

# MINUTES

COPY RECEIVED  
DATE: 6/7/16  
TIME: 5:10 PM  
TOWN CLERK'S OFFICE

## Seymour Housing Authority

### ➤ 961st Meeting

The 961st Meeting, a Regular Meeting of the Seymour Housing Authority, was held on May 3, 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 5:30 P.M. by Chairperson White.

### ➤ Roll Call

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

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

### ➤ Public Comment Session

None

### ➤ New Business

Chairperson White acknowledged an invited guest; Trudy Higgins, MS, Vice President of Community Services, BH Care. Chairperson White asked for a motion to change the order of the Agenda to discuss new business with Trudy Higgins.

Commissioner Dota motioned to Change the Order of the Agenda to discuss New Business. 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 Dota, Horelick and White. Chairperson White declared the motion carried and New Business now open.

The Executive Director stated the topic of discussion is the use of 34 Smith Street. He stated that he reached out to Trudy Higgins and BH Care to seek interest in using the building as a project and to jointly apply for funding to rehab and occupy the building.

The Executive Director introduced Trudy Higgins who explained that she expects a Notice of Funding Availability for a small project from State Department Social Services and Department of Mental Health and Human Services or the Department of Housing. She explained that they have a program for younger adults. Trudy discussed with detail that this program includes support services and supervision. She stated that this program is a current program being administered in the Naugatuck Valley presently. She stated it is a very successful program. Trudy stated that the participants would receive training on Budgeting, Cooking, Cleaning, Washing Clothes and Parenting.

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The Executive Director stated that he envisioned a joint program with BH Care when the property was purchased. He commented that he sought out BH Care, who is working with the Woman's Institute from Hartford. He stated that they would act as developer and applicant, BH Care would take the role of support services and be the source of Rental Subsidies, and the Housing Authority would be the Landlord and Property Management.

Commissioner Dota asked how many people would be residing at 34 Smith St. Trudy Higgins estimated as many as 8 people.

Commissioner White asked the age of the participants. Trudy Higgins stated between the ages of 17 and 21.

The Executive Director stated that we will wait for the NOFA to be released and then we will prepare to apply.

The Commissioners thanked Trudy Higgins for attendance and explanation of the proposal.

Chairperson White continued with New Business and introduced Contractor Selection Fire Alarm/Smoke Detector Replacement Callahan House.

The Executive Director reviewed the Seymour Housing Authority's Procurement Policy as it pertains to Non-competitive Proposals. He reminded the Board that the alarm system is proprietary. He briefly reviewed the quotes from Siemens dated February 26 and March 18, 2016. He stated that these quotes total \$77,000 and would result in the desired upgrade and equipment replacement necessary at the Callahan House. (See Exhibit I) He also distributed and discussed the recommendation letter submitted by Donald W. Smith, Jr., P.E. Consulting Engineer that indicates the quotes are in order. (Also Exhibit I)

After some further brief discussion, Commissioner Horelick motioned to accept the quotes From Siemens Industry, Inc. in the total amount of \$77,000 and to authorize the Executive Director to enter into contract with Siemens Industry, Inc. in accordance with Paragraph E Non-competitive Proposals, sub-paragraph a.) The item is available only from a single source, based on a good faith review of available sources for the replacement of Smoke Detectors and the Fire Alarm Panel at Rev. Callahan House as funded by FFY 2016 Capital Funds Program CT26P035516. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Dota, Horelick and White. Chairperson White declared the motion carried.

The Executive Director stated that at a recent Fair Housing Training a suggestion was made by HUD Staff that an Elderly/disabled waiting list can be managed using preference points for Elderly thus providing an elevation on the waiting list of elderly individuals. He stated that he would like to investigate this further and if possible

## MINUTES

implement it. He did advise the Commission that even if this method is acceptable that when vacancies arise that many elderly are not in a position to move, however disabled usually take units when they are available. He stated this may still be the case and therefore we would probably be skipping over the elderly to reach the disabled anyway.

After some brief discussion, Commissioner Dota motioned to have the Executive Director research further and implement if possible a preference system for elderly on the elderly/disabled waiting list. 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 Dota, Horelick and White. Chairperson White declared the motion carried.

The Executive Director distributed a email correspondence from the Seymour Post Master who is recommending and requesting that central mail boxes be placed at the beginning of Chamberlin Rd. (See Exhibit II) The Postmaster proposed that they would pay for and install the boxes. Much discussion followed about inconvenience to the residents, traffic and safety issues and that some residents who do not have vehicles live at the top of Chamberlin Rd.

After some further brief discussion, Commissioner Horelick motioned to instruct the Executive Director to oppose the proposal and let the Postmaster know about the objections. 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 Dota, Horelick and White. Chairperson White declared the motion carried.

### ➤ **Previous Meeting Minutes**

Chairperson White introduced the previous meeting minutes of the 960<sup>th</sup> Regular Meeting held on April 6, 2016.

Commissioner Horelick motioned to accept the minutes of the 960<sup>th</sup> Regular Meeting. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Dota, Horelick and White. Chairperson White declared the motion carried and the minutes accepted as presented.

### **Bills & Communications**

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

Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. 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 Dota, Horelick and White.

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

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 DIR)

## ➤ **Old Business**

Chairperson White introduced the Moderate Rental rent increase and Budget Revision.

The Executive Director explained that he sent a letter to all the Moderate Rental residents describing the rent increase to be implemented July 1, 2016. (See Exhibit IV). He stated that this was a 30-day notice intended to receive input from the residents. He also pointed out that this notice announced a Public Hearing. The Executive Director then explained that he received one written comment (See Exhibit V) which he shared with the Commissioners. Commissioner Dota commented that this was a well written letter and acknowledged the message. The Executive Director commented that the Public Hearing was not attended by any residents, so there are no minutes or public comments to discuss.

The Executive Director informed the Board of Commissioners that his negotiations with First Selectman Kurt Miller were successful. He stated that he received a phone call from the First Selectman's Office that the Selectmen met 5/2/2016 and voted in favor of a four-year phase in of the Moderate Rental Program Payment in Lieu of Taxes. He stated that a cooperation letter would be following. He commented that this would fall in line with the Seymour Housing Authority's four year rent increase phase in. He reminded the Commission that we had estimated that a total of \$50 base rent increase was needed to pay the Payment in Lieu of Taxes that the State of Connecticut will no longer be paying.

The Executive Director reviewed the proposed Moderate Rental Budget (See Exhibit VI) which included a Base Rent Increase to begin July 1, 2016 as well as an increase in the percentage of income charged of 1% raising it from 27% to 28% also beginning 7/1/2016.

Following some further brief discussion, Commissioner Dota motioned to approve the 2016 Budget revision including the \$10 Base Rent increase and the 1% of income increase to 28% of income to be implemented July 1, 2016; and, to Authorize the Executive Director to be approved to submit the budget to CHFA for approval. Commissioner Horelick seconded the motion. Chairperson White acknowledged the

## MINUTES

motion and its second and asked all those in favor by voting Aye. Voting Aye were Commissioners Dota and Horelick. Chairperson White abstained from voting to avoid a conflict of interest as the Tenant Commissioner from the Moderate Rental Program. Chairperson White declared the motion carried and the 2016 Budget Revision approved as well as the Rent Increases.

### ➤ **Any Other Business**

The Executive Director presented the Quarterly Budget Reports for Rev. Callahan House, Norman Ray House, Smithfield Gardens Assisted Living, and Moderate Rental. (See Exhibit VII) He read the results of operations and the variances for each property.

