

MINUTES

Seymour Housing Authority

COPY RECEIVED
DATE: 11/2/15
TIME: 10:00 AM
TOWN CLERK'S OFFICE

➤ 953rd Meeting

The 953rd Meeting, a Regular Meeting of the Seymour Housing Authority, was held on October 7, 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 5:32 P.M. by Vice-Chairperson Horelick.

➤ Roll Call

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

➤ Public Comment Session

None

➤ Previous Meeting Minutes

Vice-Chairperson Horelick introduced the previous meeting minutes of the 953rd Regular Meeting held on September 2, 2015.

Commissioner Bellucci motioned to accept the minutes of the 952nd Regular Meeting. Commissioner Golebieski seconded the motion. Vice-Chairperson Horelick acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Golebieski and Horelick. Vice-Chairperson Horelick declared the motion carried.

➤ Bills & Communications

Vice-Chairperson Horelick 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. Vice-Chairperson Horelick 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 and Horelick. Vice-Chairperson Horelick declared the motion carried and the bills approved for payment as presented.

The Executive Director discussed and explained the more pertinent communications. He described in particular a correspondence He discussed a recent letter to Hewitt

MINUTES

Construction relative to a demand for insurance and release of lien documentation from the Sub-Contractor they used for the power washing job on the Moderate Rental dwelling units. He stated we will hold the retainage and the Letter of Credit until we receive the documentation.

He also commented on a letter received that CHFA approved the meal program increase for January 2016 for the Smithfield Gardens Assisted Living meal plan.

At 5:36 P.M. Chairperson White joined the meeting already in progress.

➤ **Executive Director's Report**

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

➤ **Old Business**

None

➤ **New Business**

Chairperson White introduced Contractor Selection – Parking lot repairs/improvements Callahan House.

The Executive Director discussed the bid tabulation sheet and recommendation from design consultant, Donald W. Smith, Jr. (See Exhibit III). He explained that this repair to the parking lot is to repair the asphalt from further damage and to prepare for a future HUD REAC Inspection. He stated that a good size area at the entry to the parking lot at the Rev. Callahan House was in need of repair and that some additional drainage was warranted. He also stated that we included the patio for the new smoking designated area in the plans. He stated the apparent low bidder is RS Site & Sports, LLC in the amount of \$35,850.00.

After some further brief discussion, Commissioner Dota motioned to accept the bid and the Design Engineer's recommendation for the bid in the amount of \$35,850 from RS Site & Sports and to authorize the Executive Director to enter into contract with RS Site & Sports. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

Chairperson White introduced 2016 Rev. Callahan House budget Resolution # 399 (See Exhibit IV)

MINUTES

Commissioner Golebieski motioned to adopt Resolution # 399 concerning Board Certification and 2016 Rev. Callahan House budget. Commissioner Horelick Seconded the motion.

Discussion followed and the Executive Director discussed and described 2016 Rev. Callahan House budget for the year to begin 1/1/2016 the pertinent line items and the net result of operations. (See Exhibit V).

After further brief discussion, Chairman White asked for a Roll Call Vote which was recorded as follows:

Commissioner	Aye	Vote	
		Nay	Abstain
Bellucci			X
Dota			X
Golebieski	X		
Horelick	X		
White	X		

Chairperson White declared Resolution # 399 concerning Board Certification and 2016 Rev. Callahan House budget duly adopted.

Chairperson White introduced 2016 Norman Ray House budget Resolution # 400 (See Exhibit VI)

Commissioner Bellucci motioned to adopt Resolution # 400 concerning Board Certification and 2016 Norman Ray House budget. Commissioner Horelick Seconded the motion.

Discussion followed and the Executive Director discussed and described 2016 Rev. Norman Ray House budget for the year to begin 1/1/2016 the pertinent line items and the net result of operations. (See Exhibit VII).

After further brief discussion, Chairman White asked for a Roll Call Vote which was recorded as follows:

Commissioner	Aye	Vote	
		Nay	Abstain
Bellucci	X		
Dota	X		
Golebieski	X		
Horelick	X		
White	X		

Chairperson White declared Resolution # 400 concerning Board Certification and 2016 Rev. Callahan House budget duly adopted.

MINUTES

Chairperson White introduced the 2016 Moderate Rental Budget. (See Exhibit VIII.)

Commissioner Horelick motioned to adopt and approve the 2016 Moderate Rental Budget as presented. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski and Horelick. Chairperson White abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

Chairperson White introduced the 2016 Smithfield Gardens Assisted Living Budget. (See Exhibit IX.)

Commissioner Golebieski motioned to adopt and approve the 2016 Smithfield Gardens Budget as presented. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski and Horelick and White. Chairperson White declared the motion carried.

➤ **Executive Session**

At 5:59 P.M. Commissioner Dota motioned to enter into Executive Session to discuss ongoing Legal Cases and to invite the Board of Commissioners, the Executive Director and Attorney Stamos. Commissioner Bellucci 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 and Horelick and White. Chairperson White declared the motion carried.

At 6:05 P.M. Commissioner Horelick motioned to leave Executive Session and resume the regular order of the Agenda. 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 and Horelick and White. Chairperson White declared the motion carried.

➤ **Any Other Business**

None

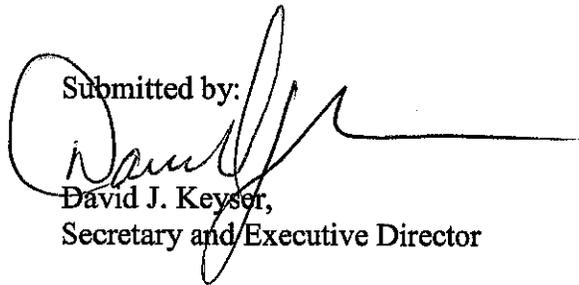
➤ **Adjournment**

At 6:07 P.M. Chairperson White asked for a motion to adjourn the 953rd meeting of the Seymour Housing Authority. Commissioner Dota motioned to adjourn the meeting. Commissioner Bellucci 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.

MINUTES

Chairperson White declared the motion carried and the 953rd Meeting, a Regular Meeting, duly adjourned.

