

# MINUTES

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DATE:  
TIME: 3:05 PM  
TOWN CLERK'S OFFICE

## Seymour Housing Authority

### ➤ 960th Meeting

The 960th Meeting, a Regular Meeting of the Seymour Housing Authority, was held on April 6, 2016 at the **Smithfield Gardens Assisted Living Facility**, in the **Multipurpose Room** located at **26 Smith Street** Seymour, Connecticut and was called to order at 5:31 P.M. by Chairperson White.

### ➤ Roll Call

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

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

### ➤ Public Comment Session

None

### ➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 959<sup>th</sup> Regular Meeting held on March 2, 2016.

Commissioner Bellucci motioned to accept the minutes of the 959<sup>th</sup> Regular Meeting. Commissioner Horelick seconded the motion. Chairperson White corrected the minutes stating that it was the 959<sup>th</sup> Meeting not the 569<sup>th</sup> Meeting as was typed in the presented minutes. Commissioner Bellucci amended his motion to accept the corrected minutes of the 959<sup>th</sup> Regular Meeting. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried and the minutes accepted as corrected.

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

# MINUTES

The Executive Director discussed the pertinent communications including the rent increase letter to the moderate rental residents and the letter to HUD for the extension of the RSC Program from May 31 to September 30. He also mentioned correspondence from an advocate of a Smithfield Gardens resident. Also discussed was a support letter for TEAM to help them obtain funding for their programs.

## ➤ **Executive Director's Report**

See Exhibit II

## ➤ **Old Business**

Chairperson White introduced discussion resolution # 405 relative to the 2016 Capital Fund Program Certifications and funding (See Exhibit III)

Commissioner Bellucci motioned to adopt Resolution # 405 to relative to the 2016 Capital Fund Program Certifications and funding as presented. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call vote which was recorded as follow:

Commissioner	Vote		
	Yes	No	Abstain
Bellucci	X		
Dota	X		
Horelick	X		
White	X		

Chairperson White declared the motion carried and Resolution 405 duly adopted.

## ➤ **New Business**

None

## ➤ **Any Other Business**

None

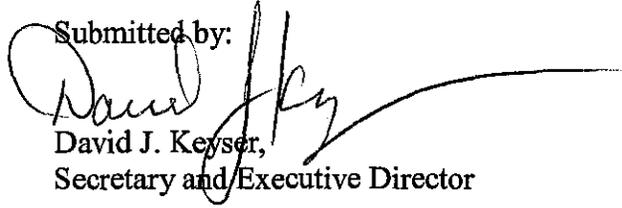
## **Adjournment**

At 5:52 P.M. Chairperson White asked for a motion to adjourn the 960th meeting of the Seymour Housing Authority. Commissioner Horelick 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.

# MINUTES

Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried and the 960th Meeting, a Regular Meeting, duly adjourned.

Submitted by:

A handwritten signature in black ink, appearing to read "David J. Keyser", with a long horizontal flourish 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: March 2016, 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>
5	03/03/2016	No	DD	SHA PAYROLL	Payroll #5	No	\$29,989.18
6	03/17/2016	No	DD	SHA PAYROLL	Payroll #6	No	\$30,573.42
7	03/31/2016	No	DD	SHA PAYROLL	Payroll #7	No	\$30,524.39
169	03/28/2016	No	CHK	VSP	March's Billing	No	\$65.21
8256	03/16/2016	No	CHK	Aegis Energy Services, Inc.	Payment 2 of 3	No	\$1,786.40
8257	03/16/2016	No	CHK	AIG	Acct #: 1024715395	No	\$2,738.00
8258	03/16/2016	No	CHK	Allen's Plumbing Supply	2 Seymour Ave - faucet parts	No	\$16.90
8259	03/16/2016	No	CHK	American Rooter LLC	CAL 2R - snake kitchen sink drain	No	\$168.50
8260	03/16/2016	No	CHK	Aquarion Water Company	Acct #: 200086455	No	\$125.15
8261	03/16/2016	No	CHK	Aquarion Water Company	Acct #: 200086443	No	\$125.15
8262	03/16/2016	No	CHK	Aquarion Water Company	Acc# 200391187	No	\$53.71
8263	03/16/2016	No	CHK	Banner Group Systems Inc.	Paper/janitorial products	No	\$562.35
8264	03/16/2016	No	CHK	Buddy's Fuel, LLC	30 Seymour - Service	No	\$2,083.20
8265	03/16/2016	No	CHK	Callahan House Tenants Associat	Callahan Association	No	\$25.00
8266	03/16/2016	No	CHK	Comcast	Acct #: 8773 40 216 0041287	No	\$509.00
8267	03/16/2016	No	CHK	Comcast	Acct #: 8773 40 216 0027070	No	\$1,384.58
8268	03/16/2016	No	CHK	Connecticut Housing Finance Aut	Project #: 96089D	No	\$462.02
8269	03/16/2016	No	CHK	Doctor Roof N' Shine	34 Seymour - soft wash roof	No	\$265.00
8270	03/16/2016	No	CHK	Europa Enterprises, LLC	1 Chamberlin - ceiling prep & paint	No	\$1,190.00
8271	03/16/2016	No	CHK	Eversource	Acct #: 57750480048	No	\$1,340.23
8272	03/16/2016	No	CHK	Eversource	Acct #: 51875364036	No	\$3,535.95
8273	03/16/2016	No	CHK	Eversource	Acct #: 51471483099	No	\$241.66
8274	03/16/2016	No	CHK	Eversource	Acct #: 51118694017	No	\$45.66
8275	03/16/2016	No	CHK	Frontier	Acct #: 203-881-0115-021194-5	No	\$70.68
8276	03/16/2016	No	CHK	Frontier	Acct #: 203-888-4579-123179-5	No	\$250.07
8277	03/16/2016	No	CHK	Frontier	Acct #: 2038812464-110206-5	No	\$290.60
8278	03/16/2016	No	CHK	G&K Services	uniforms	No	\$100.48
8279	03/16/2016	No	CHK	Gregory Stamos	Legal Fees	No	\$1,380.50
8280	03/16/2016	No	CHK	HD Supply	Misc supplies	No	\$3,736.05
8281	03/16/2016	No	CHK	Home Depot Credit Services	FED Floor Stripper & finish	No	\$141.30
8282	03/16/2016	No	CHK	Kone Inc	Ctrct #: N40113928 Seymour Elderly	No	\$1,066.71
8283	03/16/2016	No	CHK	Little River Power Equipment Inc	Generator repair	No	\$300.63
8284	03/16/2016	No	CHK	Management Computer Services I	User licenses (2 new) Feb - June	No	\$449.00
8285	03/16/2016	No	CHK	Network Synergy Systems Integra	Install Labtech agents and VIppe	No	\$437.44
8286	03/16/2016	No	CHK	Norman Ray Tenant Association	Norman Ray Association	No	\$25.00
8287	03/16/2016	No	CHK	Peter E. Karpovich,	Marshal service	No	\$388.00
8288	03/16/2016	No	CHK	Proforma	Laser checks	No	\$119.80
8289	03/16/2016	No	CHK	Prospect Printing Co., LLC	Newsletter Feb 2016	No	\$310.50
8290	03/16/2016	No	CHK	Radovich Builders, LLP	32 Chamberlin - install new heater c	No	\$5,724.50
8291	03/16/2016	No	CHK	Radovich Builders, LLP	#35-Clean walls, ceilings, seal walls,	No	\$1,308.00
8292	03/16/2016	No	CHK	Radovich Builders, LLP	1A-Installed new tub strainer	No	\$658.00
8293	03/16/2016	No	CHK	Robert Lashin	CAL 2M Painting	No	\$770.11
8294	03/16/2016	No	CHK	Smithfield Gardens Assisted Livin	Rental Fee	No	\$4,354.16
8295	03/16/2016	No	CHK	Staples Credit Plan	Acct #: 6035517810230994	No	\$703.77
8296	03/16/2016	No	CHK	Winter Bros Waste Systems	March service	No	\$380.94
8297	03/16/2016	No	CHK	Winter Bros Waste Systems	March service	No	\$400.95
8298	03/16/2016	No	CHK	Xerox Financial	Office machine lease	No	\$418.50