Commissioner Horelick motioned to acknowledge receipt the reports. Commissioner Dota Second 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 Dota, Horelick and White. Chairperson White declared the motion carried and the Reports received.

### **Adjournment**

At 6:36 P.M. Chairperson White asked for a motion to adjourn the 962nd meeting of the Seymour Housing Authority. Commissioner Horelick motioned to adjourn the meeting. 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 Dota, Horelick and White. Chairperson White declared the motion carried and the 962nd Meeting, a Regular Meeting, duly adjourned.

Submitted by:



David J. Keyser,  
Secretary and Executive Director

Minutes  
Exhibit I

# SIEMENS

Siemens Industry Inc.

Seymour Housing  
Dave Keyser  
32 Smith St.  
Seymour CT

Hartford Branch  
104 Sebethe Drive  
Cromwell, CT 06416  
Phone: (860) 635-4113 ext. 3099  
Fax: (866) 785 5616  
Email: [bill.church@Siemens.com](mailto:bill.church@Siemens.com)

February 26, 2016

**We are pleased to provide the following proposal:  
Seymour Housing MXL to XLS**

1. (5) Siemens addressable loop cards
2. (1) Siemens PMI two package
3. (1) Siemens MXL to XLS conversion kit
4. (3) Siemens card cage
5. (1) Siemens net work card
6. (7) Siemens power supplies
7. (2) Siemens addible cards
8. (1) Siemens remote display
9. (1) Siemens control relay card
10. (1) Siemens switche
11. (2) Siemens power supply cables

Scope of work:

- Siemens price includes prevailing wage.
- Siemens will remove existing MXL fire panel and replace it with our new XLS Fire Finder addressable system
- All existing field devices will remain
- Siemens will systematically convert all existing addressable loops from MXL to XLS so the fire alarm system will be working at the end of day.
- System commissioning and testing will be performed by Siemens personnel
- Siemens price does not include fixing any existing wiring or T tapping.
- Siemens is not responsible for any painting or patching.
- Siemens parts & labor come with a 1 year warranty.
- Work to be completed Monday - Friday 7 am to 7 pm
- If Fire Marshal or any buildings official makes any changes to the scope of work, there will be additional charge.

Minutes  
Exhibit I

- Siemens price does not include any drawings.
- If drawings are required customer will provide them to the town direct.
- Siemens and Seymour Housing need to get final approval from the Seymour fire marshal before any work can begin.
- Siemens price includes a permit.

**This proposal does not include sales tax or freight.**

Siemens proposes to furnish the above subject to the attached terms and conditions hereof, for the sum of

**\$37,000.00 price is through April 2018**

Payment to be made as follows: **Net 30 Days from Invoice**

Any alteration or deviation from the above involving additional costs will be performed only following acceptance by Siemens Industry Inc. of purchaser's written order and will become an additional cost to purchaser at Siemens Industry Inc then current charges therefore. Siemens may withdraw this proposal if not accepted within 30 days from the date shown above.

**SIEMENS Industry Inc.**

Payment to be made as follows: **Net 30 Days from Invoice**

---

Bill Church  
SIEMENS  
Siemens Industry, Inc

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Purchaser  
(Authorized Signature)

*Minutes  
Exhibit I*

# SIEMENS

Siemens Industry Inc.

Seymour Housing  
Dave Keyser  
32 Smith St.  
Seymour CT

Hartford Branch  
104 Sebethe Drive  
Cromwell, CT 06416  
Phone: (860) 635-4113 ext. 3099  
Fax: (866) 785 5616  
Email: [bill.church@Siemens.com](mailto:bill.church@Siemens.com)

March 18, 2016

**We are pleased to provide the following proposal:  
Seymour Housings smoke detector change out**

1. (108) Siemens smoke detectors
2. (108) Siemens bases

**Scope of work:**

- Siemens price includes prevailing wage
- Siemens will replace existing ION smoke with Siemens photo smoke detectors
- Siemens price does not include fixing any existing wiring or T tapping.
- Siemens is not responsible for any painting or patching.
- Siemens parts & labor come with a 1 year warranty.
- Work to be completed Monday - Friday 7 am to 7 pm
- If Fire Marshal or any buildings official makes any changes to the scope of work, there will be additional charge.
- Siemens price does not include any drawings.
- If drawings are required customer will provide them to the town direct.
- Siemens and Seymour Housing need to get final approval from the Seymour fire marshal before any work can begin.
- Siemens price includes a permit.
- Siemens has included the price for disposal of old ION smoke detectors

*Minutes  
Exhibit I*

**This proposal does not include sales tax or freight.**

Siemens proposes to furnish the above subject to the attached terms and conditions hereof, for the sum of  
**\$40,000.00**

Payment to be made as follows: **Net 30 Days from Invoice**

Any alteration or deviation from the above involving additional costs will be performed only following acceptance by  
Siemens Industry Inc. of purchaser's written order and will become an additional cost to purchaser at

Siemens Industry Inc then current charges therefore. Siemens may withdraw this proposal if not accepted within 30 days from the  
date shown above.

**SIEMENS Industry Inc.**

Payment to be made as follows: **Net 30 Days from Invoice**

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Bill Church  
SIEMENS  
Siemens Industry, Inc

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Purchaser  
(Authorized Signature)

*Minute Exhibit 2*  
Donald W. Smith, Jr., P.E.  
CONSULTING ENGINEER  
56 Greenwood Circle  
Seymour, Connecticut 06483  
(203) 888-4904  
Fax: (203) 881-3434  
Email: [dwsjrpe@sbcglobal.net](mailto:dwsjrpe@sbcglobal.net)

CIVIL ENGINEERING  
SEPTIC DESIGN

CONSTRUCTION INSPECTION  
SITE DEVELOPMENT

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

May 3, 2016

RE: Reverend Albert Callahan House & Norman Ray House  
CFP CT 26P03550116

Dear Commissioners,

As requested, I have reviewed the noncompetitive proposals the Authority has received for modifications and improvements to the fire alarm system in the Rev. Albert Callahan House.

The existing system is a Siemens systems and consists of the main fire alarm panel as well as approximately one hundred and fifty (150) smoke detectors and numerous notification (i.e. horn/strobes) devices and pull stations. Obviously the fire alarm panel and all of the devices are proprietary and need to be purchased thru the same manufacturer.

The proposed improvements associated with this project include replacement of the main fire alarm panel with newest technology and to replace all of the smoke detectors on the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors. The smoke detectors on the 2<sup>nd</sup> floor were replaced a few years ago when the ceilings were replaced.

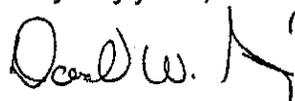
We have reviewed the proposals from Siemens Industry Inc. date February 26, and March 18, 2016 and find them to be complete. Based on our prior work with this vendor on Town of Seymour projects, the pricing of these proposals appears reasonable for the indicated work.

Accordingly, we recommend the Board award the above referenced Contract to the only bidder, Siemens Industry Inc. in the amount of \$77,000.00 (seventy seven thousand dollars) subject to available funding.

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

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

Very truly yours,



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

cc: D. Keyser

Mintley  
Exhibit II

**David Keyser**

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**From:** Luby, Patricia A - Seymour, CT [Patricia.A.Luby@usps.gov]  
**Sent:** Tuesday, May 03, 2016 1:36 PM  
**To:** David Keyser  
**Subject:** Chamberlain Road, Seymour CT 06483

Please be advised the Seymour Post Office is contemplating installing a Centralized Mail Box Unit for mail delivery on the bottom of Chamberlain Road. Delivering that area has always been an issue in the winter, due to the possibility of slips or falls. Also, recently there have been some incidents of children at play by the Postal vehicle which has caused additional safety concerns.