Submitted by:

A handwritten signature in black ink, appearing to read 'David J. Keyser', is written over the printed name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David J. Keyser,
Secretary and Executive Director

Minutes
Exhibit I
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: September 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>
18	09/03/2015	No	DD	SHA PAYROLL	Payroll #18	No	\$28,324.80
19	09/17/2015	No	DD	SHA PAYROLL	Payroll #19	No	\$29,013.41
163	09/28/2015	No	CHK	VSP	VSP online Payment	No	\$65.21
7785	09/14/2015	No	CHK	Webe 108 & WICC 600	Boomers & Beyond 2015	No	\$1,575.00
7786	09/17/2015	No	CHK	Aegis Energy Services, Inc.	Payment 2 (3)	No	\$1,716.00
7787	09/17/2015	No	CHK	Aflac Attn: Remittance Processing	Acct #: DHF89	No	\$465.70
7788	09/17/2015	No	CHK	Aquarion Water Company	Acct #: 200255423	No	\$77.81
7789	09/17/2015	No	CHK	Aquarion Water Company	Acct#: 20086423	No	\$3,329.18
7790	09/17/2015	No	CHK	Aquarion Water Company	Acct #: 200086434	No	\$1,681.14
7791	09/17/2015	No	CHK	Bender Plumbing Supplies Inc.	Moen replacement cartridges	No	\$1,618.20
7792	09/17/2015	No	CHK	Comcast	Acct #: 8773 40 216 0041287	No	\$470.43
7793	09/17/2015	No	CHK	Comcast	Acct #: 8773 40 216 0027070	No	\$1,455.92
7794	09/17/2015	No	CHK	Connecticut Housing Finance Aut	Project #: 96089D	No	\$462.02
7795	09/17/2015	No	CHK	David J. Keyser	Expense reimbursement per empl a	No	\$228.00
7796	09/17/2015	No	CHK	Direct Energy Services, LLC	Acct #: 02395043-742-8	No	\$2,298.72
7797	09/17/2015	No	CHK	Donald W. Smith, Jr. P.E	CAL Driveway Repairs	No	\$3,000.00
7798	09/17/2015	No	CHK	Eversource	Acct #: 51471483099	No	\$394.05
7799	09/17/2015	No	CHK	Eversource	Acct #: 57750480048	No	\$1,358.00
7800	09/17/2015	No	CHK	Eversource	Acct #: 51118894017	No	\$45.89
7801	09/17/2015	No	CHK	Eversource	Acct #: 51364104042	No	\$2,201.03
7802	09/17/2015	No	CHK	Eversource	Acct #: 51779583004	No	\$4,440.53
7803	09/17/2015	No	CHK	Experian	ACCT #: TCTA-6906070	No	\$268.81
7804	09/17/2015	No	CHK	FEMA	Pol #: 2009901071	No	\$1,348.00
7805	09/17/2015	No	CHK	Friends Of Fur LLC	Apt. 4W	No	\$75.00
7806	09/17/2015	No	CHK	Frontier	Acct #: 203-881-0115-021194-5	No	\$71.59
7807	09/17/2015	No	CHK	Frontier	Acct #: 203-881-2464-110206-5	No	\$290.22
7808	09/17/2015	No	CHK	Frontier	Acct#: 203-888-4579-123179-5	No	\$233.84
7809	09/17/2015	No	CHK	G&K Services	Uniforms	No	\$94.70
7810	09/17/2015	No	CHK	Ge Appliance	13 Chamberlin - Range	No	\$398.00
7811	09/17/2015	No	CHK	Gregory Stamos	Legal Fees	No	\$4,290.55
7812	09/17/2015	No	CHK	HD Supply	Acct #: 847790	No	\$339.80
7813	09/17/2015	No	CHK	Home Depot Credit Services	Acct #: 6035 3225 0054 4212	No	\$49.33
7814	09/17/2015	No	CHK	Hungerfords Pump Service	Commercial check up	No	\$225.00
7815	09/17/2015	No	CHK	Jeff's Appliance And Vacuums	#29 & 28 - check operation of stove	No	\$89.95
7816	09/17/2015	No	CHK	Kone Inc	Contract #: N401139228SEYMOUR	No	\$1,031.13
7817	09/17/2015	No	CHK	Oxford Lumber & Building Materia	Cust #: 8002121-OX	No	\$21.85
7818	09/17/2015	No	CHK	Precision Glass & Mirror	9 Brothers Crt & 8 Seymour Ave	No	\$91.00
7819	09/17/2015	No	CHK	Professional Carpet Systems	CAL Unit 4A	No	\$300.00
7820	09/17/2015	No	CHK	Radovich Builders, LLP	Emergency light #34 - replaced	No	\$454.50
7821	09/17/2015	No	CHK	Radovich Builders, LLP	3 Seymour Ave - scrap, prime & pai	No	\$2,562.50
7822	09/17/2015	No	CHK	Radovich Builders, LL	133 Walnut-Install base cabinet w/br	No	\$4,890.50
7823	09/17/2015	No	CHK	Reitman	Office help	No	\$1,082.82
7824	09/17/2015	No	CHK	Robert Lashin	Cal Unit Q4 - prep & paint	No	\$400.00
7825	09/17/2015	No	CHK	Shell Credit Card Center	Acct #: 065 093 700	No	\$166.33
7826	09/17/2015	No	CHK	Sherwin Williams	2 Seymour avenue - paint	No	\$116.67
7827	09/17/2015	No	CHK	Smithfield Gardens Assisted Livin	SHA Rental	No	\$4,354.16
7828	09/17/2015	No	CHK	Sprint	Acct #: 453584322	No	\$206.17

