

# MINUTES

## Seymour Housing Authority

COPY RECEIVED  
DATE: 11/2/16  
TIME: 9:25 AM  
TOWN CLERK'S OFFICE

### ➤ 966th Meeting

The 966th Meeting, a Regular Meeting of the Seymour Housing Authority, was held on October 5, 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 Bellucci, Dota, Horelick and White.

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

### ➤ Public Comment Session

Walter Oliwa, Seymour resident, Corine Sorrentin, Real Estate Agent, proposed his offer of donating the property known as 66 Smith Street Seymour, CT. Walter explained that he and his partners would pay the taxes on the property for 5 years. The Executive Director explained the process of applying for a grant and the seed money need to develop the land. All the surveys and studies needed. He stated the State of Connecticut is not funding Elderly program dwelling units and any development would have to be family housing. The Executive Director also explained that he cannot take money from the current properties and put it towards the development of new property. Corine Sorrentin explained their alternative plans for the property should the Housing Authority decide not to accept it. Commissioner Bellucci asked if The Housing Authority accepted it could they then sell it after the 5 years should nothing come of a grant. Attorney Stamos stated that this is true.

### ➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 965<sup>th</sup> Regular Meeting held on September 7, 2016.

Commissioner Bellucci motioned to accept the minutes of the 965<sup>th</sup> Regular Meeting. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried and the minutes accepted as presented.

### Bills & Communications

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

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Commissioner Dota question bill 8669 4J Adjust fan cover, why is the bill \$4,366.50? The Executive Director reminded Commissioner Dota there is not enough room on that report for all the bills that were paid with that check. The Executive Director stated that he could show the Commissioner a more detailed report as to what was paid. Commissioner Dota declined stating that the explanation was enough.

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.

The Executive Director discussed the pertinent communications.

## ➤ Executive Director's Report

(See Exhibit II)

The Executive Director added to his report by explaining that Spectrum, CHFA's Tax Credit Compliance Contractor visited Smithfield for 2 days to complete the triennial IRS tax credit compliance inspection. He further stated that this is the third such inspection completed by Spectrum since the building opened in 2006. He commended the work of Donna DeSantis, Deputy Director/MRC Director for being so efficient and good at managing Smithfield, because for the third time we have passed this compliance inspection with no findings.

## ➤ Old Business

None

## ➤ New Business

Chairperson White introduced the Snow/Landscape Bid Award – Callahan, Smithfield, Hoffman and Ray.

The Executive Director explained that we went out for Response for Proposal for snow removal and landscaping services, a two year contract. He discussed and explained the bidder's list and commented that six (6) interested businesses picked up specs and went to the pre-bid meeting. He discussed the bid tabulation sheet (Exhibit III) and the Consultant's recommendation as to award. He stated there was only one bidder, Ted's Landscaping. He reviewed the Consultant's recommendation letter and stated that in accordance with our Procurement Policy, we are allowed to award to a single bidder,

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where we have documented that we publicly bid the work and there was the opportunity for others to bid.

After some further brief discussion, Commissioner Bellucci motioned to accept the recommendation of the Consulting Engineer and award the Snow Removal/Landscaping contract to the low bidder, Ted's Landscaping per their individual bid pricing according to size of storm in addition to their pricing for landscaping services per their bid documents, and to authorize the Executive Director to enter into contract and act as Modernization Coordinator. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried.

Chairperson White introduced the Reasonable Accommodations Policy.

The Executive Director discussed the revised policy (See Exhibit IV) and stated this was updated to reflect changes in policy for accommodation of special needs and assistance animals. He stated that this policy was approved by HUD's FHEO compliance Attorney, Noah Schoenholah.

Attorney Stamos reminded the Commission that a Fair Housing Suit was settled this summer and the Seymour Housing Authority was exonerated when the Hartford Office and FHE&O in Boston rejected the claim against SHA. He stated that on appeal, however, HUD found some of the wording pertaining to Pets vs Service or Assistance Animals in the Reasonable Accommodation Policy required updating. This is the purpose of this policy revision.

After some further brief discussion, Commissioner Bellucci motioned to adopt the revised Reasonable Accommodations Policy as presented and to authorize the Executive Director to distribute it to the residents. 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.

Chairperson White introduced the 2017 Budgets.

The Executive Director began discussing the Federal Callahan House budget for 2017. In discussion, he realized that he neglected to include an important resolution and Board certification that must accompany the budget for approval. He asked to table the Callahan House and Ray House budgets until next month when he will bring the appropriate certifications.

The Executive Director began discussing the 2017 Moderate Rental Budget/Management Plan. He reminded the Commission that the State of Connecticut is no longer paying the Town of Seymour the PILOT payments and the responsibility falls on the Seymour Housing Authority and its tenants. He stated that he negotiated a four year phase in of

## MINUTES

the PILOT payments with the First Selectman and the Board of Selectmen. He stated that this will result in a \$50 base rent increase during the four year period. He again reminded the Commission that the first increase of \$10 occurred last July. He stated that this budget projects another \$10 Base Rent increase for July 1, 2017 in addition to a 1% increase in the excess of base rent to 29% of income. He then reviewed the detailed budget line items for the 2017 Moderate Rental Management Plan. (See Exhibit V).