We would be installing a centralized unit on a concrete pad at the bottom of the hill, free of charge, at no cost to the Town of Seymour.

If there are any objections or concerns please contact me at 203-888-3830.

Patricia Luby  
Postmaster Seymour CT 06483  
203-888-3830

Minutes  
Exhibit III

**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: April 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: 0815014177, 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>
8	04/14/2016	No	DD	SHA PAYROLL	Payroll #8	No	\$30,026.70
9	04/28/2016	No	DD	SHA PAYROLL	Payroll #9	No	\$30,174.04
170	04/22/2016	No	CHK	VSP	VSP Online Payment	No	\$65.21
8347	04/04/2016	No	CHK	David J. Keyser	For Meals Only	No	\$120.00
8348	04/04/2016	Yes	CHK	Lori Caruso	For Meals Only	No	\$120.00
8348	04/25/2016	No	VD	Lori Caruso	Never cashed	No	(\$120.00)
8349	04/04/2016	No	CHK	Theresa Schremmer	For Meals Only	No	\$120.00
8350	04/05/2016	No	CHK	Cash	Reimb Petty Cash	No	\$126.05
8351	04/08/2016	No	CHK	Seymour Janitorial Services	RH Monthly cleaning - March	No	\$445.00
8352	04/15/2016	No	CHK	CONN NAHRO	Staff Fair Housing Training 4/15/16	No	\$400.00
8353	04/26/2016	No	CHK	American Express	Acc# 6-34000	No	\$2,498.10
8354	04/26/2016	No	CHK	American Express	Acc# 6-34000	No	\$391.49
8355	04/26/2016	No	CHK	Callahan House Tenants Associat	April	No	\$25.00
8356	04/26/2016	No	CHK	CONN NAHRO	Employee Training & Networking Da	No	\$420.00
8357	04/26/2016	No	CHK	Connecticut Housing Finance Aut	Project #: 96089D	No	\$462.02
8358	04/26/2016	No	CHK	G&K Services	Uniforms	No	\$150.72
8359	04/26/2016	No	CHK	Norman Ray Tenant Association	Monthly associatlon fee	No	\$25.00

Minutes  
Exhibit III

**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: April 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: 615009067, 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>
4069	04/04/2016	No	CHK	Jalowiec, Anne	PH AP Payment Apr 16	No	\$74.35
4070	04/15/2016	No	CHK	Salvador Saigado	For Musical Services 4.19th	No	\$125.00
4071	04/27/2016	No	CHK	NDC Housing & Development	Asset Mgt Fee Jan. - March 2016	No	\$1,008.00

Minutes  
Exhibit III

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: April 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>
1889	04/20/2016	No	CHK	Seymour Housing Authority	CFP 50114	No	\$79,539.85
1890	04/20/2016	No	CHK	Seymour Housing Authority	CFP 50115 Transfer	No	\$76,272.00
1891	04/22/2016	No	CHK	Seymour Housing Authority	Callahan partial Reimb	No	\$10,000.00
1892	04/25/2016	No	CHK	Everlith, Roy	PH AP Payment Apr 16	No	\$120.00
1893	04/26/2016	No	CHK	DJP Electric LLC	40 Yellow Fab Key	No	\$1,620.00

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: April 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: Yes, 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>
212	04/20/2016	No	CHK	Donald W. Smith, Jr. P.E	CFP 50114	No	\$950.00
213	04/20/2016	No	CHK	Radovich Builders LLP	CFP 50114	No	\$78,589.85
214	04/20/2016	No	CHK	Donald W. Smith, Jr. P.E	CFP 50115	No	\$950.00
215	04/20/2016	No	CHK	Radovich Builders LLP	CFP 50115	No	\$73,496.15
216	04/20/2016	No	CHK	Seymour Housing Authority	CFP 50115 Reimb. SHA Admin Cost	No	\$1,825.85

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: April 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>
1724	04/11/2016	No	CHK	Seymour Housing Authority	Early Reimb	No	\$32,000.00
1725	04/28/2016	No	CHK	Talarico, Joanne	PH AP Payment Apr 16	No	\$100.00

**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>
1012	04/20/2016	No	CHK	CT Basement Systems Radon, In	Radon	No	\$6,665.75

#SEYM Seymour Housing Authority

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Exhibit II

Cover Letter (S193)	
Check Date :	04/14/2016-1
Period Range :	03/28/2016 TO 04/10/2016
Week Number :	Week #15

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	1725.35
Total Direct Deposits	27	18432.96
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>20158.31</b>

Total Billing Impound		128.18
Total Agency Checks	4	261.66
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 20773.15**

**Total of Checks Printed 29 Items**

Total Tax Liability	9253.55
Total Workers Comp Liability	0.00

**Total Payroll Liability 30026.70**

Total Direct Deposits 18657.96

**Total Debited From Account 30026.70**

**NEXT PERIOD DATES**

Check Date: 04/28/2016 Week 17  
 Period Begin: 04/11/2016  
 Period End: 04/24/2016  
 Call In Date: 04/25/2016 Week 17

**Payroll rep: Sorrentino George**

#SEYM Seymour Housing Authority

*Minutes  
Exhibit (FD)*

Tax Report For Payroll (S247)	
Check Date :	04/14/2016-1
Period Range :	03/28/2016 TO 04/10/2016
Week Number :	Week #15

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	27,164.13	3,420.20	22	Semi-Weekly
EE OASDI	0.062000	060687649	27,726.78	1,719.08	22	Semi-Weekly
EE Medicare	0.014500	060687649	27,726.78	402.06	22	Semi-Weekly
ER OASDI	0.062000	060687649	27,726.78	1,719.08	22	Semi-Weekly
ER Medicare	0.014500	060687649	27,726.78	402.06	22	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	22	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<b>7,662.48</b>		
<b>Total 941 Liabilities with COBRA</b>				<b>7,662.48</b>		
ER FUI	0.006000	060687649	0.00	-----	22	Quarterly
<b>Total Federal Taxes</b>				<b>7,662.48</b>		
<b>State Withholding</b>						
CT State Withholding		6613871-000	27,164.13	1,019.65	22	Weekly CT
<b>Total State Withholding</b>				<b>1,019.65</b>		
<b>Employer SUI Withholding</b>						
CT-SUI	0.035000	91-378-04	16,325.98	571.42	22	Quarterly
<b>Total Employer SUI</b>				<b>571.42</b>		
Total Employee Taxes				6,560.99		
Total Employer Taxes without COBRA				2,692.56		
<b>Total Tax Liability without COBRA</b>				<b>9,253.55</b>		
<b>Total Tax Liability with COBRA</b>				<b>9,253.55</b>		
Regular checks				1,725.35		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,657.96		
<b>Total Net Payroll</b>				<b>20,383.31</b>		
Agency Checks				261.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				128.18		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<b>30,026.70</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				20,773.15		
Total Direct Deposits				18,657.96		
<b>Total Amount Debited from your Account before Credit applied</b>				<b>30,026.70</b>		
<b>Total Amount Debited from your Account after Credit applied</b>				<b>30,026.70</b>		