**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: March 2016, 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>
8299	03/21/2016	No	CHK	Seymour/Oxford Rotary	Susan Horelick	No	\$125.00
8300	03/22/2016	No	CHK	Connecticut Housing Finance Aut	Project# 97058D	No	\$4,968.67
8301	03/28/2016	No	CHK	Spectrum Seminars Inc.	April C3 Tax Seminar DJK, TS, & LC	No	\$1,200.00
8302	03/31/2016	No	CHK	Advanced Alarm Security System	RH-Installation of NVR	No	\$2,500.00
8303	03/31/2016	No	CHK	Aetna	Acct #: 83851327	No	\$3,417.44
8304	03/31/2016	No	CHK	Aflac Attn: Remittance Processing	Acct #: DHF89	No	\$698.55
8305	03/31/2016	No	CHK	American Rooter LLC	CAL 1E- snake sink drain	No	\$347.00
8306	03/31/2016	No	CHK	Anthem Dental	Acct #: ACT6850861	No	\$1,052.77
8307	03/31/2016	No	CHK	Aplicella, Testa & Company, P.C.	Professional services February	No	\$5,325.00
8308	03/31/2016	No	CHK	Aquarion Water Company	Acct #: 200086434	No	\$562.65
8309	03/31/2016	No	CHK	Aquarion Water Company	Acct #: 200285800	No	\$8.48
8310	03/31/2016	No	CHK	Aquarion Water Company	Acct #: 200086423	No	\$910.94
8311	03/31/2016	No	CHK	Buddy's Fuel, LLC	22 Seymour Ave-replaced retention	No	\$1,266.00
8312	03/31/2016	No	CHK	Comcast	Acct #: 8773402160174468	No	\$84.90
8313	03/31/2016	No	CHK	Comcast	Acct #: 8773402160178014	No	\$105.85
8314	03/31/2016	No	CHK	Comcast	Acct #: 877340 216 0027070	No	\$1,384.58
8315	03/31/2016	No	CHK	Direct Energy Services, LLC	Acct #: 02395043-742-8	No	\$4,777.19
8316	03/31/2016	No	CHK	DJP Electric LLC	CAL-emerg system reboot/upload tw	No	\$175.00
8317	03/31/2016	No	CHK	Europa Enterprises, LLC	34 Seymour avenue - paint vacant	No	\$1,070.00
8318	03/31/2016	No	CHK	Eversource	Acct #: 51118694017	No	\$45.82
8319	03/31/2016	No	CHK	Experian	Acct #: TCTA6906070	No	\$106.32
8320	03/31/2016	No	CHK	Federal Express	Express to HUD	No	\$54.24
8321	03/31/2016	No	CHK	Friends Of Fur LLC	22 Chamberlin-Set 5 snap traps for r	No	\$75.00
8322	03/31/2016	No	CHK	Frontier	Acct #: 2038884579-123179-5	No	\$248.75
8323	03/31/2016	No	CHK	G&K Services	Employee uniforms	No	\$150.72
8324	03/31/2016	No	CHK	Ge Appliance	CAL 3D-replacement range	No	\$347.00
8325	03/31/2016	No	CHK	Griffin Hospital Occupational Medi	Pre employment screening-Jamie P	No	\$65.00
8326	03/31/2016	No	CHK	HD Supply	20 amp receipt	No	\$53.88
8327	03/31/2016	No	CHK	Home Depot Credit Services	Acct #: 6035322500544212	No	\$291.61
8328	03/31/2016	No	CHK	Hungerfords Pump Service	34 Seymour Ave-Check up	No	\$225.00
8329	03/31/2016	No	CHK	Lincoln National Life Insurance C	Acct #: SEYMOURHOU-BL-100136	No	\$437.04
8330	03/31/2016	No	CHK	Oxford Lumber & Building Materia	39 Chamberlin-fridge repair	No	\$22.75
8331	03/31/2016	No	CHK	Peter E. Karpovich,	Service NTQ Reza/Bendler	No	\$129.30
8332	03/31/2016	No	CHK	Pitney Bowes Global Financial Se	Acct #: 9890675	No	\$163.95
8333	03/31/2016	No	CHK	Precision Glass LLC	22 Seymour Ave Screen repairs	No	\$106.95
8334	03/31/2016	No	CHK	Proforma	Business Cards-Pew	No	\$183.24
8335	03/31/2016	No	CHK	Purchase Power	Acc# 8000-9090-0768-8851	No	\$1,559.99
8336	03/31/2016	No	CHK	Radovich Builders, LLP	8 Seymour-Remove brackets from s	No	\$376.00
8337	03/31/2016	No	CHK	Radovich Builders, LLP	#16-R&R 10' bad baseboard electric	No	\$615.00
8338	03/31/2016	No	CHK	Radovich Builders, LLP	3B-check window to lock-needs bala	No	\$1,471.50
8339	03/31/2016	No	CHK	Seymour Janitorial Services	March janitorial	No	\$830.00
8340	03/31/2016	No	CHK	Shell Credit Card Center	Acct #: 085093700	No	\$151.71
8341	03/31/2016	No	CHK	Sherwin Williams	34 Seymour Ave-paint	No	\$965.94
8342	03/31/2016	No	CHK	Sprint	Acct #: 453584322	No	\$321.55
8343	03/31/2016	No	CHK	St. Treasurer For Merfund	MERF 03-2016	No	\$10,278.99
8344	03/31/2016	No	CHK	Staples Credit Plan	Acct #: 6035 5178 1023 0994	No	\$1,759.27
8345	03/31/2016	No	CHK	State Of Connecticut-Dept.Of Lab	VPN Data key access 7/1/15-12/31/	No	\$252.50

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: March 2016, 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>
8346	03/31/2016	No	CHK	Westervelt, Patricia	34 Seymour Ave-clean	No	\$190.00