After some further brief discussion, Commissioner Horelick motioned to adopt the 2017 Moderate Rental Management Plan as presented to include a \$10 Base Rent Increase and a 1% increase to Percentage of income charged and to Authorize the Executive Director to begin the 90 day process to implement a rent increase by informing the residents of the increase and holding a 30 day comment period. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, and Horelick. Chairperson White abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

Chairperson White introduced the 2017 Smithfield Gardens Budget.

The Executive Director discussed the 2017 Smithfield Gardens Budget. (See Exhibit VI). He described the detailed budget line items for the Operating Budget and the Core Services Budget.

After some further brief discussion, Commissioner Horelick motioned to adopt the 2017 Smithfield Gardens Budget as presented. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried.

### ➤ Any Other Business

Commissioner Bellucci stated that the Callahan House Tenant Association is sponsoring the U.S. Marines Toys for Tots. He stated that he had an announcement on Chanel 10, in the New Haven Register, Voices and the Sentinel on line. He stated that there will be a collection point in the building during the Christmas Season.

He also stated that there are residents who are sponsoring to make Thanksgiving Dinner for those who are by themselves.


### Adjournment

At 6:13P.M. Chairperson White asked for a motion to adjourn the 966th Meeting of the Seymour Housing Authority. Commissioner Bellucci 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

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aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried. and the 966th Meeting, a Regular Meeting, duly adjourned.

Submitted by:



David J. Keyser,  
Secretary and Executive Director

# minutes Exhibit D

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

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: September 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>
18	09/01/2016	No	DD	SHA PAYROLL	Payroll #18	No	\$26,512.33
19	09/15/2016	No	DD	SHA PAYROLL	Payroll #19 Supplemental	No	\$28,243.91
20	09/29/2016	No	DD	SHA PAYROLL	Payroll #20	No	\$28,195.53
175	09/19/2016	No	CHK	VSP	Sept.'s payment	No	\$62.86
8701	09/01/2016	No	CHK	Aflac Attn: Remittance Processing	August Monthly Expenses	No	\$436.18
8702	09/01/2016	No	CHK	AIG	Premium Payments	No	\$2,718.00
8703	09/01/2016	No	CHK	American Express	Acc# 6-34000	No	\$1,097.51
8704	09/01/2016	No	CHK	Apicella, Testa & Company, P.C.	July's Billing	No	\$1,475.00
8705	09/01/2016	No	CHK	Aquarion Water Company	200086434	No	\$808.35
8706	09/01/2016	No	CHK	Aquarion Water Company	200086423	No	\$982.80
8707	09/01/2016	No	CHK	Bender Plumbing Supplies Inc.	Replaced bathroom faucet; Callahan	No	\$1,506.32
8708	09/01/2016	No	CHK	Blaine Window Hardware Inc	Ellipse Seals	No	\$182.46
8709	09/01/2016	No	CHK	Buddy's Fuel, LLC	WO-37557 - Annual Furnace Cleani	No	\$770.00
8710	09/01/2016	No	CHK	Callahan House Tenants Associat	Monthly Management Fee	No	\$25.00
8711	09/01/2016	No	CHK	Comcast	Acct# 8773402160027070	No	\$1,384.58
8712	09/01/2016	No	CHK	Comcast	Acct# 8773402160069528	No	\$184.00
8713	09/01/2016	No	CHK	Comcast	Acct# 8773402160174468	No	\$84.90
8714	09/01/2016	No	CHK	Comcast	Acct# 8773402160041287	No	\$471.30
8715	09/01/2016	No	CHK	Comcast	Acct# 8773402160178014	No	\$85.85
8716	09/01/2016	No	CHK	Daddios	Wiper Blades	No	\$78.83
8717	09/01/2016	No	CHK	Doctor Roof N' Shine	Softwash roofs, on 2,3,16, &20 Cha	No	\$1,250.00
8718	09/01/2016	No	CHK	Europa Enterprises, LLC	WO-37399 - 4 Brothers Court	No	\$2,750.00
8719	09/01/2016	No	CHK	Friends Of Fur LLC	5 Seymour Avenue - Pest Control; A	No	\$370.00
8720	09/01/2016	No	CHK	Frontier	Acct# 20388124641102065	No	\$308.78
8721	09/01/2016	No	CHK	Frontier	Acct# 20388845791231795	No	\$234.43
8722	09/01/2016	No	CHK	Frontier	Acct# 20388101150211945	No	\$72.64
8723	09/01/2016	No	CHK	G&K Services	Uniforms	No	\$260.45
8724	09/01/2016	No	CHK	George Ellis Company	Cleaned and serviced AC units	No	\$190.50
8725	09/01/2016	No	CHK	Hallock's	4 AC's	No	\$2,199.96
8726	09/01/2016	No	CHK	HD Supply	Kidde sealed lithium battery - smoke	No	\$524.79
8727	09/01/2016	No	CHK	Home Depot Credit Services	Plumbing supplies	No	\$91.24
8728	09/01/2016	No	CHK	Housing And Development Law In	HDLI Membership Dues	No	\$495.00
8729	09/01/2016	No	CHK	Kone Inc	Elevator Maintenance	No	\$547.58
8730	09/01/2016	No	CHK	Malangone Heating, A/C & Refrig	WO-37411 - Repaired Freezer	No	\$374.00
8731	09/01/2016	No	CHK	Norman Ray Tenant Association	Monthly Management Fee	No	\$25.00
8732	09/01/2016	No	CHK	Ryan & Ryan, LLC	Service DAR - Seymour 7.25th & 27t	No	\$612.50
8733	09/01/2016	No	CHK	Seymour Janitorial Services	August 2016 Monthly Service Charg	No	\$1,455.00
8734	09/01/2016	No	CHK	Smithfield Gardens Assisted Livin	SHA Rental	No	\$4,354.16
8735	09/01/2016	No	CHK	State Of Connecticut-Dept.Of Lab	VPN Key 1.1.16 - 6.30.16 - 1 Key	No	\$207.50
8736	09/01/2016	No	CHK	Ted's Lawn Care LLC	June & July Landscaping	No	\$3,895.00
8737	09/01/2016	No	CHK	Window Products Awning, Blind &	Window Blinds - 32 Smith Street - U	No	\$297.50
8738	09/01/2016	No	CHK	Xerox Financial	Contract 0100026454001 - Lease P	No	\$434.03
8739	09/09/2016	No	CHK	Aquarion Water Company	Acct# 200086443	No	\$111.25
8740	09/09/2016	No	CHK	Aquarion Water Company	Acct# 200086455	No	\$111.25
8741	09/09/2016	No	CHK	Bloxam Enterprises, LLC	WO# 37738 - unit 3b and unit 3u	No	\$355.00
8742	09/09/2016	No	CHK	Buel Cpa, P.C.	2nd half of Dec. 2015 Audit	No	\$8,068.00
8743	09/09/2016	No	CHK	Europa Enterprises, LLC	WO# 37441 - 3 Chamberlin Road	No	\$2,120.00