#SEYM Seymour Housing Authority

Minutes  
Exhibit III

Cover Letter (S193)	
Check Date :	04/28/2016-1
Period Range :	04/11/2016 TO 04/24/2016
Week Number :	Week #17

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	1749.40
Total Direct Deposits	27	18158.74
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>19908.14</b>
Total Billing Impound		716.82
Total Agency Checks	4	261.66
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>21111.62</b>
<b>Total of Checks Printed</b>	<b>29 Items</b>	
Total Tax Liability		9062.42
Total Workers Comp Liability		0.00
<b>Total Payroll Liability</b>		<b>30174.04</b>
Total Direct Deposits		18383.74
<b>Total Debited From Account</b>		<b>30174.04</b>

**NEXT PERIOD DATES**

Check Date: 05/12/2016 Week 19  
 Period Begin: 04/25/2016  
 Period End: 05/08/2016  
 Call In Date: 05/09/2016 Week 19

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

minute  
Exhibit III

Tax Report For Payroll (S247)	
Check Date :	04/28/2016-1
Period Range :	04/11/2016 TO 04/24/2016
Week Number :	Week #17

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	26,850.28	3,395.19		22 Semi-Weekly
EE OASDI	0.062000	060687649	27,409.76	1,699.44		22 Semi-Weekly
EE Medicare	0.014500	060687649	27,409.76	397.47		22 Semi-Weekly
ER OASDI	0.062000	060687649	27,409.76	1,699.44		22 Semi-Weekly
ER Medicare	0.014500	060687649	27,409.76	397.47		22 Semi-Weekly
COBRA Credit	-----	060687649	-----			22 Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>					<b>7,589.01</b>	
<b>Total 941 Liabilities with COBRA</b>					<b>7,589.01</b>	
ER FUI	0.006000	060687649	0.00			22 Quarterly
<b>Total Federal Taxes</b>					<b>7,589.01</b>	
<b>State Withholding</b>						
CT State Withholding		6613871-000	26,850.28	1,005.21		22 Weekly CT
<b>Total State Withholding</b>					<b>1,005.21</b>	
<b>Employer SUI Withholding</b>						
CT-SUI	0.035000	91-378-04	13,376.50	468.20		22 Quarterly
<b>Total Employer SUI</b>					<b>468.20</b>	
<b>Total Employee Taxes</b>				6,497.31		
<b>Total Employer Taxes without COBRA</b>				2,565.11		
<b>Total Tax Liability without COBRA</b>					<b>9,062.42</b>	
<b>Total Tax Liability with COBRA</b>					<b>9,062.42</b>	
<b>Regular checks</b>				1,749.40		
<b>Manual checks</b>				0.00		
<b>3rd Party Checks</b>				0.00		
<b>Void Checks</b>				0.00		
<b>Direct Deposit Checks</b>				18,383.74		
<b>Total Net Payroll</b>					<b>20,133.14</b>	
<b>Agency Checks</b>				261.66		
<b>Agency Checks DD</b>				0.00		
<b>Agency Checks Void</b>				0.00		
<b>Billing Impound</b>				716.82		
<b>Total Workers Comp</b>				0.00		
<b>Total Payroll Liability</b>					<b>30,174.04</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				
<b>Total Check/Direct Deposits</b>				21,111.62		
<b>Total Direct Deposits</b>				18,383.74		
<b>Total Amount Debited from your Account before Credit applied</b>					<b>30,174.04</b>	
<b>Total Amount Debited from your Account after Credit applied</b>					<b>30,174.04</b>	

**Exhibit DIR**

**May 2016**

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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 2

Callahan House experienced two move outs and one move in during April 2016. Callahan House has experienced 5 vacancy days since January 1, 2016 and has averaged 2.5 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; 5 days/ 29200 days available = 0.1712% percentage through April 30, 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 73 days and have 275 days to use for the balance of the Subsidy year.

CALLAHAN HOUSE		VACANCY/TURNOVER DAYS			2016
FEDERAL ELDERLY		Vacancy Turnover Days 2016			
UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
2V	Everlith	4/25/2016	Zalenski	4/29/2016	4
2A	Ewen	4/30/2016	Vacant		1

Average number of vacancy days per vacancy

2.5

Norman Ray House remained fully occupied during April 2016. Norman Ray House has experienced 24 vacancy days since January 1, 2016 and has averaged 12 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; 24 days/ 14600 days available = 0.1644% percentage through April 30, 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 114 vacancy day and have 54 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: 12



Smithfield Gardens Assisted Living experienced 2 move-ins during April 2016. Smithfield Gardens has experienced 357 vacancy days since January 1, 2016 and averaged 44.62 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; 357 days/ 20,440 days available = 1.7465% percentage through April 30, 2016.

SMITHFIELD GARDENS		VACANCY/TURNOVERDAYS				2015
ASSISTED LIVING						
CR	Rent	FRIOR			NEXT	No Of
UNT	%	RESIDENT	MOVE-OUT	TENANT	INDATE	Days
127	60%	985 Boasso	12/18/2015	Greene	1/29/2016	29
113	50%	825 Martindale	12/31/215	Podlak	1/30/2016	30
122	50%	825 Pagiaro	1/4/2016	Kirkel	4/11/2016	98
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	Throburn	4/1/2016	36
126	60%	985 Windworth	3/10/2016	Vacant		51
108	50%	825 Jelowiec	3/16/2016	Vacant		45

Average number of vacancy days per vacancy: 35.65

The vacancy loss is approximately \$10,198 since January 1, 2016. We have budgeted \$8,528 for vacancy loss through April 30,2016.

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## General Information

### Training

Staff attended HUD Fair Housing Training offered by Conn Nahro.

### Complaints

#### Callahan House

During March 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 was investigated by the RSC and the resident was spoken to and the issue was resolved.

During April we received a complaint that a resident with a small dog had allowed the dog to aggressively approach their home health aide. Staff watched the common area video footage and confirmed that the dog had gotten away from the owner's side and was nipping at the Aide's pants legs thus frightening the Aide. A pre-termination letter was written to the dog owner and a Grievance Hearing was held. The owner agreed to use a shorter leash when in the common area and to crate the dog if we are doing maintenance in her apartment.

During April we received a complaint that a particular resident was perpetuating threatening language and pounded his fist on the laundry room window at this resident who made the complaint. Staff reviewed video footage and verified the actions. Pre-term notice will be going out shortly.

During April we received a complaint about threatening language used between tenants. Notices to attend a mediation went out. The RSC provided counseling to all parties. A mediation was held on 4/28/2016 and all parties signed in house stipulated agreements to be civil with each other per the terms of the Lease Agreement and the Rules and Regulations of the Seymour Housing Authority.

During April we received a complaint about a resident allowing an evicted resident to visit and be in the Callahan House. The complaint was that the resident felt threatened at the presence of the past resident. A mediation/grievance was held and both parties signed an agreement to act in accordance with the Lease Agreement pertaining to peaceful enjoyment of the premises.

#### Norman Ray House

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We received complaints that the resident above her was making disturbing noises all night and that she is causing water to leak into her apartment. The complaining resident has addressed this matter herself by visiting the neighbor in the middle of the night. We addressed this as a maintenance issue and investigated the unit on more than one occasion. The toilet, bathroom and kitchen sink were ruled out for causing the leak. What was found is the shower diverter was leaking inside the wall each time it was run. This leak would have gone undetected if the water was not running downstairs. Both residents were informed of the results and asked to abide by the terms of their lease regarding peaceful enjoyment of the premises.