# Minutes Exhibit II

## 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: March 2016, 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>Valided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
4039	03/10/2016	No	CHK	Woodworth, Elizabeth	PH AP Payment Mar 16	No	\$1,167.08
4040	03/10/2016	No	CHK	Seymour Housing Authority	Early Reimb	No	\$10,000.00
4041	03/16/2016	No	CHK	Allen's Plumbing Supply	shower hose	No	\$51.98
4042	03/16/2016	No	CHK	Aquarion Water Company Of CT	Acct #: 200204656	No	\$125.15
4043	03/16/2016	No	CHK	Carter Hayes + Associates, P.C.	financial audit	No	\$3,004.94
4044	03/16/2016	No	CHK	Comcast	Acct #: 8773 40 216 0069528	No	\$104.90
4045	03/16/2016	No	CHK	Danaher Lagnese, PC	Legal fee	No	\$90.00
4046	03/16/2016	No	CHK	Environmental Systems Corporati	HVAC	No	\$2,807.86
4047	03/16/2016	No	CHK	Europa Enterprises, LLC	SG # 217 fixed two corner beads be	No	\$760.00
4048	03/16/2016	No	CHK	Eversource	Acct #: 51083234013	No	\$1,769.75
4049	03/16/2016	No	CHK	Eversource	Acct #: 57476540034	No	\$1,935.90
4050	03/16/2016	No	CHK	Fitz Vogt & Associates, LTD	Meals	No	\$28,110.54
4051	03/16/2016	No	CHK	Frontier	Acct #: 203-888-5093-092806-5	No	\$359.29
4052	03/16/2016	No	CHK	Gary's East Coast Service	Commercial kitchen stove - check pil	No	\$283.57
4053	03/16/2016	No	CHK	HD Supply	Misc supplies	No	\$467.28
4054	03/16/2016	No	CHK	Kone Inc	Elevator contract 3/1-5/31	No	\$1,180.11
4055	03/16/2016	No	CHK	Radovich Builders, LLP	#123-Chase leak. Tenant ^ left sho	No	\$270.00
4056	03/16/2016	No	CHK	Seymour Housing Authority	March's Mgt Fee	No	\$4,965.00
4057	03/16/2016	No	CHK	Theo Pro Compliance & Consultin	February file review	No	\$66.00
4058	03/16/2016	No	CHK	Winter Bros Waste Systems	March trash service	No	\$434.91
4059	03/31/2016	No	CHK	Aquarion Water Company Of CT	Acct #: 200204664	No	\$559.08
4060	03/31/2016	No	CHK	Comcast	Acct #: 8773 40 216 0069536	No	\$55.95
4061	03/31/2016	No	CHK	Comcast	Acct #: 8773 40 216 0069510	No	\$1,128.18
4062	03/31/2016	No	CHK	Deacons Bay Ventures, LLC	SG Res biohazard remediation	No	\$3,557.80
4063	03/31/2016	No	CHK	Direct Energy Services, LLC	Acct #: 67282386-587-4	No	\$4,540.01
4064	03/31/2016	No	CHK	Europa Enterprises, LLC	#108 interior painting	No	\$700.00
4065	03/31/2016	No	CHK	Frontier	Acct #: 203-888-5093-092806-5	No	\$361.95
4066	03/31/2016	No	CHK	Jeff's Appliance And Vacuums	#108-refrigerator motor ac/dc evap f	No	\$229.95
4067	03/31/2016	No	CHK	Radovich Builders, LLP	Found & repr leak in drain connectio	No	\$325.00
4068	03/31/2016	No	CHK	Seymour Housing Authority	SG Reimb	No	\$45,701.73

# Minutes Exhibit II

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: March 2016, 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>
1881	03/10/2016	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$10,000.00
1882	03/10/2016	No	CHK	Seymour Housing Authority	RH Reimb	No	\$10,000.00
1883	03/11/2016	No	CHK	Treasurer, State of Connecticut	Fingerprint for Peter Lesner	No	\$14.75
1884	03/24/2016	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$11,000.00
1885	03/28/2016	No	CHK	Treasurer, State of Connecticut	Finger Print Flora McNeil	No	\$14.75
1886	03/30/2016	No	CHK	LeeAnn Weston RYT	Yoga on 3.11.2016	No	\$35.00
1887	03/31/2016	No	CHK	Seymour Housing Authority	Cal. Reimb	No	\$24,956.89
1888	03/31/2016	No	CHK	Seymour Housing Authority	RH Reimb	No	\$8,918.58

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: March 2016, 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>
1719	03/02/2016	No	CHK	Treasurer, State of Connecticut	Fingerprints for Melissa Deleon	No	\$14.75
1720	03/09/2016	No	CHK	Talarico, Joanne	PH AP Payment Mar 16	No	\$200.09
1721	03/10/2016	No	CHK	Seymour Housing Authority	MR REIM	No	\$15,000.00
1722	03/24/2016	No	CHK	Seymour Housing Authority	MR Reimb	No	\$20,000.00
1723	03/31/2016	No	CHK	Seymour Housing Authority	MR reim	No	\$10,699.68

## 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: March 2016, 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>
275	03/29/2016	No	CHK	Ferguson & McGuire/APS	Insurance for 34 Smlth St	No	\$580.00
276	03/31/2016	No	CHK	Aquarion Water Company	Acc# 200340760	No	\$25.04
277	03/31/2016	No	CHK	Seymour Housing Authority	Reimb	No	\$75.00

Cover Letter (S193)	
Check Date :	03/03/2016-1
Period Range :	02/15/2016 TO 02/28/2016
Week Number :	Week #9

Dear Human Resource Consulting Group Client,

Please note the Federal Reserve requires a minimum of 48 hours for ACH processing. If your process date is less than 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representative with any questions.

All tax rate changes and tax deposit frequency changes will be sent to directly to you from the tax agencies. Please remember to notify us of any changes you received.