MINUTES EXHIBIT I

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: September 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>
7829	09/17/2015	No	CHK	Staples Credit Plan	ACCT#: 6035517810230994	No	\$1,321.52
7830	09/17/2015	No	CHK	Winter Bros Waste Systems	September	No	\$375.76
7831	09/17/2015	No	CHK	Winter Bros Waste Systems	September	No	\$395.50
7832	09/17/2015	No	CHK	Xerox Financial	Copier lease payment	No	\$418.50
7833	09/18/2015	No	CHK	Connecticut Housing Finance Aut	Project #97058D	No	\$4,968.67
7834	09/29/2015	No	CHK	Aetna	Acct #: 83851327	No	\$3,429.90
7835	09/29/2015	No	CHK	AIG	Acct #: 1024715395	No	\$20.00
7836	09/29/2015	No	CHK	American Express	Acc#	No	\$5,608.17
7837	09/29/2015	No	CHK	Anthem Dental	Acct #: ACT6850861	No	\$1,052.77
7838	09/29/2015	No	CHK	Apicella, Testa & Company, P.C.	SHA & Oxford Accounting	No	\$3,648.50
7839	09/29/2015	No	CHK	Bender Plumbing Supplies Inc.	Faucets	No	\$571.86
7840	09/29/2015	No	CHK	Callahan House Tenants Associat	Callahan Association	No	\$25.00
7841	09/29/2015	No	CHK	Caregiver.com, Inc	Caregiver.com, Inc Tella Cheever &	No	\$90.00
7842	09/29/2015	No	CHK	Comcast	Acct #: 8773 40 216 0178014	No	\$103.72
7843	09/29/2015	No	CHK	Comcast	Acct#: 8773 40 216 0069528	No	\$102.90
7844	09/29/2015	No	CHK	Comcast	Acct #: 8773 40 216 0174468	No	\$82.90
7845	09/29/2015	No	CHK	G&K Services	Uniforms	No	\$47.35
7846	09/29/2015	No	CHK	Lincoln National Life Insurance C	ACCT #: SEYMOURHOU-BL-10013	No	\$435.10
7847	09/29/2015	No	CHK	Penfield Communications Inc.	Advertisement 5 yr plan	No	\$360.00
7848	09/29/2015	No	CHK	Pitney Bowes Global Financial Se	Acct #: 9890675	No	\$163.95
7849	09/29/2015	No	CHK	Radovich Builders, LL	22-Repaired 3 screens	No	\$1,072.00
7850	09/29/2015	No	CHK	Radovich Builders, LLP	1A-Install casement windows BR &	No	\$5,743.00
7851	09/29/2015	No	CHK	Radovich Builders, LLP	34 Chamberlin-Remove caulk resec	No	\$1,490.96
7852	09/29/2015	No	CHK	Ray House Tenants Association	Ray House Association	No	\$25.00
7853	09/29/2015	No	CHK	Reitman	Office Temp	No	\$259.48
7854	09/29/2015	No	CHK	Seymour Janitorial Services	September CAL janitorial	No	\$1,700.00
7855	09/29/2015	No	CHK	St. Treasurer For Merfund	MERF 09-2015	No	\$6,390.47
7856	09/29/2015	No	CHK	Ted's Lawn Care LLC	Monthly landscaping	No	\$3,325.00

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: September 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: 615009087, 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>
3857	09/14/2015	No	CHK	Stevens, Dorothy	PH AP Payment Sep 15	No	\$1,157.24
3858	09/15/2015	No	CHK	Aegle Energy Services, Inc.	August 15 invoice	No	\$2,901.59
3859	09/15/2015	No	CHK	Allen's Plumbing Supply	SG Delta faucet parts	No	\$29.45
3860	09/15/2015	No	CHK	Aquarion Water Company Of CT	Acct #: 200204664	No	\$1,649.26
3861	09/15/2015	Yes	CHK	Comcast	8773 40 216 0069536	No	\$1,127.85
3861	09/18/2015	No	VD	Comcast	1 Different account entered wrong V	No	(\$1,127.85)
3862	09/15/2015	No	CHK	Elvis Remembered	One hour performance	No	\$200.00
3863	09/15/2015	No	CHK	Direct Energy Services, LLC	Acct #: 67282386-587-4	No	\$2,638.55
3864	09/15/2015	No	CHK	Eversource	Acct #: 57476540034	No	\$1,381.39
3865	09/15/2015	No	CHK	Eversource	Acct #: 51083234013	No	\$5,901.73
3866	09/15/2015	No	CHK	Fitz Vogt & Associates, LTD	August meals	No	\$25,639.33
3867	09/15/2015	No	CHK	Frontier	Acct #: 203-888-5093-092806-5	No	\$355.89
3868	09/15/2015	No	CHK	HD Supply	Traffic Cones	No	\$601.41
3869	09/15/2015	No	CHK	Oxford Lumber & Building Material	Alum foil ductwork	No	\$18.69
3870	09/15/2015	No	CHK	Phillip Crosson	Entertainment	No	\$135.00
3871	09/15/2015	No	CHK	Professional Carpet Systems	Clean 1st fl, DR, Office & 2nd fl	No	\$2,492.29
3872	09/15/2015	No	CHK	Radovich Builders, LLP	119-Replaced ballast in med cab llg	No	\$900.00
3873	09/15/2015	No	CHK	Robert Lashin	Paint exterior railings, steel posts, su	No	\$1,350.00
3874	09/15/2015	No	CHK	Seymour Housing Authority	SG Management Fee	No	\$4,965.00
3875	09/15/2015	No	CHK	State of Connecticut	Reg #: 124-0057/1 renewal	No	\$240.00
3876	09/15/2015	No	CHK	Theo Pro Compliance & Consultin	File approval 8/2015	No	\$60.00
3877	09/15/2015	No	CHK	Winter Bros Waste Systems	September	No	\$418.48
3878	09/18/2015	No	CHK	Comcast	8773 40 216 0069510	No	\$1,071.90
3879	09/18/2015	No	CHK	Comcast	8773 40 216 0069536	No	\$55.95
3880	09/18/2015	No	CHK	NDC Housing & Development	July - Sept	No	\$1,008.00
3881	09/28/2015	No	CHK	Jeff's Appliance And Vacuums	Washer & Dryer repair	No	\$355.05
3882	09/28/2015	No	CHK	Kone Inc	Acct #: N223536	No	\$1,134.18
3883	09/28/2015	No	CHK	Radovich Builders, LLP	104-Install/mount flat screen TV to w	No	\$945.00
3884	09/28/2015	No	CHK	Robert Lashin	Paint Dining Room Patio	No	\$400.00
3885	09/28/2015	No	CHK	Valley Electric Supply Company	Emergency Battery 3 of 7	No	\$664.70
3886	09/29/2015	No	CHK	Radovich Builders, LLP	Repair damaged pillar outside lobby	No	\$640.50
3887	09/29/2015	No	CHK	Seymour Housing Authority	SG Reimb	No	\$36,422.25