We received a complaint from a resident who reported that someone may have been in their apartment as there are marks on his wall. He identified a date a time when he thought this may have taken place. Staff reviewed the video tape and found that no one entered the resident's apartment.

#### **Annual Waiting List Purge**

Letters have been issued to all Households on the Waiting List regarding the Annual Purge. These households are required to inform us if they are still interested in being on the waiting list. The process allows for 30 days at the end of which, if we have not heard from the applicant households, we will remove them from the waiting list.

#### **Office Accessibility**

I am seeking a quote to install automatic door openers for the two office doors at the Offices of the Seymour Housing Authority, 28 Smith Street.

### **Rev. Callahan House**

- **Annual Inspections began in January 2016. To date 63 dwelling units have been inspected in accordance with HUD's Uniform Physical Conditions Standards (UPCS). 321 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.**
- **2016 Capital Fund Program is nearly approved. We have received the signed ACC Amendment. We are preparing the Environmental Reports for HUD, then they will release the funds to the various line items in the LOCCS system.**
- **The Air Conditioner covers have been removed for the season and the AC units we removed in the fall were reinstalled.**
- **HUD's 2016 CFP Safety and Security application has been submitted to HUD. The items we are seeking to be funded are increased parking lot lighting and video camera improvements.**
- **Notices about the Community Garden program were sent to residents. We have requested the landscaper to rototill the garden for the season to begin.**

## 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.
- The Air Conditioner covers have been removed for the season and the AC units we removed in the fall were reinstalled.
- HUD's 2016 CFP Safety and Security application has been submitted to HUD. The items we are seeking to be funded are increased parking lot lighting and video camera improvements and the intercom/entry door system upgrade/replacement.

## Moderate Rental

- Seven furnace cleanings were completed at 12 to 22 Chamberlin.
- Connecticut Basement Systems re-tested 6 dwellings on Chamberlin Rd and Brothers Court that had tested high. Adjustments have been made to the systems to improve effectiveness and to ensure they were testing below the State maximum.
- The Moderate Rental residents were sent notices out reminding them that Fire pits are not allowed on Seymour Housing Property.

## Smithfield Gardens Assisted Living

### Occupancy Statistics:

- 98% (55 of 56 units) occupied as of 05/01/2016
- Four applications in processing
- Two move-ins in April; one move-in for May 1; no move-outs in April
- 11 applicants on waiting list for 60% units (\$985 rent)
- 9 applicants on waiting list for 50% units (\$825 rent)
- Average age is 84.7
- Age range is 66 - 100
- Average length of tenancy is 27.50 months

### Budgeting Statistics:

- 22 of 19 units rented at \$825
- 33 of 37 units rented at \$985
- 55 of 55 occupied units participating in the meal plan

### Other:

- MRC/ALSA meetings held 4/6, 4/13, 4/20, 4/27 (attended by MRC Director, RSC & RNs)  
60 residents' statuses reviewed each week; two residents out at rehab as of 04/30/2016
  - Resident Council Meeting held 03/31/16 – minutes follow; next meeting 04/28/16
  - April Fire Drill completed 04/24/16 (third shift)
- 

## Mechanical Repair

We are experience problems with Hot Water distribution in the building. There seems to be a pressure problem or a cross over issue. Units either receiving too much hot water, no cold water, or no water at all. During a recent health department inspection, it was noted that the dishwasher and sprayer sink are not receiving hot enough water. Silver Petrucelli and Environment Control Systems are working on a solution.

### **Sprinkler System**

Quarterly inspection of the sprinkler system was completed in April. The day after the inspection, a valve failed and put the sprinkler system into alarm. The Fire Dept. was dispatched because the buiding was in alarm. The system was looked at again by M.J. Daly and the defective vlae was located. A replacement has been ordered and will be installed early in May. The cost of this repair/replacement will be approximately \$1,600.

Minutes Exhibit IV

# HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET  
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579  
FAX (203) 888-2096  
E-MAIL admin@seymourhousing.org  
TDD (203) 888-2942

March 15, 2016

Dear Moderate Rental Resident:

This correspondence is to inform you that the Seymour Housing Authority is proposing a Base Rent increase of \$10.00 per unit per month to begin July 1, 2016. The Seymour Housing Authority is also proposing an increase in the percentage of rent charge from 27% to 28%. If you are paying an amount less than the proposed base rent for July 1, 2016, then you will pay that amount beginning July 1, 2016.

If you are now paying the base rent, your rent will be affected as follows:

Unit Type	Prior Base Rent	Proposed Base Rent
4 Room Single	\$440.00 / Month	\$450.00 / Month
5 Room Single	\$447.00 / Month	\$457.00 / Month
4 Room Duplex	\$434.00 / Month	\$444.00 / Month
5 Room Duplex	\$450.00 / Month	\$460.00 / Month
<b>Hofmann Heights</b>		
4 Room Row Style	\$500.00 / Month	\$510.00 / Month
5 Room Single	\$510.00 / Month	\$520.00 / Month

Please be informed that you may submit written comments to the Seymour Housing Authority until Friday, April 15, 2016. I have also scheduled a public hearing to be held in the community room at the Rev. Callahan House located at 32 Smith Street on Tuesday, April 19, 2016 at 5:30 P.M. to discuss the proposed changes. I will record any comments made at that time in addition to any written comments you may wish to make. These comments will be returned to the Board of Commissioners for review.

You may review the proposed management plans and any other documents such as the financial statements upon request. Please give the Authority a reasonable amount of time to respond.

Sincerely,

David J. Keyser, PHM/CCCP  
Executive Director

Brenda A. White - Chairperson/Tenant Commissioner  
Susan Horelick - Vice Chairperson  
Virginia Dota - Treasurer/Tenant Commissioner  
Dominick Bellucci - Assistant Treasurer/Tenant Commissioner  
Rebecca L. Golebleski - Commissioner

David J. Keyser, PHM  
Executive Director  
and Secretary



An Equal Opportunity Employer



Minutes  
Exhibit V

Dear David Meyer,

It would be a great hardship on us and others on the street with the increase in the rent. We didn't get an increase in our Social Security Disability checks. The electric bill went up. The water bill went up. And then that pays our oil goes down every year from what they used to pay.

Bill + I are very sick these days. I had ~~stingles~~ and since then I have ~~severe~~ <sup>severe</sup> ~~epous~~ <sup>epous</sup> ~~attacks~~ 3 a day every day for two ~~days~~ <sup>years</sup>. Bill's OAD has gotten worse because of me.

Excuse my hand writing. The medicine I am taking makes it hard for me to write. We are so sick that we wouldn't even be able to move if there was a cheaper place. We are stuck here to the end of the system which we hope is soon.

Thank you for helping us keep the rent down and fighting for us. God helps those who help the poor and sick. God Bless you.