- Your friends at HRCG

Payroll Totals:	# Checks	
Total Regular Checks	2	1847.18
Total Direct Deposits	27	18233.92
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>20081.10</b>
Total Billing Impound		123.95
Total Agency Checks	3	161.66
Total Agency Checks DD	3	225.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	
<b>Sum of Checks</b>		<b>20591.71</b>
<b>Total of Checks Printed</b>	<b>28 Items</b>	
Total Tax Liability		9397.47
Total Workers Comp Liability		0.00
<b>Total Payroll Liability</b>		<b>29989.18</b>
Total Direct Deposits		18458.92
<b>Total Debited From Account</b>		<b>29989.18</b>

**NEXT PERIOD DATES**

Check Date: 03/17/2016 Week 11  
 Period Begin: 02/29/2016  
 Period End: 03/13/2016  
 Call In Date: 03/14/2016 Week 11

**Payroll rep: Sorrentino George**

**Tax Report For Payroll (S247)**

Check Date :	03/03/2016-1
Period Range :	02/15/2016 TO 02/28/2016
Week Number :	Week #9

Tax Type	Rate	Tax ID	Wages	Amount	#EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	26,891.84	3,358.70		22 Semi-Weekly
EE OASDI	0.062000	060687649	27,447.35	1,701.75		22 Semi-Weekly
EE Medicare	0.014500	060687649	27,447.35	398.00		22 Semi-Weekly
ER OASDI	0.062000	060687649	27,447.35	1,701.75		22 Semi-Weekly
ER Medicare	0.014500	060687649	27,447.35	398.00		22 Semi-Weekly
COBRA Credit	-----	060687649	-----			22 Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<b>7,558.20</b>		
<b>Total 941 Liabilities with COBRA</b>				<b>7,558.20</b>		
ER FUI	0.006000	060687649	0.00			22 Quarterly
<b>Total Federal Taxes</b>				<b>7,558.20</b>		
<b>State Withholding</b>						
CT State Withholding		6613871-000	26,891.84	1,007.46		22 Weekly CT
<b>Total State Withholding</b>				<b>1,007.46</b>		
<b>Employer SUI Withholding</b>						
CT-SUI	0.035000	91-378-04	23,766.48	831.81		22 Quarterly
<b>Total Employer SUI</b>				<b>831.81</b>		
<b>Total Employee Taxes</b>				<b>6,465.91</b>		
<b>Total Employer Taxes without COBRA</b>				<b>2,931.56</b>		
<b>Total Tax Liability without COBRA</b>				<b>9,397.47</b>		
<b>Total Tax Liability with COBRA</b>				<b>9,397.47</b>		
<b>Regular checks</b>				<b>1,847.18</b>		
<b>Manual checks</b>				<b>0.00</b>		
<b>3rd Party Checks</b>				<b>0.00</b>		
<b>Void Checks</b>				<b>0.00</b>		
<b>Direct Deposit Checks</b>				<b>18,458.92</b>		
<b>Total Net Payroll</b>				<b>20,306.10</b>		
<b>Agency Checks</b>				<b>161.66</b>		
<b>Agency Checks DD</b>				<b>0.00</b>		
<b>Agency Checks Void</b>				<b>0.00</b>		
<b>Billing Impound</b>				<b>123.95</b>		
<b>Total Workers Comp</b>				<b>0.00</b>		
<b>Total Payroll Liability</b>				<b>29,989.18</b>		
<b>Tax Deposit Checks</b>			Tax deposit to be made by Human Resource Consulting Group			
<b>Tax Deposit Checks Void</b>			Tax deposit to be made by Human Resource Consulting Group			
<b>Total Check/Direct Deposits</b>				<b>20,591.71</b>		
<b>Total Direct Deposits</b>				<b>18,458.92</b>		
<b>Total Amount Debited from your Account before Credit applied</b>				<b>29,989.18</b>		
<b>Total Amount Debited from your Account after Credit applied</b>				<b>29,989.18</b>		

Cover Letter (S193)	
Check Date :	03/17/2016-2
Period Range :	02/29/2016 TO 03/13/2016
Week Number :	Week #11

Dear Human Resource Consulting Group Client,

Please note the Federal Reserve requires a minimum of 48 hours for ACH processing. If your process date is less then 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representaive with any questions.

All tax rate changes and tax deposit frequency changes will be sent to directly to you from the tax agencies. Please remember to notify us of any changes you received.

- Your friends at HRCG

**Payroll Totals:**

**# Checks**

Total Regular Checks	2	2008.98
Total Direct Deposits	27	18574.36
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>20583.34</b>

Total Billing Impound		131.95
Total Agency Checks	3	161.66
Total Agency Checks DD	3	225.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks 21101.95**

**Total of Checks Printed 28 Items**

Total Tax Liability	9601.64
Total Workers Comp Liability	0.00

**Total Payroll Liability 30703.59**

Total Direct Deposits 18799.36

**Total Debited From Account 30703.59**

**NEXT PERIOD DATES**

Check Date: 03/31/2016 Week 13  
 Period Begin: 03/14/2016  
 Period End: 03/27/2016  
 Call In Date: 03/28/2016 Week 13

**Payroll rep: Sorrentino George**

Tax Report For Payroll (S247)	
Check Date :	03/17/2016-2
Period Range :	02/29/2016 TO 03/13/2016
Week Number :	Week #11