# minutes Exhibit D

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

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8744	09/09/2016	No	CHK	Eversource	Acc# 57750480048	No	\$1,308.58
8745	09/09/2016	No	CHK	Eversource	Acc# 1779583004	No	\$5,277.10
8746	09/09/2016	No	CHK	Eversource	Acct# 51118694017	No	\$46.14
8747	09/09/2016	No	CHK	Eversource	Acct# 51471483099	No	\$355.33
8748	09/09/2016	No	CHK	Eversource	Acct# 51366483014	No	\$4,005.17
8749	09/09/2016	No	CHK	Experlan	Aug's Billing	No	\$89.82
8750	09/09/2016	No	CHK	Friends Of Fur LLC	WO# 37809 - General Pest Control -	No	\$325.00
8751	09/09/2016	No	CHK	Home Depot Credit Services	Paint for Callahan and Smithfield Ga	No	\$140.82
8752	09/09/2016	No	CHK	Network Synergy Systems Integra	Service ticket #1428015 - Computer	No	\$2,774.25
8753	09/09/2016	No	CHK	Precision Glass LLC	Labor & Materials for 4 Brothers Crt	No	\$354.00
8754	09/09/2016	No	CHK	Proforma	K. Brown business cards	No	\$104.50
8755	09/09/2016	No	CHK	Ted's Lawn Care LLC	Monthly Landscaping Services	No	\$6,025.00
8756	09/09/2016	No	CHK	Valley Electric Supply Company	Emergency Battery	No	\$41.20
8757	09/09/2016	No	CHK	Watsonl	Change of Voice Mail Greetings	No	\$199.50
8758	09/09/2016	No	CHK	Winter Bros Waste Systems	August 2016 Service	No	\$401.35
8759	09/09/2016	No	CHK	Winter Bros Waste Systems	August 2016 Service	No	\$422.45
8760	09/16/2016	No	CHK	Allen's Plumbing Supply	Propane refill	No	\$108.95
8761	09/16/2016	No	CHK	Buddy's Fuel, LLC	No AC kitchen area	No	\$330.00
8762	09/16/2016	No	CHK	Cash	Reimb. Petty Cash	No	\$130.06
8763	09/16/2016	No	CHK	Connecticut Post	Annual 5 Yr. Plan & Snow Bids	No	\$655.20
8764	09/16/2016	No	CHK	Direct Energy Services, LLC	Aug's Billing	No	\$2,631.43
8765	09/16/2016	No	CHK	Frontier	Acc# 203.881.2464 110206 5	No	\$290.08
8766	09/16/2016	No	CHK	Radovich Builders, LLP	Replaced storm door handle and ord	No	\$115.00
8767	09/16/2016	No	CHK	Radovich Builders, LLP	Mullion clip evaluated - 32 smith stre	No	\$5,472.00
8768	09/16/2016	No	CHK	Ryan & Ryan, LLC	Aug's Expense	No	\$1,487.50
8769	09/16/2016	No	CHK	Shell Credit Card Center	Acc# 065 093 700/ Aug's Billing	No	\$251.84
8770	09/16/2016	No	CHK	Sprint	Aug's Expense	No	\$299.15
8771	09/16/2016	No	CHK	Staples Credit Plan	Aug. Exp	No	\$636.36
8772	09/23/2016	No	CHK	Aegis Energy Services, Inc.	Invoice # 23683 - Cogeneration Mai	No	\$1,904.32
8773	09/23/2016	No	CHK	AIG	Acct# 1024715395	No	\$2,718.00
8774	09/23/2016	No	CHK	Callahan House Tenants Associat	Monthly fee 2016	No	\$25.00
8775	09/23/2016	No	CHK	Comcast	Acct# 8773 40 216 0069528	No	\$149.52
8776	09/23/2016	No	CHK	Comcast	Acct# 8773 40 216 07174468	No	\$84.90
8777	09/23/2016	No	CHK	Comcast	Acct# 8773 40 216 0041287	No	\$471.30
8778	09/23/2016	No	CHK	Comcast	Acct# 8773 40 216 0178014	No	\$85.85
8779	09/23/2016	No	CHK	Comcast	Acct# 8773 40 216 0027070	No	\$1,384.58
8780	09/23/2016	No	CHK	FEMA	Policy # 2009901071 - Service 09/2	No	\$1,405.00
8781	09/23/2016	No	CHK	Friends Of Fur LLC	General Pest Control - 23 Chamberl	No	\$125.00
8782	09/23/2016	No	CHK	Frontier	Acct# 203-881-0115-021194-5	No	\$73.71
8783	09/23/2016	No	CHK	Frontier	Acct# 203-888-4579-123179-5	No	\$236.78
8784	09/23/2016	No	CHK	Frontier	Acct# 20388124641102065	No	\$300.85
8785	09/23/2016	No	CHK	G&K Services	Uniforms	No	\$252.47
8786	09/23/2016	No	CHK	Gregory Stamos	Legal Services	No	\$1,475.00
8787	09/23/2016	No	CHK	Griffin Hospital Occupational Medi	Tox Screen	No	\$65.00
8788	09/23/2016	No	CHK	Housing Telecommunications, Inc	Subscription 9/2016-9/2017	No	\$1,459.63
8789	09/23/2016	No	CHK	Hungerfords Pump Service	Commercial Check Up September 2	No	\$225.00
8790	09/23/2016	No	CHK	Jr's Custom Auto Cleaning	Custom Auto Cleaning and Detailing	No	\$134.95