Christian Love,  
Donna + Bill Dwyer

Minutes  
Exhibit II

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 APPROVED BUDGET	2016 PROPOSED BUDGET REVISION	2016 PROPOSED BUDGET REVISION
				Current Rent	+\$10 Base +1%	+\$50 Base +3%
<b>INCOME</b>						
3100 RENTAL INCOME - BASE	416,388	435,828	435,828	435,828	445,548	484,428
3100 RENTAL INCOME - EXCESS OF BASE	43,017	49,134	34,078	41,606	43,172	46,843
3210 DWELLING VACANCY LOSS	(2,830)	(3,366)	(5,000)	(5,000)	(5,000)	(5,000)
NET RENTAL INCOME	456,575	481,596	464,906	472,434	483,720	526,271
3510 SALES AND SERVICES TO TENANTS	4,905	2,160	3,500	3,500	3,500	3,500
3610 INTEREST INCOME	110	102	100	100	100	100
3620 OTHER INCOME	35,598	30,530	36,632	36,632	36,632	36,632
TOTAL INCOME	497,188	514,388	505,138	512,666	523,952	566,503
<b>EXPENSES</b>						
4120 SALARIES - OFFICE	110,493	110,032	104,939	110,681	110,681	110,681
4120 COMPENSATED ABSENCES	(132)	5,206	5,206	5,546	5,546	5,546
4130 LEGAL	9,805	8,413	10,337	9,526	9,526	9,526
4131 ACCOUNTING FEES	5,109	6,097	8,000	8,000	8,000	8,000
4151 OFFICE SUPPLIES	6,481	5,146	6,367	6,367	6,367	6,367
4152 RENTS	20,900	20,900	20,900	20,900	20,900	20,900
4153 TRAVEL	2,524	784	1,261	946	946	946
4159 OTHER OFFICE EXPENSE	18,551	25,104	26,233	26,138	26,138	26,138
4160 PENSIONS AND OTHER FUNDS	37,379	40,810	36,273	37,245	37,245	37,245
4161 PAYROLL TAXES	11,262	13,493	12,467	12,740	12,740	12,740
TOTAL MANAGEMENT EXPENSES	222,372	235,984	231,982	238,087	238,087	238,087
4310 WATER	198	(30)	400	400	400	400
4320 ELECTRICITY	1,579	1,604	2,000	1,500	1,500	1,500
4340 FUEL	(1,051)	(1,432)	2,000	1,500	1,500	1,500
TOTAL UTILITY EXPENSE	726	142	4,400	3,400	3,400	3,400
4410 MAINTENANCE WAGES	29,435	33,017	31,170	34,302	34,302	34,302
4420 MATERIALS AND SUPPLIES	20,087	13,935	20,950	17,600	17,600	17,600
4430 CONTRACTUAL SERVICES	124,132	130,061	115,900	122,900	122,900	122,900
4440 MAINTENANCE SHOP AND EQUIPMENT EXP	0	0	0	0	0	0
TOTAL MAINTENANCE EXPENSE	173,654	177,013	168,020	174,802	174,802	174,802
4711 INSURANCE	23,273	26,820	26,820	27,287	27,287	27,287
4717 INTEREST & PRINCIPAL PAYMENTS	25,419	25,419	25,420	20,450	20,450	20,450
4715 PAYMENT IN LIEU OF TAXES ( 25% / 100% )	0	0	0	0	12,008	52,287
TOTAL OTHER EXPENSE	48,692	52,239	52,240	47,737	59,745	100,024
4810 PROVISION FOR REPAIRS AND REPL	37,435	40,496	40,497	40,640	39,918	42,189
4820 PROVISION FOR VACANCY AND COLL LOSS	8,052	8,000	8,000	8,000	8,000	8,000
TOTAL PROVISIONS	45,487	48,496	48,497	48,640	47,918	50,189
6100 EXTRAORDINARY (INCOME) EXPENSE	0	(0)	0	0	0	0
TOTAL EXPENSES	490,931	513,874	505,138	512,666	523,952	566,503
NET SURPLUS/(DEFICIT) FOR PERIOD	6,257	514	0	0	0	0
PROVISION PER UNIT MONTH	45	42	42	42	41	43

Minutes  
Exhibit III

**Seymour Housing Authority**  
**Operating Statement for the Three Months Ended 03/31/2016**  
**Program: Federal      Project: 001 - Reverend Callahan House**

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>					
Rental Income	90,498	85,000	5,498	340,000	(249,502)
Interest Income	278	275	3	1,100	(822)
Tenant Charges	493	3,375	(2,882)	13,500	(13,007)
Other Income	7,383	7,465	(82)	29,859	(22,476)
Operating Subsidy	50,461	55,000	(4,539)	220,000	(169,539)
<b>TOTAL INCOME</b>	<b>149,113</b>	<b>151,115</b>	<b>(2,002)</b>	<b>604,459</b>	<b>(455,346)</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
Wages	32,354	27,338	(5,016)	109,352	76,998
Compensated Absences	1,294	1,374	79	5,495	4,201
Legal	744	1,622	878	6,488	5,744
Travel	1,355	609	(746)	2,434	1,079
Accounting & Auditing	4,147	4,924	777	19,695	15,549
Office Supplies	2,000	1,475	(525)	5,900	3,900
Office Expenses	6,793	6,113	(681)	24,450	17,657
Office Rent	5,225	5,225	0	20,900	15,675
Tenant Services	5,382	3,199	(2,183)	12,795	7,413
<b>TOTAL ADMINISTRATIVE</b>	<b>59,293</b>	<b>51,877</b>	<b>(7,416)</b>	<b>207,509</b>	<b>148,216</b>
<b>UTILITIES</b>					
Water	3,662	6,600	2,938	26,400	22,738
Electricity	15,147	9,250	(5,897)	37,000	21,853
Gas	23,041	18,750	(4,291)	75,000	51,959
Cable	(3,046)	(2,925)	121	(11,700)	(8,654)
<b>TOTAL UTILITIES</b>	<b>38,803</b>	<b>31,675</b>	<b>(7,128)</b>	<b>126,700</b>	<b>87,897</b>
<b>MAINTENANCE</b>					
Wages	6,570	5,954	(617)	23,814	17,244
Supplies	4,485	2,843	(1,643)	11,370	6,885
Contractors	19,873	29,225	9,552	116,900	97,227
<b>TOTAL MAINTENANCE</b>	<b>30,729</b>	<b>38,021</b>	<b>7,292</b>	<b>152,084</b>	<b>121,355</b>
<b>OTHER</b>					
Insurance	5,328	5,328		21,311	15,983
Employee Benefits	11,283	11,775	492	47,099	35,816
Collection Losses	500	500		2,000	1,500
Extraordinary Maintenance	2,240	3,750	1,510	15,000	12,760
Property Taxes	4,865	5,333	468	21,330	16,465
Property Repl. & Betterments		2,750	2,750	11,000	11,000
<b>TOTAL OTHER</b>	<b>24,215</b>	<b>29,435</b>	<b>5,220</b>	<b>117,740</b>	<b>93,525</b>
<b>TOTAL EXPENSES</b>	<b>163,040</b>	<b>151,008</b>	<b>(2,032)</b>	<b>604,033</b>	<b>450,993</b>
<b>SURPLUS</b>	<b>(3,928)</b>	<b>107</b>	<b>(4,034)</b>	<b>426</b>	<b>(4,354)</b>