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	27,645.58	3,496.86	22	Semi-Weekly
EE OASDI	0.062000	060687649	28,221.00	1,749.73	22	Semi-Weekly
EE Medicare	0.014500	060687649	28,221.00	409.21	22	Semi-Weekly
ER OASDI	0.062000	060687649	28,221.00	1,749.73	22	Semi-Weekly
ER Medicare	0.014500	060687649	28,221.00	409.21	22	Semi-Weekly
COBRA Credit	-----	060687649	-----		22	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<b>7,814.74</b>		
<b>Total 941 Liabilities with COBRA</b>				<b>7,814.74</b>		
ER FUI	0.006000	060687649	0.00		22	Quarterly
<b>Total Federal Taxes</b>				<b>7,814.74</b>		
<b>State Withholding</b>						
CT State Withholding		6613871-000	27,645.58	1,061.61	22	Weekly CT
<b>Total State Withholding</b>				<b>1,061.61</b>		
<b>Employer SUI Withholding</b>						
CT-SUI	0.035000	91-378-04	20,722.63	725.29	22	Quarterly
<b>Total Employer SUI</b>				<b>725.29</b>		
Total Employee Taxes				6,717.41		
Total Employer Taxes without COBRA				2,884.23		
<b>Total Tax Liability without COBRA</b>				<b>9,601.64</b>		
<b>Total Tax Liability with COBRA</b>				<b>9,601.64</b>		
Regular checks				2,008.98		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,799.36		
<b>Total Net Payroll</b>				<b>20,808.34</b>		
Agency Checks				161.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				131.95		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<b>30,703.59</b>		
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				21,101.95		
Total Direct Deposits				18,799.36		
<b>Total Amount Debited from your Account before Credit applied</b>				<b>30,703.59</b>		
<b>Total Amount Debited from your Account after Credit applied</b>				<b>30,703.59</b>		

**Tax Report For Adjustment Payroll (S247)**

Check Date :	03/17/2016-1
Period Range :	03/14/2016 TO 03/14/2016
Week Number :	Week #11

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	-----		20	Semi-Weekly
EE OASDI	0.062000	060687649	-----		20	Semi-Weekly
EE Medicare	0.014500	060687649	-----		20	Semi-Weekly
ER OASDI	0.062000	060687649	-----		20	Semi-Weekly
ER Medicare	0.014500	060687649	-----		20	Semi-Weekly
COBRA Credit	-----	060687649	-----		20	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<u>0.00</u>		
<b>Total 941 Liabilities with COBRA</b>				<u>0.00</u>		
ER FUI	0.006000	060687649	-----		20	Quarterly
<b>Total Federal Taxes</b>				<u>0.00</u>		
<b>Employer SUI Withholding</b>						
CT-SUI	-----	91-378-04		-130.39		Quarterly
<b>Total Employer SUI</b>				<u>-130.39</u>		
Total Employee Taxes				0.00		
Total Employer Taxes without COBRA				-130.39		
<b>Total Tax Liability without COBRA</b>				<u>-130.39</u>		
<b>Total Tax Liability with COBRA</b>				<u>-130.39</u>		
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				0.00		
<b>Total Net Payroll</b>				<u>0.00</u>		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				0.00		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<u>-130.39</u>		
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				0.00		
Total Direct Deposits				0.00		
<b>Total Amount Debited from your Account before Credit applied</b>				<u>-130.39</u>		
<b>Total Amount Debited from your Account after Credit applied</b>				<u>-130.39</u>		

Cover Letter-Adjustment Payroll (S193)	
Check Date :	03/17/2016-1
Period Range :	03/14/2016 TO 03/14/2016
Week Number :	Week #11

Dear Human Resource Consulting Group Client,

Please note the Federal Reserve requires a minimum of 48 hours for ACH processing. If your process date is less than 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representative with any questions.

All tax rate changes and tax deposit frequency changes will be sent to directly to you from the tax agencies. Please remember to notify us of any changes you received.

- Your friends at HRCG

Payroll Totals:	# Checks	
Total Regular Checks	0	0.00
Total Direct Deposits	0	0.00
Total Manual Checks	20	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>20 Items</b>	<b>0.00</b>
Total Billing Impound		0.00
Total Agency Checks	0	0.00
Total Agency Checks DD	0	0.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	
<b>Sum of Checks</b>		<b>0.00</b>
<b>Total of Checks Printed</b>	<b>0 Items</b>	
Total Tax Liability		-130.39
Total Workers Comp Liability		0.00
<b>Total Payroll Liability</b>		<b>-130.39</b>
Total Direct Deposits		0.00
<b>Total Debited From Account</b>		<b>-130.39</b>

**NEXT PERIOD DATES**

Check Date: 03/31/2016 Week 13  
 Period Begin: 03/14/2016  
 Period End: 03/27/2016  
 Call In Date: 03/28/2016 Week 13

Payroll rep: Sorrentino George

Cover Letter (S193)	
Check Date :	03/31/2016-1
Period Range :	03/14/2016 TO 03/27/2016
Week Number :	Week #13

Dear Human Resource Consulting Group Client,

Please note the Federal Reserve requires a minimum of 48 hours for ACH processing. If your process date is less then 48 hours from your check date your direct deposits may not hit on the check date. Please contact your payroll representaive with any questions.

All tax rate changes and tax deposit frequency changes will be sent to directly to you from the tax agencies. Please remember to notify us of any changes you received.

