTY ONE HUNDRED AND EIGHTY FIVE Dollars (\$ 2185.00 )

#23 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$ 1185.00 )

*Minutes*  
*Exhibit IV*

#24/26 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$) 1185.00 )

#25/27 Chamberlain Road

TWELVE HUNDRED AND EIGHTY FIVE Dollars (\$) 1285.00 )

#28/30 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$) 1185.00 )

#32/34 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$) 1185.00 )

#33/35 Chamberlain Road

TWENTY ONE HUNDRED AND EIGHTY FIVE Dollars (\$) 2185.00 )

#36/38 Chamberlain Road

TWENTY ONE HUNDRED AND EIGHTY FIVE Dollars (\$) 2185.00 )

#37/39 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$) 1185.00 )

#40/42 Chamberlain Road

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$) 1185.00 )

#1/3 Brothers Court

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$) 1185.00 )

#2/4 Brothers Court

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$) 1185.00 )

#5/7 Brothers Court

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$) 1185.00 )

#6/8 Brothers Court

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$) 1185.00 )

#9/11 Brothers Court

ELEVEN HUNDRED AND EIGHTY FIVE Dollars (\$) 1185.00 )

Miauter  
Exhibit IV

2. The undersigned agrees that, if he/she is selected, he/she will, within three (3) business days, Saturday, Sunday and legal holidays excluded, after presentation by the Owner, execute a written agreement in accordance with the terms of these Proposal Documents.
3. The undersigned agrees to commence the work on a date to be specified in the contract and agreed upon by these parties and to complete such work within 200 consecutive calendar days.
4. The undersigned agrees to furnish either:
  - A. A Performance Bond and Labor and Material Bond (each for 100%) in the form required in the Proposal Documents. Said Surety Company shall be licensed to do business in the State of Connecticut and have a B+ or better rating. Or,
  - B. A Performance Bond and Payment Bond (AIA Form A312 - 1984) for 100% of the contract amount. Or,
  - C. A Completion Assurance Agreement with a Letter of Credit..
5. The undersigned further proposes and agrees that should the amount of work required be increased or decreased by a request of the Owner, the following Supplemental Unit Prices will be the basic prices for computing extra cost or credit. Each Unit Price shall include all equipment, tools, labor, permits, fees, related bonding costs, etc., if required, incidental to the completion of the work involved and the disposal of surplus or unsuitable material in accordance with the Plans and Specifications or as directed by the Owner or Consultant.

The Owner reserves the right to accept, reject or negotiate Supplemental Unit Prices. Supplemental Unit Prices for add alternates shall include undersigned's overhead and profit and deduct alternates shall be the add price less ten (10%) percent.

<u>DESCRIPTION</u>	<u>ADD</u>	<u>DEDUCT</u>
VALVE IN FLOOR DRAIN	\$25.00 each	
UNDERSLAB COLLECTION TRENCH	\$50.00 PER FT	
COMPLETE SUMP PUMP INSTALLED	\$1000.00 each	
(NOT TO INCLUDE THOSE IN ADDENDUM #1)		

6. Attached hereto is a Non-Collusive Affidavit as proof that the undersigned has not entered into any collusion with any person in respect to this proposal, or any other proposal, or the submitting of proposals for the above Project.
7. The undersigned hereby acknowledges receipt of the following Addendum (a) to Proposal Documents and that all associated costs thereto are included in the Total Proposal Price.

Addendum #: 3 Dated: 4/30/2015

Minutes  
Exhibit IV

8. In submitting this Proposal, it is understood that the owner reserves the right to reject any and all Proposals. Further, it is agreed that this Proposal shall be open to acceptance for a period of up to ninety (90) days from the Proposal due date or until the next work day immediately following said period if such period ends on a weekend or a State holiday.

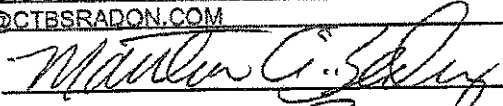
Date: 5/6/2015

Firm Name: CONNECTICUT BASEMENT SYSTEMS RADON, INC.

Address: 720 WOODEND RD STRATFORD CT 06615

Phone #: 1-800-319-8867

Email: MATT@CTBSRADON.COM

Authorized Signatory: 

Print Name: MATTHEW A. BONALDI

Title: V. PRESIDENT

Minder  
Exhibit IV

NON-COLLUSIVE AFFIDAVIT

STATE OF )  
 ) SS.  
COUNTY OF )

DAVID OSTERBERG, being first duly sworn, deposes and says:

1. That he/she is MATTHEW A BEDNARZ, and;  
(Owner, Partner, Officer)  
representing CONNECTICUT BASEMENT SYSTEMS RADON, INC.  
(Name of Firm)

2. Such Proposal is genuine and not a collusive or sham proposal, and;

3. Neither said Offeror nor any of its officers, partners, agents, representatives or parties-in-interest has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any Offeror, firm or person, to submit a collusive or sham Proposal or to refrain from offering in connection with said contract and has not in any manner, directly or indirectly, sought by agreement of collusion, or communications or conference, with any other Offeror, firm or person to fix the Proposal price or process of the attached Proposal or any other Proposal, or to fix any overhead, profit or cost element of said Proposal price, or of that of any other Offeror or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Owner SEYMOUR HOUSING AUTHORITY or any person interested in the proposed contract; and that all statements contained in such proposal are true.

Matthew A. Bednarz  
(Individual, Partner, LLC or Corporate Signature)

AFFIX CORPORATE SEAL

VICE PRESIDENT  
Title

Subscribed and sworn to before me this 6TH day of MAY, 2015, 2009.

[Signature]  
Notary Public

My commission expires: 12-31-16

NOTARY SEAL