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 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>
1834	09/01/2015	No	VD	Treasurer, State of Connecticut	Wrong Amount	Yes	(\$13.50)
1836	09/11/2015	No	VD	Treasurer, State of Connecticut	Wrong amount given	No	(\$13.50)
1837	09/11/2015	No	VD	Treasurer, State of Connecticut	Wrong amount given	No	(\$13.50)
1841	09/01/2015	No	CHK	Treasurer, State of Connecticut	Check for Fingerprints	No	\$14.75
1842	09/08/2015	No	CHK	Seymour Housing Authority	Transfer CFP 50115	No	\$9,880.00
1843	09/16/2015	No	CHK	Treasurer, State of Connecticut	Fingerprints for Eugene Mayernick	No	\$14.75
1844	09/16/2015	No	CHK	Treasurer, State of Connecticut	Fingerprints for Eugene Mayernick	No	\$14.75
1845	09/21/2015	No	CHK	Seymour Housing Authority	CFP 50114	No	\$11,156.15
1846	09/25/2015	No	CHK	Seymour Housing Authority	Callahan Early Reimb	No	\$15,000.00
1847	09/29/2015	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$20,602.47
1848	09/29/2015	No	CHK	Seymour Housing Authority	RH Reimb	No	\$20,533.75

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 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>
1702	09/08/2015	No	CHK	Treasurer, State of Connecticut	Fingerprints for Ryan Parks	No	\$14.75
1703	09/25/2015	No	CHK	Seymour Housing Authority	MR Early Reimb	No	\$20,000.00
1704	09/29/2015	No	CHK	Seymour Housing Authority	MR Reimb	No	\$8,842.65

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1113.21

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>
1006	09/04/2015	No	CHK	CT Basement Systems Radon, In	Radon	No	\$34,912.50
1007	09/04/2015	Yes	CHK	Donald W. Smith, Jr. P.E	Radon Mitigation Project	No	\$2,300.00
1007	09/05/2015	No	VD	Donald W. Smith, Jr. P.E	Error on live Check	No	(\$2,300.00)
1008	09/04/2015	No	CHK	Langan	Radon Mitigation Project	No	\$1,200.00
1009	09/04/2015	No	CHK	Donald W. Smith, Jr. P.E	Radon Mitigation Project	No	\$2,300.00
1010	09/14/2015	No	CHK	Langan	Radon Mitigation System Design	No	\$1,125.00

Minutes Exhibit I

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Capital Fund

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 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: Wachovia Bank, Bank Account: Checking, GL Account: 1111.CFP

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>
209	09/08/2015	No	CHK	Seymour Housing Authority	Reimb. for Fridges	No	\$9,880.00
210	09/21/2015	No	CHK	Seymour Housing Authority	Reimb. 50114 Expense	No	\$11,158.15

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: September 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>
268	09/22/2015	No	CHK	Aquarion Water Company	Acc# 200340760	No	\$37.09
269	09/25/2015	No	CHK	Estrella, Anthony	Mow Lawn @ 34 Smith St	No	\$50.00

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	09/03/2015-1
Period Range :	08/17/2015 TO 08/30/2015
Week Number :	Week #36

Dear Human Resource Consulting Group Client,

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

- Your friends at HRCG

Payroll Totals:	# Checks	
Total Regular Checks	4	2230.67
Total Direct Deposits	26	17173.54
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	23 Items	19404.21
Total Billing Impound		148.98
Total Agency Checks	3	161.66
Total Agency Checks DD	3	175.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group
Sum of Checks		19889.85
Total of Checks Printed	29 Items	
Total Tax Liability		8434.95
Total Workers Comp Liability		0.00
Total Payroll Liability		28324.80
Total Direct Deposits		17348.54
Total Debited From Account		28324.80

NEXT PERIOD DATES

Check Date: 09/17/2015 Week 38
 Period Begin: 08/31/2015
 Period End: 09/13/2015
 Call In Date: 09/14/2015 Week 37

Payroll rep: Sorrentino George

minutes Exhibit I

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	09/03/2015-1
Period Range :	08/17/2015 TO 08/30/2015
Week Number :	Week #36

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	25,876.64	3,167.69	23	Semi-Weekly
EE OASDI	0.062000	060687649	26,402.23	1,636.93	23	Semi-Weekly
EE Medicare	0.014500	060687649	26,402.23	382.84	23	Semi-Weekly
ER OASDI	0.062000	060687649	26,402.23	1,636.93	23	Semi-Weekly
ER Medicare	0.014500	060687649	26,402.23	382.84	23	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	23	Semi-Weekly
Total 941 Liabilities without COBRA				7,207.23		
Total 941 Liabilities with COBRA				7,207.23		
ER FUI	0.008000	060687649	0.00	-----	23	Quarterly
Total Federal Taxes				7,207.23		
State Withholding						
CT State Withholding		6613871-000	25,876.64	940.14	23	Weekly CT
Total State Withholding				940.14		
Employer SUI Withholding						
CT-SUI	0.040000	91-378-04	7,189.13	287.58	23	Quarterly
Total Employer SUI				287.58		
Total Employee Taxes				6,127.60		
Total Employer Taxes without COBRA				2,307.35		
Total Tax Liability without COBRA				8,434.95		
Total Tax Liability with COBRA				8,434.95		
Regular checks				2,230.67		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,348.54		
Total Net Payroll				19,579.21		
Agency Checks				161.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				148.98		
Total Workers Comp				0.00		
Total Payroll Liability				28,324.80		
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				19,889.85		
Total Direct Deposits				17,348.54		
Total Amount Debited from your Account before Credit applied				28,324.80		
Total Amount Debited from your Account after Credit applied				28,324.80		

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	09/17/2015-1
Period Range :	08/31/2015 TO 09/13/2015
Week Number :	Week #38

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	1981.01
Total Direct Deposits	26	17450.52
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
Total Net Payroll	22 Items	19431.53
Total Billing Impound		718.83
Total Agency Checks	3	161.66
Total Agency Checks DD	3	175.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group
Sum of Checks		20487.02
Total of Checks Printed	28 Items	
Total Tax Liability		8526.39
Total Workers Comp Liability		0.00
Total Payroll Liability		29013.41
Total Direct Deposits		17625.52
Total Debited From Account		29013.41

NEXT PERIOD DATES

Check Date: 10/01/2015 Week 40
 Period Begin: 09/14/2015
 Period End: 09/27/2015
 Call In Date: 09/28/2015 Week 39

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	09/17/2015-1
Period Range :	08/31/2015 TO 09/13/2015
Week Number :	Week #38