## minutes Exhibit D

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

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: September 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>
8791	09/23/2016	No	CHK	Kone Inc	Contract# n40113928seymour elderl	No	\$1,066.71
8792	09/23/2016	No	CHK	Norman Ray Tenant Association	Monthly Association Fee September	No	\$25.00
8793	09/23/2016	No	CHK	Oxford Lumber & Building Material	Cleaning Supplies - Callahan House	No	\$32.95
8794	09/23/2016	No	CHK	Pitney Bowes Global Financial Se	SHA Office Equipment Lease	No	\$163.95
8795	09/23/2016	No	CHK	Precision Glass LLC	2 screens new storm door	No	\$170.00
8796	09/23/2016	No	CHK	Purchase Power	Acc# 27896240	No	\$1,584.64
8797	09/23/2016	No	CHK	Robert J. Werden	WO# 37869 System maintenance	No	\$230.00
8798	09/23/2016	No	CHK	Robert Lashin	Painted 1G, Callahan House - Move	No	\$700.00
8799	09/23/2016	No	CHK	Smithfield Gardens Assisted Livin	SHA Rental	No	\$4,354.16
8800	09/23/2016	No	CHK	Watson!	Set up new phone location	No	\$224.50
8801	09/23/2016	No	CHK	Westervelt, Patricia	WO# 37863 - 32 Smith Street, 1G	No	\$230.00
8802	09/23/2016	No	CHK	Winter Bros Waste Systems	September 2016 Service	No	\$399.87
8803	09/23/2016	No	CHK	Winter Bros Waste Systems	September 2016 Service	No	\$420.89
8804	09/23/2016	No	CHK	Xerox Financial	Lease payment	No	\$434.03