- Your friends at HRCG

Payroll Totals:	# Checks	
Total Regular Checks	2	1961.28
Total Direct Deposits	27	18151.92
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>20113.20</b>

Total Billing Impound		712.59
Total Agency Checks	3	161.66
Total Agency Checks DD	3	225.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks 21212.45**

**Total of Checks Printed 28 Items**

Total Tax Liability	9311.94
Total Workers Comp Liability	0.00

**Total Payroll Liability 30524.39**

Total Direct Deposits 18376.92

**Total Debited From Account 30524.39**

**NEXT PERIOD DATES**

Check Date: 04/14/2016 Week 15  
 Period Begin: 03/28/2016  
 Period End: 04/10/2016  
 Call In Date: 04/11/2016 Week 15

**Payroll rep: Sorrentino George**

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)	
Check Date :	03/31/2016-1
Period Range :	03/14/2016 TO 03/27/2016
Week Number :	Week #13

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	27,023.27	3,419.71	22	Semi-Weekly
EE OASDI	0.062000	060687649	27,589.18	1,710.52	22	Semi-Weekly
EE Medicare	0.014500	060687649	27,589.18	400.05	22	Semi-Weekly
ER OASDI	0.062000	060687649	27,589.18	1,710.52	22	Semi-Weekly
ER Medicare	0.014500	060687649	27,589.18	400.05	22	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	22	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<b>7,640.85</b>		
<b>Total 941 Liabilities with COBRA</b>				<b>7,640.85</b>		
ER FUI	0.006000	060687649	0.00	-----	22	Quarterly
<b>Total Federal Taxes</b>				<b>7,640.85</b>		
<b>State Withholding</b>						
CT State Withholding		6613871-000	27,023.27	1,034.96	22	Weekly CT
<b>Total State Withholding</b>				<b>1,034.96</b>		
<b>Employer SUI Withholding</b>						
CT-SUI	0.035000	91-378-04	18,174.31	636.13	22	Quarterly
<b>Total Employer SUI</b>				<b>636.13</b>		
Total Employee Taxes				6,565.24		
Total Employer Taxes without COBRA				2,746.70		
<b>Total Tax Liability without COBRA</b>				<b>9,311.94</b>		
<b>Total Tax Liability with COBRA</b>				<b>9,311.94</b>		
Regular checks				1,961.28		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,376.92		
<b>Total Net Payroll</b>				<b>20,338.20</b>		
Agency Checks				161.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				712.59		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<b>30,524.39</b>		
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				21,212.45		
Total Direct Deposits				18,376.92		
<b>Total Amount Debited from your Account before Credit applied</b>				<b>30,524.39</b>		
<b>Total Amount Debited from your Account after Credit applied</b>				<b>30,524.39</b>		

**April 2016**

*Minutes  
Exhibit II*

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

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Executive Director's Report

## Occupancy

**Rev. Callahan House**

**2016 Year-to-Date Vacancies 0**

Callahan House remained fully occupied for March 2016. We have two move out notices for April 30, 2016. Callahan House has experienced 0 vacancy days since January 1, 2016 and has averaged 0 turn around days per vacancy since January 1, 2016. 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; 0 days/ 29200 days available = 0.0% percentage through March 31, 2016.

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 68 days and have 280 days to use for the balance of the Subsidy year.

CALLAHANHOUSE		VACANCY/TURNOVER DAYS		2016	
FEDERAL ELDERLY		Vacancy Turnover Days		2016	
UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days

Average number of vacancy days per vacancy

0

Norman Ray House experienced two move outs for January 31, 2016. Norman Ray House has experienced 2 vacancy days since January 1, 2016 and has averaged 2 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; 2 days/ 14600 days available = 0.0136% percentage through January 31, 2016.

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 90 vacancy day and have 78 days left to use.

**NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2016**  
**FEDERAL ELDERLY**

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
9	Imre	1/31/2016	Trantum	2/12/2016	13
35	Scanlin	1/31/2016	Burke	2/10/2016	11

Average number of vacancy days per vacancy: 24

**State Moderate Rental****2016 Year-to-Date Vacancies 0**

Moderate Rental experienced two move outs and two move ins during February 2016 and remained fully occupied during March 2016. Moderate Rental has experienced 16 vacancy days since January 1, 2016 and averaged 8 days per vacancy through March 31, 2016. 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; 16 days/ 29565 days available = .0541% percentages through March 31, 2016.

STATE MODERATE RENTAL	VACANCY/TURNOVER DAYS	2016
FAMILY HOUSING		

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
C01		Gebeau	2/29/2016	Watson	3/11/2016	12
34S		Thomas	2/17/2016	Favors	3/21/2016	4

Average number of vacancy days per vacancy: 16

We have experienced \$235 vacancy loss since January 1, 2016. We have budgeted \$1248 for vacancy loss through March 31, 2016.

Smithfield Gardens Assisted Living experienced 2 move-outs during February and 2 move-ins during March 2016. Smithfield Gardens has experienced 285 vacancy days since January 1, 2016 and averaged 35.65 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; 285 days/ 20,440 days available = 1.3943% percentage through March 31, 2016.