Tax Type	Rate	Tax ID	Wages	Amount	#EE's	Frequency
Federal Taxes						
Federal	-----	060687649	25,989.77	3,230.08	22	Semi-Weekly
EE OASDI	0.062000	060687649	26,519.12	1,644.18	22	Semi-Weekly
EE Medicare	0.014500	060687649	26,519.12	384.54	22	Semi-Weekly
ER OASDI	0.062000	060687649	26,519.12	1,644.18	22	Semi-Weekly
ER Medicare	0.014500	060687649	26,519.12	384.54	22	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	22	Semi-Weekly
Total 941 Liabilities without COBRA				7,287.52		
Total 941 Liabilities with COBRA				7,287.52		
ER FUI	0.006000	060687649	0.00	-----	22	Quarterly
Total Federal Taxes				7,287.52		
State Withholding						
CT State Withholding		6613871-000	25,989.77	954.61	22	Weekly CT
Total State Withholding				954.61		
Employer SUI Withholding						
CT-SUI	0.040000	91-378-04	7,106.26	284.26	22	Quarterly
Total Employer SUI				284.26		
Total Employee Taxes				6,213.41		
Total Employer Taxes without COBRA				2,312.98		
Total Tax Liability without COBRA				8,526.39		
Total Tax Liability with COBRA				8,526.39		
Regular checks				1,981.01		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,625.52		
Total Net Payroll				19,606.53		
Agency Checks				161.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				718.83		
Total Workers Comp				0.00		
Total Payroll Liability				29,013.41		
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				20,487.02		
Total Direct Deposits				17,625.52		
Total Amount Debited from your Account before Credit applied				29,013.41		
Total Amount Debited from your Account after Credit applied				29,013.41		

**Minutes
Exhibit II**

October 2015

**Housing Authority of
the Town of Seymour**

Executive Director's Report

Occupancy

Rev. Callahan House
2015 Year-to-Date Vacancies 14

Callahan House experienced One move out during July 2015. Callahan House has experienced 88 vacancy days since January 1, 2015 and has averaged 6.29 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; 88 days/ 29200 days available = 0.3013% percentage through September 30, 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 2015 subsidy calculation we used 85 days we have 263 days to use for the balance of the subsidy year. For 2016 subsidy calculation we used 36 days and have 312 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
3U	Kiley	5/31/2015	Hall	6/27/2014	27
3Q	Hebert	6/1/2015	Rochelle	6/2/2015	1
4G	Hall	6/26/2015	Moen	6/30/2015	4
3S	Elwood	7/13/2015	Hylwa	8/1/2015	18
4A	Sciarretti	8/21/2015	Hayden	8/28/2015	7
4Q	Mitchell	8/31/2015	Brown	9/4/2015	4
1C	Matulavage	9/23/2015	Vacant		7

Average number of vacancy days per vacancy

6.29

Norman Ray House remained fully occupied during August 2015. Norman Ray House has experienced 48 vacancy days since January 1, 2015 and has averaged 16 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; 48 days/ 14600 days available = 0.3287% percentage through September 30, 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 117 days and have 52 days remaining to use. For the 2016 subsidy calculation we used 1 vacancy day and have 167 days left to use.

NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2015
FEDERAL ELDERLY

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
10	Higrenk	2/1/2015	Belinsky	2/16/2015	15
15	Lotto	5/18/2015	Negron	6/18/2015	32
9	Shaboo	9/30/2015	Vacant		1

Average number of vacancy days per vacancy: 16

State Moderate Rental**2015 Year-to-Date Vacancies 6**

Moderate Rental remained fully occupied during September 2015. Moderate Rental has experienced 136 vacancy days since January 1, 2015 and averaged 22.67 days per vacancy through August 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; 136 days/ 29565 days available = 0.4600% percentages through September 30, 2015.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2015
FAMILY HOUSING		

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT INDATE	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
8B	450	Forbes	4/19/2015	Hannon	5/1/2015	12
15C	500	Roman, M	5/2/2015	Oquendo	5/19/2015	17
4C	440	Cowin	5/31/2015	Rosado	6/19/2015	20
8S	447	Williams	7/5/2015	Lafayette	8/1/2015	26

Average number of vacancy days per vacancy: 22.67

We have experienced \$2,048 vacancy loss since January 1, 2015. We have budgeted \$3,750.42 for vacancy loss through September 30, 2015.

Smithfield Gardens Assisted Living experienced four move-in and one units remain vacant during August 2015. Smithfield Gardens has experienced 549 vacancy days since January 1, 2015 and averaged 40.58 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; 486 days/ 20,440 days available = 2.0841% percentage through September 30, 2015.

SMITHFIELD GARDENS			VACANCY/TURNOVER DAYS			2015
ASSISTED LIVING						
UNT	CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
202	60%	985 Kissler	12/30/2014	Walloris	2/7/2015	38
113	60%	985 Waniga	1/29/2015	Cockson	2/28/2015	29
215	60%	985 Nimmons	3/9/2015	Olah	3/15/2015	6
226	50%	825 Balle	3/31/2015	Zaleski	4/11/2015	11
107	50%	825 Berchem	3/31/2015	Clark	5/30/2015	61
116	50%	825 Dimon	4/30/2015	Legge	6/29/2015	61
114	50%	825 Dorfman	5/27/2014	Lukas	8/4/2015	69
125	50%	825 Meyer	5/28/2015	Stone	7/14/2015	47
104	50%	825 Arron	6/13/2015	Yablonski	8/28/2015	76
113	60%	985 Cockson	7/10/2015	Martindale	9/10/2015	62
228	60%	985 Alkas	7/10/2015	Patren	8/7/2015	28
128	60%	985 Russo	7/23/2015	Fordier	8/22/2015	40
218	60%	985 Stevens	9/10/2015	Vacant		20
215	60%	985 Olah	9/30/2015	Vacant		1

Average number of vacancy days per vacancy: 39.21

The vacancy loss is approximately \$16,279.40 since January 1, 2015. We have budgeted \$23,454 for vacancy loss through September \$30,2015.

Bid Tabulation Sheet
 Parking Lot Improvements

9/24/2015

Present: David J. Keyser
 Theresa Shremmer

	Base Bid	NCA	Previous Participation	EEO	Sec 3
Park Trucking & Construction	\$41,500	X	X	X	X
RS Site & Sports, LLC	\$35,850	X	X	X	X
Cocchiola Paving, Inc	\$51,200	X	X	X	X

minutes exhibit III

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

CIVIL ENGINEERING
SEPTIC DESIGN

CONSTRUCTION INSPECTION
SITE DEVELOPMENT

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

October 2, 2015

RE: Bid Opening Results
Driveway Drainage, Patching and Crack Sealing & Concrete Patio
Reverend Albert Callahan House

Dear Commissioners,

On September 24, 2015, the Authority received three (3) bids for the above referenced project: See the attached Bid Tabulation sheet for a summary of the bids.