*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: September 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>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
4195	09/07/2016	No	CHK	Aegis Energy Services, Inc.	Cogeneration Maintenance Invoice	No	\$4,251.64
4196	09/07/2016	No	CHK	AllState Fire Equipment	Service Charge-Nozzles pushed into	No	\$45.00
4197	09/07/2016	No	CHK	Aquarion Water Company Of CT	200204664	No	\$742.15
4198	09/07/2016	No	CHK	Clear Water	Service Date 6.15th - 7.15th	No	\$291.68
4199	09/07/2016	No	CHK	Codianni, Douglas	PO-2011- Smithfield - Outside Servi	No	\$85.00
4200	09/07/2016	No	CHK	Comcast	8773402160069536 - August - Sept	No	\$63.90
4201	09/07/2016	No	CHK	Comcast	8773402160069510	No	\$1,128.18
4202	09/07/2016	No	CHK	Europa Enterprises, LLC	Interior Painting of Dining Room @	No	\$2,000.00
4203	09/07/2016	No	CHK	Fitz Vogt & Associates, LTD	July's Service	No	\$31,864.81
4204	09/07/2016	No	CHK	Friends Of Fur LLC	WO-37687 - General Pest - 26 Smit	No	\$95.00
4205	09/07/2016	No	CHK	Frontier	20388850930928065	No	\$364.90
4206	09/07/2016	No	CHK	HD Supply	Maintenance and janitorial supplies	No	\$500.29
4207	09/07/2016	No	CHK	Jeff's Appliance And Vacuums	WO-37272 - Belt replacement and T	No	\$219.95
4208	09/07/2016	No	CHK	Life Source, Inc.	Annual Fire Alarm Monitoring Servic	No	\$420.00
4209	09/07/2016	No	CHK	Malangone Heating, A/C & Refrig	WO-37690 - repaired commercial kit	No	\$851.00
4210	09/07/2016	No	CHK	Oxford Lumber & Building Materia	Kliz Upshot spray	No	\$50.20
4211	09/07/2016	No	CHK	Reitman	Week ending 08072016 - Ronald Ba	No	\$1,696.00
4212	09/07/2016	No	CHK	Seymour Housing Authority	SG Management Fee	No	\$4,965.00
4213	09/07/2016	No	CHK	Sherwin Williams	Paint Purchase	No	\$285.90
4214	09/07/2016	No	CHK	Valley Electric Supply Company	Fluorescent Lamps and Light Ballast	No	\$454.30
4215	09/07/2016	No	CHK	Winter Bros Waste Systems	August 2016 Service	No	\$450.18
4216	09/07/2016	No	CHK	Wailonis, Josephine	PH AP Payment Sep 16	No	\$360.24
4217	09/09/2016	No	CHK	Seymour Housing Authority	SG Reimb	No	\$23,373.33
4218	09/13/2016	No	CHK	Allen's Plumbing Supply	Korky Universal	No	\$15.98
4219	09/13/2016	No	CHK	Aquarion Water Company Of CT	Acct# 200204656	No	\$111.25
4220	09/13/2016	No	CHK	Direct Energy Services, LLC	August's Billing	No	\$2,577.74
4221	09/13/2016	No	CHK	Eversource	Acct# 51083234013	No	\$6,798.35
4222	09/13/2016	No	CHK	Eversource	Acc# 57476540034	No	\$1,545.38
4223	09/13/2016	No	CHK	Home Depot Credit Services	Toilet Seats	No	\$43.94
4224	09/13/2016	No	CHK	Reitman	Office Help - Ronald Baldwin	No	\$349.20
4225	09/13/2016	No	CHK	Theo Pro	File Approval - August 2016	No	\$82.50
4226	09/16/2016	No	CHK	Aegis Energy Services, Inc.	Clean Dump Radiator	No	\$332.00
4227	09/16/2016	No	CHK	Buddy's Fuel, LLC	No AC in dinning room	No	\$190.00
4228	09/16/2016	No	CHK	Carter Hayes + Associates, P.C.	GASB 6E Adj.	No	\$300.00
4229	09/16/2016	No	CHK	Environmental Systems Corporati	Balance due \$418.00 (\$538.41 - Pd.	No	\$3,638.00
4230	09/30/2016	No	CHK	Fowler, Charles	PH AP Payment Sep 16	No	\$693.07

# minutes Exhibit D

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 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: 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>
1918	09/01/2016	No	CHK	Seymour Housing Authority	Cal Reimb Aug	No	\$12,571.95
1919	09/01/2016	No	CHK	Seymour Housing Authority	RH Reimb Aug	No	\$16,246.81
1920	09/01/2016	No	CHK	Cheever, Teila	Reimb for Meals & Ground Transpor	No	\$547.56
1921	09/09/2016	No	CHK	Seymour Housing Authority	Cal Reimb	No	\$17,806.03
1922	09/09/2016	No	CHK	Seymour Housing Authority	RH Reimb	No	\$10,570.91
1923	09/15/2016	No	CHK	Interagency Council	Membership for Teila Cheever	No	\$40.00
1924	09/20/2016	No	CHK	Treasurer, State of Connecticut	Fingerprint for Robert Stotz	No	\$14.75
1925	09/23/2016	No	CHK	Seymour Housing Authority	Callahan partial reimb	No	\$20,729.38
1926	09/30/2016	No	CHK	Karlac, Thomas	PH AP Payment Sep 16	No	\$17.00

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: September 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>
1740	09/01/2016	No	CHK	Seymour Housing Authority	MR Reimb aug	No	\$15,626.47
1741	09/07/2016	No	CHK	United States Postal Service	For 18 Chamb. Rd	No	\$36.00
1742	09/09/2016	No	CHK	Seymour Housing Authority	MR Reimb	No	\$9,738.30
1744	09/23/2016	No	CHK	Seymour Housing Authority	Early Reimb	No	\$27,000.00

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

Filter Criteria Includes: 1) Project: SHA Development Corporation, 2) Payment Date: All, 3) Financial Period: September 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>
288	09/07/2016	No	CHK	Ferguson & McGuire/APS	Property Ins	No	\$1,072.96
289	09/09/2016	No	CHK	Seymour Housing Authority	Reimb Rev. Fund for Ted's Lawn Ex	No	\$2,795.00
290	09/30/2016	No	CHK	Aquarion Water Company	Acc# 200340760	No	\$11.89

Cover Letter (\$193)	
Check Date :	09/01/2016-1
Period Range :	08/15/2016 TO 08/28/2016
Week Number :	Week #35

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	1	48.83
Total Direct Deposits	28	18049.10
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>18097.93</b>

Total Billing Impound		125.89
Total Agency Checks	1	60.00
Total Agency Checks DD	4	280.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks** **18563.82**