SMITHFIELD GARDENS		VACANCY/TURNOVER DAYS				2015
ASSISTED LIVING						
UNIT	CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
127	60%	985 Boasso	12/18/2015	Greene	1/29/2016	29
113	50%	825 Martindale	12/31/215	Podalak	1/30/2016	30
122	50%	825 Pagliaro	1/4/2016	Vacant		87
109	60%	985 Mbss	1/27/2016	Fuller	3/2/2016	35
226	60%	985 Zaleski	2/9/2016	Lestrangle	3/11/2016	33
217	60%	985 Zelle	2/27/2016	Vacant		35
126	60%	985 Windworth	3/10/2016	Vacant		21
108	50%	825 Jalowiec	3/16/2016	Vacant		15

Average number of vacancy days per vacancy: 35.65

The vacancy loss is approximately \$6,876.35 since January 1, 2016. We have budgeted \$6,396 for vacancy loss through March 31, 2016.

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## General Information

### Training

Staff attended Tax Credit Training in Hartford.

### Complaints

#### Callahan House

We received a complaint from a resident that she felt was harassment based on a protected class. This resident has a condition causing her to lose her way while speaking and the other tenant was aggressive in her approach. This is being investigated by Staff.

#### Norman Ray House

We received complaints that a resident was displaying nuisance behavior at late hours of the night and morning. Hollering, slamming doors & moving furniture. A pre-termination notice was sent out and the eviction process was begun. The resident causing the nuisance has moved out.

### Annual Recertification

The annual recertification process has been completed. Staff mailed the Rent Adjustment letters on March 31, 2016. The annual process of recertification of Moderate Rental, Norman Ray House and Rev. Callahan residents is closed.

## Rev. Callahan House

- Annual Inspections began in January 2016. To date 52 dwelling units have been inspected in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 267 work orders have been generated as a result of this round of inspections. Work Items vary by apartment most common items is caulking of windows and bathtubs, loose toilets, sprinkler escheon re-setting, adjusting doors to latch properly, replacing cracked bathroom sink tops, replacing burned countertops, and replacing bathtub strainers.
  - 2014/2015 Capital Fund Program work items have been substantially completed. A contract was signed with Radovich Builders. The work items included building smoke barriers
-

between first floor units above the drop ceilings. The Fire Marshall came out to inspect the units.

- The Community Police Officer met with Residents regarding Tolerance. He informed residents "If you see something, say something."

## Norman Ray House

- 2014/2015 Capital Fund Program work items has been completed. A contract was signed with Radovich Builders. The work items include Kitchen Cabinet replacement, closet door replacement and painting.

## Moderate Rental

- I mailed out the letters regarding the increase in rent with accordance of the PILOT programming.
- Letters went out regarding Block watch meetings for Chamberlin and Seymour Ave. Chamberlin was held on March 10<sup>th</sup> at ray house. Seymour Avenue was held on March 15<sup>th</sup> at Smithfield Gardens Assisted Living.
- Seven furnace cleanings were completed at 5 to 11 Chamberlin.

## Smithfield Gardens Assisted Living

### Occupancy Statistics:

- 93% (52 of 56 units) occupied as of 03/01/2016
- Five applications in processing
- Two move-ins in March; two move-outs
- 7 applicants on waiting list for 60% units (\$985 rent)
- 11 applicants on waiting list for 50% units (\$825 rent)
- Average age is 84.3
- Age range is 65 - 99
- Average length of tenancy is 27.70 months

### Budgeting Statistics:

- 19 of 19 units rented at \$825
- 33 of 37 units rented at \$985
- 52 of 52 occupied units participating in the meal plan

### Other:

- MRC/ALSA meetings held 3/2, 3/9, 3/16, 3/23, 3/30 (attended by MRC Director, RSC & RNs)  
57 residents' statuses reviewed each week; 5 residents out at rehab as of 03/31/2016
- Resident Council Meeting held 02/25/16 – minutes follow; next meeting 03/31/16
- March Fire Drill completed 03/24/16 (second shift)

**2015 Audit**

Carter and Hayes has completed all the field work and has prepared a draft copy of the 2015 Audit. Final reports will be ready soon.

**Mechanical Repair/replacements – Boiler room**

You will recall the Board of Commissioners chose the firms of Aegis Engineering, Environmental Control Systems and Radovich Builders to complete the repairs/replacements to the mechanical equipment in the Boiler Room. The contracts to begin the work are being signed on 10/7/2014. The work includes:

- Replace the cooling tower
- Remove/replace refrigerant coil, install new chiller water coil, 2 unit
- Relocate existing chemical shot
- Remove Glycol injection system & install port for adding glycol

As a result of a failure of the absorption chiller, we are now faced with adding the replacement of the absorption chiller to this work to be done.

This is currently being partially financed from our Replacement Reserve with CHFA which currently has \$216,000 in it.

This work will began in June, 2015 and is now substantially complete.

minutes Exhibit III

2016 Capital Fund

Capital Fund Program (CFP) Amendment To The Consolidated Annual Contributions Contract (form HUD-53012)

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

Whereas, (Public Housing Authority) Housing Authority of the Town of Seymour CT035 (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Number(s) NY572 dated 3/30/1970

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 101,116.00 for Fiscal Year 2016 to be referred to under Capital Fund Grant Number CT26P03550118 PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number

Now Therefore, the ACC(s) is (are) amended as follows:

- 1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(s) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s). (mark one): [ ] Yes [ ] No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 4/13/2016. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By Date: Title

PHA (Executive Director or authorized agent) By Date: [Signature]