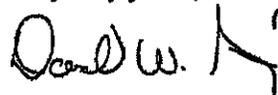
After review of the submission of the low bidder RS Site and Sports, LLC, we find their bid to be complete and at a reasonable price. We have previously worked with RS Site and Sport on a number of projects and they have always performed exceptionally well.

Accordingly, we recommend the Board award the above referenced Contract to the lowest responsible, qualified bidder, RS Site and Sport LLC in the amount of \$35,850 (thirty five thousand eight hundred fifty dollars).

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

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0028
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Seymour Housing Authority

PHA Code: CT035000001

PHA Fiscal Year Beginning: 1/1/2016

Board Resolution Number: 399

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 10/07/2015
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Brenda A. White	Signature:	Date: 10/07/2015
--	------------	---------------------

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
 PROJECT - CALAHAN HOUSE
 BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2014 ACTUAL OPERATING	2015 ANNUALIZED OPERATING	2015 APPROVED BUDGET	2016 PROPOSED BUDGET
INCOME				
060 3110 DWELLING RENTAL	340,219	344,086	332,000	340,000
100 3610 INTEREST ON GENERAL FUND INVESTMENTS	1,401	1,142	1,600	1,100
130 3690 OTHER INCOME	41,325	37,010	41,074	43,359
720 8020 CURRENT YEAR OPERATING SUBSIDY	185,018	234,934	210,000	220,000
GROSS INCOME	<u>567,963</u>	<u>617,172</u>	<u>584,674</u>	<u>604,459</u>
EXPENSES				
180 4110 ADMINISTRATION SALARIES	98,828	108,702	103,678	109,352
180 4120 COMPENSATED ABSENCES	(380)	5,176	5,177	5,495
190 4130 LEGAL EXPENSES	3,700	6,206	4,802	6,488
210 4150 TRAVEL	2,531	2,326	1,245	2,434
220 4170 ACCOUNTING AND AUDITING FEES	13,139	19,546	18,995	19,695
223 4190 SUNDRY	56,281	52,608	45,044	51,250
4190 SOCIAL SERVICE COORDINATOR	12,957	14,868	12,278	12,795
TOTAL ADMINISTRATIVE EXPENSES	<u>187,056</u>	<u>209,432</u>	<u>191,218</u>	<u>207,509</u>
290 4310 WATER & SEWER	27,376	27,410	26,400	26,400
300 4320 ELECTRICITY	32,816	35,434	37,000	37,000
300 4330 GAS	75,988	73,666	75,000	75,000
300 4340 CABLE	(11,408)	(11,778)	(11,700)	(11,700)
TOTAL UTILITIES	<u>124,772</u>	<u>124,732</u>	<u>126,700</u>	<u>126,700</u>
360 4410 LABOR	20,719	22,992	21,684	23,814
370 4420 MATERIALS	16,538	9,958	14,450	11,370
380 4430 CONTRACT COSTS	103,855	116,572	116,300	116,900
TOTAL ORDINARY MAINTENANCE	<u>141,112</u>	<u>149,522</u>	<u>152,434</u>	<u>152,084</u>
440 4510 INSURANCE	18,501	20,608	20,608	21,311
450 4520 PAYMENT IN LIEU OF TAXES	19,173	21,218	20,530	21,330
470 4540 EMPLOYEE BENEFIT CONTRIBUTIONS	46,583	50,380	45,860	47,099
480 4620 CASUALTY/COLLECTION LOSSES	3,160	1,932	250	2,000
710 4610 EXTRAORDINARY MAINTENANCE	10,136	50,148	16,000	15,000
TOTAL GENERAL EXPENSES	<u>97,553</u>	<u>144,286</u>	<u>103,248</u>	<u>106,740</u>
TOTAL ROUTINE EXPENSES	<u>550,493</u>	<u>627,972</u>	<u>573,600</u>	<u>593,033</u>
580 7520 REPLACEMENT OF NONEXPENDABLE EQUIP	1,700	0	10,000	10,000
590 7540 PROPERTY BETTERMENTS & ADDITIONS	0	0	1,000	1,000
TOTAL	<u>552,193</u>	<u>627,972</u>	<u>584,600</u>	<u>604,033</u>
810 6100 EXTRAORDINARY INCOME	0	(984)	0	0
TOTAL	<u>552,193</u>	<u>626,988</u>	<u>584,600</u>	<u>604,033</u>
770 PROVISION FOR OPERATING RESERVE	<u>15,770</u>	<u>(9,816)</u>	<u>74</u>	<u>426</u>

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Seymour Housing Authority

PHA Code: CT035000002

PHA Fiscal Year Beginning: 01/01/2016

Board Resolution Number: 400

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 10/07/2015
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Seymour Housing Authority	Signature:	Date: 10/07/2015
--	------------	---------------------