*Minutes  
Exhibit III*

**Seymour Housing Authority**

**Operating Statement for the Three Months Ended 03/31/2016**

**Program: Federal**

**Project: 002 - Norman Ray House**

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>					
Rental Income	33,457	28,250	5,207	113,000	(79,543)
Tenant Charges	70	400	(330)	1,600	(1,530)
Other Income	7,071	7,197	(126)	28,789	(21,718)
Operating Subsidy	25,620	26,750	(1,130)	107,000	(81,380)
<b>TOTAL INCOME</b>	<b>66,218</b>	<b>62,597</b>	<b>3,621</b>	<b>250,389</b>	<b>(184,171)</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
Wages	16,174	13,419	(2,755)	53,676	37,502
Compensated Absences	587	623	37	2,493	1,907
Legal	653	1,124	471	4,494	3,841
Travel	162	234	81	934	782
Accounting & Auditing	2,198	2,451	253	9,805	7,607
Office Supplies	1,026	675	(351)	2,700	1,674
Office Expenses	3,318	3,119	(200)	12,475	9,157
Office Rent	2,613	2,613	(0)	10,450	7,837
Tenant Services	1,075	250	(825)	1,000	(75)
<b>TOTAL ADMINISTRATIVE</b>	<b>27,798</b>	<b>24,507</b>	<b>(3,289)</b>	<b>98,027</b>	<b>70,232</b>
<b>UTILITIES</b>					
Water	2,115	2,300	185	9,200	7,085
Electricity	9,970	8,500	(1,470)	34,000	24,030
Cable	(2,043)	(1,875)	168	(7,500)	(5,457)
<b>TOTAL UTILITIES</b>	<b>10,042</b>	<b>8,925</b>	<b>(1,117)</b>	<b>35,700</b>	<b>25,658</b>
<b>MAINTENANCE</b>					
Wages	2,880	2,822	(58)	10,488	7,608
Supplies	1,901	1,050	(851)	4,200	2,299
Contractors	14,087	15,456	1,370	61,825	47,738
<b>TOTAL MAINTENANCE</b>	<b>18,868</b>	<b>19,128</b>	<b>261</b>	<b>76,513</b>	<b>57,645</b>
<b>OTHER</b>					
Insurance	2,348	2,348		9,390	7,043
Employee Benefits	5,485	5,625	140	22,500	17,015
Extraordinary Maintenance		125	125	500	500
Property Taxes	2,137	1,745	(392)	6,980	4,843
Property Repl. & Betterments		125	125	500	500
<b>TOTAL OTHER</b>	<b>9,970</b>	<b>9,968</b>	<b>(3)</b>	<b>39,870</b>	<b>29,900</b>
<b>TOTAL EXPENSES</b>	<b>66,674</b>	<b>62,528</b>	<b>(4,147)</b>	<b>250,110</b>	<b>183,436</b>
<b>SURPLUS</b>	<b>(456)</b>	<b>70</b>	<b>(525)</b>	<b>279</b>	<b>(735)</b>

*minutes*  
*Exhibit 2B*

**Seymour Housing Authority**

**Operating Statement for the Three Months Ended 03/31/2016**

**Program: Moderate Rental**

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>					
<b>TENANT RENT</b>					
Rental Income - Base Rent	108,957	108,957		435,828	(326,871)
Rental Income - Excess of Base	14,138	10,402	3,737	41,608	(27,488)
Dwelling Vacancy Loss	(440)	(1,250)	810	(5,000)	4,560
<b>TOTAL TENANT RENT</b>	<b>122,855</b>	<b>118,109</b>	<b>4,847</b>	<b>472,434</b>	<b>(349,779)</b>
Interest Income	38	25	13	100	(62)
Tenant Charges	835	875	(240)	3,500	(2,865)
Other Income	9,159	9,158	1	36,632	(27,473)
<b>TOTAL INCOME</b>	<b>132,487</b>	<b>128,167</b>	<b>4,321</b>	<b>512,668</b>	<b>(380,179)</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
Office Salaries	32,749	27,670	(5,079)	110,681	77,932
Compensated Absences	1,301	1,387	85	5,548	4,245
Legal	3,921	2,382	(1,539)	9,528	5,605
Accounting & Auditing	2,522	2,000	(522)	8,000	5,478
Office Supplies	1,942	1,592	(350)	6,367	4,428
Rent	5,225	5,225	0	20,900	15,675
Travel	312	715	403	2,861	2,549
Office Expense	5,976	6,056	80	24,223	18,247
Employee Benefits	7,611	9,311	1,701	37,245	29,634
Payroll Taxes	3,879	3,185	(694)	12,740	8,861
<b>TOTAL ADMINISTRATIVE</b>	<b>65,438</b>	<b>59,522</b>	<b>(5,916)</b>	<b>238,089</b>	<b>172,851</b>
<b>UTILITIES</b>					
Water	94	100	6	400	306
Electricity	358	375	17	1,500	1,142
Fuel Oil		375	375	1,500	1,500
<b>TOTAL UTILITIES</b>	<b>452</b>	<b>850</b>	<b>398</b>	<b>3,400</b>	<b>2,948</b>
<b>MAINTENANCE</b>					
Maintenance Wages	9,450	8,576	(875)	34,302	24,852
Maintenance Materials	3,125	4,400	1,275	17,600	14,475
Maintenance Contractors	24,044	30,725	6,681	122,900	98,856
<b>TOTAL MAINTENANCE</b>	<b>36,619</b>	<b>43,701</b>	<b>7,081</b>	<b>174,802</b>	<b>138,183</b>
<b>OTHER EXPENSES</b>					
Insurance	6,821	6,821		27,285	20,464
Mortgage Payments	6,355	5,113	(1,242)	20,450	14,095
Prov for Repair & Replacement	10,160	10,160		40,840	30,480
Prov for Collection Losses	2,000	2,000	(0)	8,000	6,000
<b>TOTAL OTHER EXPENSES</b>	<b>25,336</b>	<b>24,094</b>	<b>(1,242)</b>	<b>96,375</b>	<b>71,039</b>
<b>TOTAL EXPENSES</b>	<b>127,845</b>	<b>128,167</b>	<b>321</b>	<b>512,668</b>	<b>384,821</b>
<b>SURPLUS</b>	<b>4,642</b>	<b>0</b>	<b>4,642</b>	<b>0</b>	<b>4,642</b>