**Total of Checks Printed** **27 Items**

Total Tax Liability	7948.51
Total Workers Comp Liability	0.00

**Total Payroll Liability** **26512.33**

Total Direct Deposits 18329.10

**Total Debited From Account** **26512.33**

### NEXT PERIOD DATES

Check Date: 09/15/2016 Week 37  
 Period Begin: 08/29/2016  
 Period End: 09/11/2016  
 Call In Date: 09/12/2016 Week 37

**Payroll rep: Sorrentino George**

## Tax Report For Payroll (S247)

Check Date : 09/01/2016-1

Period Range : 08/15/2016 TO 08/28/2016

Week Number : Week #35

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,183.20	3,051.45	22	Semi-Weekly
EE OASDI	0.062000	060687649	24,684.81	1,530.48	22	Semi-Weekly
EE Medicare	0.014500	060687649	24,684.81	357.94	22	Semi-Weekly
ER OASDI	0.062000	060687649	24,684.81	1,530.48	22	Semi-Weekly
ER Medicare	0.014500	060687649	24,684.81	357.94	22	Semi-Weekly
COBRA Credit	-----	060687649	-----		22	Semi-Weekly
Total 941 Liabilities without COBRA				6,828.29		
Total 941 Liabilities with COBRA				6,828.29		
ER FUI	0.006000	060687649	0.00		22	Quarterly
Total Federal Taxes				6,828.29		
State Withholding						
CT State Withholding		6613871-000	24,183.20	916.99	22	Weekly CT
Total State Withholding				916.99		
Employer SUI Withholding						
CT-SUI	0.035000	91-378-04	5,806.29	203.23	22	Quarterly
Total Employer SUI				203.23		
Total Employee Taxes				5,856.86		
Total Employer Taxes without COBRA				2,091.65		
Total Tax Liability without COBRA				7,948.51		
Total Tax Liability with COBRA				7,948.51		
Regular checks				48.83		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,329.10		
Total Net Payroll				18,377.93		
Agency Checks				60.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				125.89		
Total Workers Comp				0.00		
Total Payroll Liability				26,512.33		
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				18,563.82		
Total Direct Deposits				18,329.10		
Total Amount Debited from your Account before Credit applied				26,512.33		
Total Amount Debited from your Account after Credit applied				26,512.33		

Cover Letter (S193)	
Check Date :	09/15/2016-1
Period Range :	08/29/2016 TO 09/11/2016
Week Number :	Week #37

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	26	18358.67
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>19 Items</b>	<b>18358.67</b>

Total Billing Impound		98.57
Total Agency Checks	0	0.00
Total Agency Checks DD	3	280.00
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>18737.24</b>

<b>Total of Checks Printed</b>	<b>22 Items</b>	
Total Tax Liability		8227.44
Total Workers Comp Liability		0.00
<b>Total Payroll Liability</b>		<b>26964.68</b>
Total Direct Deposits		18638.67

**Total Debited From Account** **26964.68**

### NEXT PERIOD DATES

Check Date: 09/29/2016 Week 39  
 Period Begin: 09/12/2016  
 Period End: 09/25/2016  
 Call In Date: 09/26/2016 Week 39

Payroll rep: Sorrentino George

Tax Report For Payroll (S247)	
Check Date :	09/15/2016-1
Period Range :	08/29/2016 TO 09/11/2016
Week Number :	Week #37

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,590.83	3,195.67	19	Semi-Weekly
EE OASDI	0.062000	060687649	25,097.39	1,556.06	19	Semi-Weekly
EE Medicare	0.014500	060687649	25,097.39	363.87	19	Semi-Weekly
ER OASDI	0.062000	060687649	25,097.39	1,556.06	19	Semi-Weekly
ER Medicare	0.014500	060687649	25,097.39	363.87	19	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	19	Semi-Weekly
Total 941 Liabilities without COBRA				7,035.53		
Total 941 Liabilities with COBRA				7,035.53		
ER FUI	0.006000	060687649	0.00	-----	19	Quarterly
Total Federal Taxes				7,035.53		
State Withholding						
CT State Withholding		6613871-000	24,590.83	948.15	19	Weekly CT
Total State Withholding				948.15		
Employer SUI Withholding						
CT-SUI	0.035000	91-378-04	6,965.01	243.76	19	Quarterly
Total Employer SUI				243.76		
Total Employee Taxes				6,063.75		
Total Employer Taxes without COBRA				2,163.69		
Total Tax Liability without COBRA				8,227.44		
Total Tax Liability with COBRA				8,227.44		
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,638.67		
Total Net Payroll				18,638.67		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				98.57		
Total Workers Comp				0.00		
Total Payroll Liability				26,964.68		
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				18,737.24		
Total Direct Deposits				18,638.67		
Total Amount Debited from your Account before Credit applied				26,964.68		
Total Amount Debited from your Account after Credit applied				26,964.68		

## Cover Letter (S193)

Check Date :	09/13/2016-1
Period Range :	08/29/2016 TO 09/11/2016
Week Number :	Week #37

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	1	901.85
Total Direct Deposits	0	0.00
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>1 Items</b>	<b>901.85</b>

Total Billing Impound		26.66
Total Agency Checks	1	60.00
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	