Minutes Exhibit III

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
PROJECT - RAY HOUSE
BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2014 ACTUAL OPERATING	2015 ANNUALIZED OPERATING	2015 APPROVED BUDGET	2016 PROPOSED BUDGET
INCOME				
3110 DWELLING RENTAL	111,934	119,082	107,000	113,000
3620 TENANT CHARGES	1,944	1,560	1,800	1,600
3690 OTHER INCOME	29,797	25,616	28,424	28,789
8020 CURRENT YEAR OPERATING SUBSIDY	<u>91,661</u>	<u>117,050</u>	<u>100,000</u>	<u>107,000</u>
TOTAL INCOME	235,336	263,308	237,224	250,389
EXPENSES				
4110 ADMINISTRATIVE SALARIES	49,397	54,340	50,839	53,676
4120 COMPENSATED ABSENCES	(77)	2,346	\$2,346	\$2,493
4130 LEGAL AND OTHER SERVICES	4,515	4,216	4,401	4,494
4170 ACCOUNTING AND AUDITING FEES	6,729	8,630	9,505	9,805
4150 TRAVEL	1,242	468	623	934
4190 SUNDRY	25,514	26,320	22,772	25,625
4210 TENANT SERVICES	<u>2,500</u>	<u>2,300</u>	<u>1,000</u>	<u>1,000</u>
TOTAL MANAGEMENT EXPENSES	89,820	98,620	91,485	98,026
4350 BULK CABLE TELEVISION	(8,232)	(8,718)	(6,000)	(7,500)
4310 WATER	9,124	7,936	9,500	9,200
4320 ELECTRICITY	<u>32,702</u>	<u>33,656</u>	<u>30,000</u>	<u>34,000</u>
TOTAL SERVICES/UTILITY EXPENSE	33,594	32,874	33,500	35,700
4410 MAINTENANCE WAGES	9,245	10,024	9,485	10,488
4420 MATERIALS AND SUPPLIES	6,760	3,006	4,730	4,200
4430 CONTRACTUAL SERVICES	<u>58,375</u>	<u>64,064</u>	<u>58,000</u>	<u>61,825</u>
TOTAL MAINTENANCE EXPENSE	74,380	77,094	72,215	76,513
4711 INSURANCE	8,272	9,058	9,057	9,390
4540 EMPLOYEE BENEFITS	23,632	25,060	21,885	22,500
4610 EXTRAORDINARY MAINTENANCE	-	-	500	500
4715 PAYMENTS TO MUNICIPALITIES IN LIEU OF TAXES	<u>7,011</u>	<u>7,748</u>	<u>7,500</u>	<u>6,980</u>
TOTAL OTHER EXPENSE	38,915	41,866	38,942	39,370
4820 PROVISION FOR VACANCY AND COLLECTION LOSS	260	-	-	-
6100 EXTRAORDINARY (INCOME) EXPENSE	-	-	-	-
7520 REPLACEMENT OF NONEXPENDABLE EQ	<u>1,482</u>	<u>-</u>	<u>1,000</u>	<u>500</u>
TOTAL EXPENSES	238,451	250,454	237,143	250,109
PROVISION FOR OPERATING RESERVE	\$ (3,115)	\$ 12,854	\$ 81	\$ 280

minute Exhibit VIII

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
PROJECT - SMITH ACRES, SMITH ACRES EXT, CASTLE HEIGHTS, HOFMANN HEIGHTS
BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2014 ACTUAL OPERATING	2015 ANNUALIZED OPERATING	2015 APPROVED BUDGET	2016 PROPOSED BUDGET Current Rent
INCOME				
3100 RENTAL INCOME - BASE	416,388	435,828	435,828	435,828
3100 RENTAL INCOME - EXCESS OF BASE	43,017	49,134	34,078	41,606
3210 DWELLING VACANCY LOSS	(2,830)	(3,366)	(5,000)	(5,000)
NET RENTAL INCOME	456,575	481,596	464,906	472,434
3510 SALES AND SERVICES TO TENANTS	4,905	2,160	3,500	3,500
3610 INTEREST INCOME	110	102	100	100
3620 OTHER INCOME	35,598	30,530	36,632	36,632
TOTAL INCOME	497,188	514,388	505,138	512,666
EXPENSES				
4120 SALARIES - OFFICE	110,493	110,032	104,939	110,681
4120 COMPENSATED ABSENCES	(132)	5,206	5,206	5,546
4130 LEGAL	9,805	8,413	10,337	9,526
4131 ACCOUNTING FEES	5,109	6,097	8,000	8,000
4151 OFFICE SUPPLIES	6,481	5,146	6,367	6,367
4152 RENTS	20,900	20,900	20,900	20,900
4153 TRAVEL	2,524	784	1,261	946
4159 OTHER OFFICE EXPENSE	18,551	25,104	26,233	26,138
4160 PENSIONS AND OTHER FUNDS	37,379	40,810	36,273	37,245
4161 PAYROLL TAXES	11,262	13,493	12,467	12,740
TOTAL MANAGEMENT EXPENSES	222,372	235,984	231,982	238,087
4310 WATER	198	(30)	400	400
4320 ELECTRICITY	1,579	1,604	2,000	1,500
4340 FUEL	(1,051)	(1,432)	2,000	1,500
TOTAL UTILITY EXPENSE	726	142	4,400	3,400
4410 MAINTENANCE WAGES	29,435	33,017	31,170	34,302
4420 MATERIALS AND SUPPLIES	20,087	13,935	20,950	17,600
4430 CONTRACTUAL SERVICES	124,132	130,061	115,900	122,900
4440 MAINTENANCE SHOP AND EQUIPMENT EXPENSE	0	0	0	0
TOTAL MAINTENANCE EXPENSE	173,654	177,013	168,020	174,802
4711 INSURANCE	23,273	26,820	26,820	27,287
4717 INTEREST & PRINCIPAL PAYMENTS	25,419	25,419	25,420	20,450
TOTAL OTHER EXPENSE	48,692	52,239	52,240	47,737
4810 PROVISION FOR REPAIRS AND REPL	37,435	40,496	40,497	40,640
4820 PROVISION FOR VACANCY AND COLL LOSS	8,052	8,000	8,000	8,000
TOTAL PROVISIONS	45,487	48,496	48,497	48,640
6100 EXTRAORDINARY (INCOME) EXPENSE	0	(0)	0	0
TOTAL EXPENSES	490,931	513,874	505,138	512,666
NET SURPLUS/(DEFICIT) FOR PERIOD	6,257	514	0	0
PROVISION PER UNIT MONTH	45	42	42	42