*Minutes Exhibit III*

**Seymour Housing Authority  
Operating Statement for the Three Months Ended 03/31/2016  
Program: Smithfield Gardens**

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>					
<b>RENT</b>					
Tenant Rent Revenues	156,360	156,360		625,440	(469,080)
Rental Subsidies	132,358	130,872	1,486	523,488	(391,130)
Other Rent Revenues	14,602	14,603	(0)	58,410	(43,808)
Vacancy Loss	(9,400)	(7,818)	(1,582)	(31,272)	21,872
<b>TOTAL RENT</b>	<b>293,920</b>	<b>294,017</b>	<b>(98)</b>	<b>1,176,066</b>	<b>(882,146)</b>
<b>ASSISTED LIVING SERVICES</b>					
Core Services Income	54,008	51,060	2,946	204,241	(150,236)
Meal Service Income	77,983	78,120	(137)	312,480	(234,497)
ALSA Service Income	295,592	280,000	15,592	1,120,000	(824,408)
<b>TOTAL ASSISTED LIVING SERVICES</b>	<b>427,581</b>	<b>409,180</b>	<b>18,401</b>	<b>1,636,721</b>	<b>(1,209,140)</b>
Other Revenues	2,801	2,500	301	10,000	(7,199)
<b>TOTAL INCOME</b>	<b>724,302</b>	<b>705,697</b>	<b>18,605</b>	<b>2,822,787</b>	<b>(2,098,485)</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
Meetings & Marketing	216	1,914	1,697	7,655	7,439
Office Salaries	14,207	11,452	(2,755)	45,807	31,600
Office Expense	7,513	4,188	(3,327)	16,744	9,231
Management Fee	14,895	14,701	(194)	58,803	43,908
Manager Salaries	18,131	16,736	(1,396)	66,943	48,812
Legal, Accounting & Auditing	4,776	5,273	497	21,092	16,316
Miscellaneous Administrative	110	138	28	560	440
<b>TOTAL ADMINISTRATIVE</b>	<b>59,849</b>	<b>54,399</b>	<b>(5,450)</b>	<b>217,594</b>	<b>157,745</b>
<b>UTILITIES</b>					
Electricity	4,804	8,760	3,946	35,000	30,196
Water	2,212	2,000	(212)	8,000	5,788
Gas	20,321	16,000	(4,321)	64,000	43,679
<b>TOTAL UTILITIES</b>	<b>27,338</b>	<b>26,760</b>	<b>(578)</b>	<b>107,000</b>	<b>79,663</b>
<b>MAINTENANCE</b>					
Maintenance/Cleaning Salaries	7,298	5,530	(1,767)	22,121	14,823
Supplies	4,566	5,188	622	20,750	16,184
Contractors	21,711	16,975	(4,736)	67,300	46,169
Trash Removal	1,305	1,260	(45)	5,000	3,695
HVAC Repairs & Maintenance	7,708	4,250	(3,458)	17,000	9,292
Snow Removal	3,400	8,760	5,360	35,000	31,600
Cable & Internet	3,385	3,325	(60)	13,300	9,915
<b>TOTAL MAINTENANCE</b>	<b>49,371</b>	<b>45,268</b>	<b>(4,104)</b>	<b>181,071</b>	<b>131,700</b>
<b>OTHER EXPENSE</b>					
Payroll & Property Taxes	7,046	6,446	(600)	25,782	18,738
Insurance	13,249	13,325	76	53,300	40,051
Employee Benefits	7,441	9,283	1,821	37,051	29,610
Misc Taxes, Licenses, Ins.		200	200	800	800
Mortgage Payments	105,356	105,356	0	421,420	316,066
Replacement Reserve Deposits	8,838	8,838		35,352	26,514
<b>TOTAL OTHER EXPENSE</b>	<b>141,929</b>	<b>143,426</b>	<b>1,497</b>	<b>573,708</b>	<b>431,778</b>
<b>ASSISTED LIVING SERVICES</b>					
Core Services	73,524	64,637	(8,888)	258,548	185,022
Meal Services	85,872	90,918	5,046	363,670	277,798
ALSA Services	295,592	280,000	(15,592)	1,120,000	824,408
<b>TOTAL ASSISTED LIVING SERVICES</b>	<b>454,988</b>	<b>435,554</b>	<b>(19,434)</b>	<b>1,742,218</b>	<b>1,287,228</b>
<b>SURPLUS</b>	<b>(9,173)</b>	<b>300</b>	<b>9,474</b>	<b>1,201</b>	<b>10,374</b>

*minutes  
Exhibit VII*

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 APPROVED BUDGET Annual Current Rent	2016 PROPOSED BUDGET Annual +\$10 Base +1%	2016 PROPOSED BUDGET REVISION Blended
<b>INCOME</b>						
3100 RENTAL INCOME - BASE	416,388	435,828	435,828	435,828	445,548	440,688
3100 RENTAL INCOME - EXCESS OF BASE	43,017	49,134	34,078	41,606	43,172	42,389
3210 DWELLING VACANCY LOSS	(2,830)	(3,366)	(5,000)	(5,000)	(5,000)	(5,000)
NET RENTAL INCOME	<u>456,575</u>	<u>481,596</u>	<u>464,906</u>	<u>472,434</u>	<u>483,720</u>	<u>478,077</u>
3510 SALES AND SERVICES TO TENANTS	4,905	2,160	3,500	3,500	3,500	3,500
3610 INTEREST INCOME	110	102	100	100	100	100
3620 OTHER INCOME	35,598	30,530	36,632	36,632	36,632	36,632
TOTAL INCOME	<u>497,188</u>	<u>514,388</u>	<u>505,138</u>	<u>512,666</u>	<u>523,952</u>	<u>518,309</u>
<b>EXPENSES</b>						
4120 SALARIES - OFFICE	110,493	110,032	104,939	110,681	110,681	110,681
4120 COMPENSATED ABSENCES	(132)	5,206	5,206	5,546	5,546	5,546
4130 LEGAL	9,805	8,413	10,337	9,526	9,526	9,526
4131 ACCOUNTING FEES	5,109	6,097	8,000	8,000	8,000	8,000
4151 OFFICE SUPPLIES	6,481	5,146	6,367	6,367	6,367	6,367
4152 RENTS	20,900	20,900	20,900	20,900	20,900	20,900
4153 TRAVEL	2,524	784	1,261	946	946	946
4159 OTHER OFFICE EXPENSE	18,551	25,104	26,233	26,138	26,138	26,138
4160 PENSIONS AND OTHER FUNDS	37,379	40,810	36,273	37,245	37,245	37,245
4161 PAYROLL TAXES	11,262	13,493	12,467	12,740	12,740	12,740
TOTAL MANAGEMENT EXPENSES	<u>222,372</u>	<u>235,984</u>	<u>231,982</u>	<u>238,087</u>	<u>238,087</u>	<u>238,087</u>
4310 WATER	198	(30)	400	400	400	400
4320 ELECTRICITY	1,579	1,604	2,000	1,500	1,500	1,500
4340 FUEL	(1,051)	(1,432)	2,000	1,500	1,500	1,500
TOTAL UTILITY EXPENSE	<u>726</u>	<u>142</u>	<u>4,400</u>	<u>3,400</u>	<u>3,400</u>	<u>3,400</u>
4410 MAINTENANCE WAGES	29,435	33,017	31,170	34,302	34,302	34,302
4420 MATERIALS AND SUPPLIES	20,087	13,935	20,950	17,600	17,600	17,600
4430 CONTRACTUAL SERVICES	124,132	130,061	115,900	122,900	122,900	122,900
4440 MAINTENANCE SHOP AND EQUIPMENT EXP	0	0	0	0	0	0
TOTAL MAINTENANCE EXPENSE	<u>173,654</u>	<u>177,013</u>	<u>168,020</u>	<u>174,802</u>	<u>174,802</u>	<u>174,802</u>
4711 INSURANCE	23,273	26,820	26,820	27,287	27,287	27,287
4717 INTEREST & PRINCIPAL PAYMENTS	25,419	25,419	25,420	20,450	20,450	20,450
4715 PAYMENT IN LIEU OF TAXES ( 25% / 100% )	0	0	0	0	12,008	11,867
TOTAL OTHER EXPENSE	<u>48,692</u>	<u>52,239</u>	<u>52,240</u>	<u>47,737</u>	<u>59,745</u>	<u>59,604</u>
4810 PROVISION FOR REPAIRS AND REPL	37,435	40,496	40,497	40,640	39,918	34,416
4820 PROVISION FOR VACANCY AND COLL LOSS	8,052	8,000	8,000	8,000	8,000	8,000
TOTAL PROVISIONS	<u>45,487</u>	<u>48,496</u>	<u>48,497</u>	<u>48,640</u>	<u>47,918</u>	<u>42,416</u>
6100 EXTRAORDINARY (INCOME) EXPENSE	0	(0)	0	0	0	0
TOTAL EXPENSES	<u>490,931</u>	<u>513,874</u>	<u>505,138</u>	<u>512,666</u>	<u>523,952</u>	<u>518,309</u>
NET SURPLUS/(DEFICIT) FOR PERIOD	<u>6,257</u>	<u>514</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
PROVISION PER UNIT MONTH	<u>45</u>	<u>42</u>	<u>42</u>	<u>42</u>	<u>41</u>	<u>35</u>