Minute Exhibit IX

**HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
BUDGET - SMITHFIELD GARDENS ASSISTED LIVING**

	2014 ACTUAL OPERATING	2015 ANNUALIZED OPERATING	2015 APPROVED BUDGET	2016 PROPOSED BUDGET
Rent Revenue- Tenant Rental Payment	625,440	625,440	625,440	625,440
Rent Revenue- RAP Income	542,585	532,534	515,692	523,488
Apartments- Vacancy	<u>(41,122)</u>	<u>(20,842)</u>	<u>(31,272)</u>	<u>(31,272)</u>
Net Rental Revenue	<u>1,126,903</u>	<u>1,137,132</u>	<u>1,109,860</u>	<u>1,117,656</u>
Miscellaneous Revenue - Office Rent (Net)	58,410	58,410	58,406	58,410
Miscellaneous Revenue - NSF, Damages, Interest	12,761	8,712	9,000	10,000
Total Miscellaneous Revenue	<u>71,171</u>	<u>67,122</u>	<u>67,406</u>	<u>68,410</u>
Core Services Revenue	203,277	202,546	202,127	204,241
ALSA Personal Services Revenue	1,071,593	1,119,824	1,037,000	1,120,000
Dietary Services/Meals Revenue	299,999	312,438	289,189	312,480
Elderly Service Income (See Separate Schedule)	<u>1,574,869</u>	<u>1,634,808</u>	<u>1,528,316</u>	<u>1,636,721</u>
Total Other Revenue	<u>1,646,040</u>	<u>1,701,930</u>	<u>1,595,722</u>	<u>1,705,131</u>
TOTAL REVENUE	<u>2,772,943</u>	<u>2,839,062</u>	<u>2,705,582</u>	<u>2,822,787</u>
Conventions & Meetings	1,831	798	2,195	1,977
Needs Assessments Consultants		0	0	0
Advertising & Marketing	9,257	4,112	7,743	5,678
Office Salaries	38,930	46,252	41,732	45,807
Office Expenses	23,771	16,712	20,244	16,744
Management Fee	59,266	59,580	58,413	58,803
Manager or Superintendent Salary	62,032	65,006	63,760	66,943
Legal Expense- Project	2,342	10,356	2,261	5,092
Audit Expense	8,300	7,890	7,500	8,000
Bookkeeping Fees/Accounting Services	6,010	7,602	8,000	8,000
Miscellaneous Administrative Expenses (Tax Comp)	510	480	600	550
Total Administrative Expenses	<u>212,249</u>	<u>218,788</u>	<u>212,449</u>	<u>217,594</u>
Fuel Oil/ Coal	0	0		
Electricity	45,826	33,816	31,000	35,000
Water	8,544	7,604	8,000	8,000
Gas	54,490	64,398	62,000	64,000
Total Utilities Expense	<u>108,860</u>	<u>105,818</u>	<u>101,000</u>	<u>107,000</u>
Maint./Repairs Payroll	16,605	18,226	17,246	19,069
Hskp./Cleaning Payroll	2,815	3,044	2,953	3,052
Cleaning/Decorating/Grounds/Repairs Supplies	24,086	21,696	25,470	20,750
Contract Costs	101,841	58,336	76,600	67,900
Garbage & Trash Removal	5,061	4,940	4,900	5,000
Security Payroll/ Contracts	0	0	0	0
Heating/Cooling Repairs & Maintenance	23,318	16,418	18,000	17,000
Snow Removal	19,429	41,100	30,000	35,000
Cable	13,293	13,532	13,000	13,300
Miscellaneous Operating (Casualty Loss)	0	0	0	0
Total Operating & Maintenance Expenses	<u>206,448</u>	<u>177,292</u>	<u>188,169</u>	<u>181,072</u>
Real Estate Tax	13,920	13,920	13,920	13,920
Payroll Taxes (project share)	10,562	12,434	11,475	11,862
Property & Liability Insurance	55,608	45,000	45,000	45,475
Fidelity Bond Insurance	4,094	4,050	4,050	4,050
Workmen's Compensation	8,683	3,946	3,945	3,775
Health Insurance & Other Benefits & Comp Abs	33,455	40,436	36,820	37,051
Miscellaneous Taxes, Licenses, Permits	0	1,300	800	800
Other Insurance - Flood	0	0	0	0
Total Taxes & Insurance	<u>126,322</u>	<u>121,086</u>	<u>116,010</u>	<u>116,933</u>
Core Services Expenses	279,530	306,572	285,481	258,546
Personal Services Expenses	1,071,593	1,119,824	1,037,000	1,120,000
Dietary Services/Meals Expenses	306,410	306,462	306,410	363,670
Elderly Service Expense (See Separate Schedule)	<u>1,657,533</u>	<u>1,732,858</u>	<u>1,628,891</u>	<u>1,742,216</u>
TOTAL OPERATING EXPENSES	<u>2,311,412</u>	<u>2,355,842</u>	<u>2,246,519</u>	<u>2,364,815</u>
OPERATING INCOME (LOSS)	<u>461,531</u>	<u>483,220</u>	<u>459,063</u>	<u>457,972</u>
Mortgage Principal & Interest- CHFA Debt	421,420	421,420	421,420	421,420
Replacement Reserve Deposits	43,010	35,352	35,352	35,352
NET PROJECTED CASH FLOW	<u>(2,899)</u>	<u>26,448</u>	<u>2,291</u>	<u>1,200</u>

Minute Exhibit IX

**HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
SMITHFIELD GARDES
ASSISTED LIVING SERVICES
BUDGET**

	2014 ACTUAL	2015 ANNUALIZED	2015 APPROVED BUDGET	2016 PROPOSED BUDGET
Core Service Revenue	203,277	202,546	202,127	204,241
Personal Service Revenue	1,071,593	1,119,824	1,037,000	1,120,000
Dietary Services/Meals Revenue	299,999	312,438	289,189	312,480
TOTAL ELDERLY SERVICE REVENUE	1,574,869	1,634,808	1,528,316	1,636,721
Core Services Expenses				
Salaries - RSC	24,992	24,984	25,675	26,325
Salaries - Housekeeping/Maint	37,495	41,272	39,815	38,677
Salaries - Operational Workers	143,175	146,982	131,170	121,982
Total Salaries	205,662	213,238	196,660	186,984
Benefits - Health Insurance & Retirement	25,519	35,256	34,308	21,926
Benefits - Payroll Taxes	20,455	24,778	21,814	20,350
Benefits - W/C Insurance	21,142	25,700	25,700	21,386
Total Benefits & Taxes	67,116	85,734	81,821	63,662
Total Salaries, taxes, benefits	272,778	298,972	278,481	250,646
Laundry/Linens Purchased Services	0	0	0	0
Supplies - Laundry/Cleaning	3,265	3,358	2,500	3,400
Supplies - Activities/Pendants	2,513	2,272	2,500	2,500
Activities -Outside Services	974	1,970	2,000	2,000
Total Core Service Expense	279,530	306,572	285,481	258,546
Personal Service Expense	1,071,593	1,119,824	1,037,000	1,120,000
Dietary Purchased Services & Servers	306,410	306,462	306,410	363,670
TOTAL ELDERLY SERVICE EXPENSE	1,657,533	1,732,858	1,628,891	1,742,216
Core Services Net Operating Income	(76,253)	(104,026)	(83,354)	(54,305)
Personal Services Net Operating Income	0	0	0	0
Meals Services Net Operating Income	(6,411)	5,976	(17,221)	(51,190)
TOTAL SERVICES NET OPERATING INCOME	(82,664)	(98,050)	(100,575)	(105,495)