**Sum of Checks** **988.51**

**Total of Checks Printed** **2 Items**

Total Tax Liability	290.72
Total Workers Comp Liability	0.00

**Total Payroll Liability** **1279.23**

Total Direct Deposits 0.00

**Total Debited From Account** **1279.23**

**NEXT PERIOD DATES**

Check Date: 09/15/2016 Week 37  
 Period Begin: 08/29/2016  
 Period End: 09/11/2016  
 Call In Date: 09/12/2016 Week 37

**Payroll rep: Sorrentino George**

## Tax Report For Payroll (S247)

Check Date : 09/13/2016-1

Period Range : 08/29/2016 TO 09/11/2016

Week Number : Week #37

Tax Type	Rate	Tax ID	Wages	Amount	#EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	1,161.62	52.12	1	Semi-Weekly
EE OASDI	0.062000	060687649	1,188.86	73.71	1	Semi-Weekly
EE Medicare	0.014500	060687649	1,188.86	17.24	1	Semi-Weekly
ER OASDI	0.062000	060687649	1,188.86	73.71	1	Semi-Weekly
ER Medicare	0.014500	060687649	1,188.86	17.24	1	Semi-Weekly
COBRA Credit	-----	060687649	-----		1	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<b>234.02</b>		
<b>Total 941 Liabilities with COBRA</b>				<b>234.02</b>		
ER FUI	0.006000	060687649	0.00		1	Quarterly
<b>Total Federal Taxes</b>				<b>234.02</b>		
<b>State Withholding</b>						
CT State Withholding		6613871-000	1,161.62	56.70	1	Weekly CT
<b>Total State Withholding</b>				<b>56.70</b>		
<b>Total Employee Taxes</b>				<b>199.77</b>		
<b>Total Employer Taxes without COBRA</b>				<b>90.95</b>		
<b>Total Tax Liability without COBRA</b>				<b>290.72</b>		
<b>Total Tax Liability with COBRA</b>				<b>290.72</b>		
Regular checks				901.85		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				0.00		
<b>Total Net Payroll</b>				<b>901.85</b>		
Agency Checks				60.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				26.66		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<b>1,279.23</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				988.51		
Total Direct Deposits				0.00		
<b>Total Amount Debited from your Account before Credit applied</b>				<b>1,279.23</b>		
<b>Total Amount Debited from your Account after Credit applied</b>				<b>1,279.23</b>		



Cover Letter (S193)	
Check Date :	09/29/2016-1
Period Range :	09/12/2016 TO 09/25/2016
Week Number :	Week #39

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	1	839.56
Total Direct Deposits	27	18022.56
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>20 Items</b>	<b>18862.12</b>

Total Billing Impound		685.20
Total Agency Checks	0	0.00
Total Agency Checks DD	3	280.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks** **19827.32**

**Total of Checks Printed** **23 Items**

Total Tax Liability	8368.21
Total Workers Comp Liability	0.00

**Total Payroll Liability** **28195.53**

Total Direct Deposits 18302.56

**Total Debited From Account** **28195.53**

### NEXT PERIOD DATES

Check Date: 10/13/2016 Week 41  
 Period Begin: 09/26/2016  
 Period End: 10/09/2016  
 Call In Date: 10/07/2016 Week 41

**Payroll rep: Sorrentino George**

## Tax Report For Payroll (S247)

Check Date : 09/29/2016-1

Period Range : 09/12/2016 TO 09/25/2016

Week Number : Week #39

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	25,187.17	3,245.84	20	Semi-Weekly
EE OASDI	0.062000	060687649	25,701.86	1,593.50	20	Semi-Weekly
EE Medicare	0.014500	060687649	25,701.86	372.68	20	Semi-Weekly
ER OASDI	0.062000	060687649	25,701.86	1,593.50	20	Semi-Weekly
ER Medicare	0.014500	060687649	25,701.86	372.68	20	Semi-Weekly
COBRA Credit	-----	060687649	-----		20	Semi-Weekly
Total 941 Liabilities without COBRA				7,178.20		
Total 941 Liabilities with COBRA				7,178.20		
ER FUI	0.006000	060687649	0.00		20	Quarterly
Total Federal Taxes				7,178.20		
State Withholding						
CT State Withholding		6613871-000	25,187.17	944.62	20	Weekly CT
Total State Withholding				944.62		
Employer SUI Withholding						
CT-SUI	0.035000	91-378-04	7,011.39	245.39	20	Quarterly
Total Employer SUI				245.39		
Total Employee Taxes				6,156.64		
Total Employer Taxes without COBRA				2,211.57		
Total Tax Liability without COBRA				8,368.21		
Total Tax Liability with COBRA				8,368.21		
Regular checks				839.56		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,302.56		
Total Net Payroll				19,142.12		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				685.20		
Total Workers Comp				0.00		
Total Payroll Liability				28,195.53		
Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group				
Tax Deposit Checks Void		Tax deposit to be made by Human Resource Consulting Group				
Total Check/Direct Deposits				19,827.32		
Total Direct Deposits				18,302.56		
Total Amount Debited from your Account before Credit applied				28,195.53		
Total Amount Debited from your Account after Credit applied				28,195.53		

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

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## **Executive Director's Report**

## Occupancy

### Rev. Callahan House 2016 Year-to-Date Vacancies 4

Callahan House experienced three move outs and one transfer during September 2016. Callahan House has experienced 59 vacancy days since January 1, 2016 and has averaged 7.38 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:  $80 \text{ units} \times 365 \text{ days} = 29,200 \text{ days available}$ ;  $59 \text{ days} / 29200 \text{ days available} = 0.2021\%$  percentage through September 30, 2016.

HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has:  $80 \text{ units} \times 12 = 960 \text{ unit months available (UMA)}$ .  $960 \times 3\% = 29 \text{ UMA}$  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 78 days and have 270 days to use for the balance of the Subsidy year. For 2017 we used 50 days and have a balance of 298 days to use for the Subsidy year.

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. o Days
2V	Everlith	4/25/2016	Zalenski	4/29/2016	4
2A	Ewen	4/30/2016	Courtney	5/6/2016	5
2F	Maloney	6/30/2016	Stronkowsky	7/5/2016	5
4K	Mezzatesta	7/15/2016	Molcyk	7/28/2016	13
1G	Krouch	9/6/2016	Frano	9/20/2016	14
4E	Frano	9/19/2016			12
3D	Karlac	9/27/2016			4
1H	Strerath	9/29/2016			2

Average number of vacancy days per vacancy

7.38

## Norman Ray House 2016 Year-to-Date Vacancies 3

Norman Ray House remained fully occupied during September 2016. Norman Ray House has experienced 36 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; 36 days/ 14600 days available = 0.2465% percentage through September 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 2014 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. For the 2017 subsidy calculation we have not used any vacancy days and have 168 days to use for the subsidy year.

### 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
37	Jones	6/3/2016	Melveen	6/15/2016	12

Average number of vacancy days per vacancy:

12

## State Moderate Rental 2016 Year-to-Date Vacancies 7

Moderate Rental has remained fully occupied during September 2016. Moderate Rental has experienced 67 vacancy days since January 1, 2016 and averaged 9.57 days per vacancy through September 30, 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; 67 days/ 29565 days available = .2266% percentages through September 30, 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	440	Gebeau	2/29/2016	Watson	3/11/2016	12
34S	440	Thomas	2/17/2016	Favors	3/21/2016	4
B03	450	Smith-Dufour	5/20/2016	Cassisi	5/26/2016	6
C04	450	Rosado	6/24/2016	Wilson	7/1/2016	7
C18	520	Young	7/2/2016	Lafayette	7/15/2016	13
08S	457	Lafayette	7/14/2016	Vlamarin	7/29/2016	15
B07	450	Quakina	7/22/2016	Harris	8/1/2016	10

Average number of vacancy days per vacancy: 9.5

We have experienced \$1,033 vacancy loss since January 1, 2016. We have budgeted \$3,333.00 for vacancy loss through August 31, 2016.

## Smithfield Gardens 2016 Year-to-Date Vacancies 12

Smithfield Gardens Assisted Living experienced 1 move-in and 2 move outs during September 2016. Smithfield Gardens has experienced 539 vacancy days since January 1, 2016 and averaged 38.5 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; 539 days/ 20,440 days available = 2.6370% percentage through September 30, 2016.

UNIT	%	RESIDENT	MOVE-OUT	TENANT	IN-DATE	Days
127	60%	985 Boasso	12/18/2015	Greene	1/29/2016	29
113	50%	825 Martindale	12/31/2015	Podalak	1/30/2016	30
122	50%	825 Pagliaro	1/4/2016	Kinkel	4/11/2016	98
109	60%	985 Moss	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 Woodworth	3/10/2016	Del Principe	6/18/2016	99
108	50%	825 Jalowiec	3/16/2016	Burkart	5/1/2016	45
228	60%	985 Patren	5/17/2016	Guzzi	6/23/2016	36
207	60%	985 Perille	7/2/2016	Fowler	7/22/2016	19
217	50%	825 Thorburn	7/26/2016	Schafer	8/5/2016	10
117	50%	825 Keller	8/19/2016	Spadaccino	9/24/2016	35
202	60%	985 Wailonis	9/2/2016	Vacant		29
207	60%	985 Fowler	9/26/2016	Vacant		5

Average number of vacancy days per vacancy: 38.5

The vacancy loss is approximately \$16,788 since January 1, 2016. We have budgeted \$19,429 for vacancy loss through August 31, 2016.

# Snow Plowing and Landscaping BID Packet

Date	Company name and address	Phone # Email
#1	ALLawn Care LLC	203-581-7546 Jeff Santopietro @M.M. Biz.
#2	Construction Journal	FAX 800-581-7204
#3	Ted's Lawn Care LLC	203 888 0989 teds lawn care LLC @gmail.com
<del>#4</del> 6		
#5	Gold Coast Property Maintenance LLC	203 321 7117 kele @ gold coast property maintenance - LLC
<del>#6</del> 4	Fairfield County Groundskeeping	203 576 1056 fairfieldcounty/GKC @gmail.com
#7	Ted's Lawn Maintenance	203 725 2330 globalpropsect@aol.com
#8		



[illegible]



# minutes Exhibit II

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

## CIVIL ENGINEERING SEPTIC DESIGN

## CONSTRUCTION INSPECTION SITE DEVELOPMENT

Board of Commissioners  
Seymour Housing Authority  
28 Smith Street  
Seymour, CT 06483

October 5, 2016

RE: Snow Removal and Lawn & Landscape Maintenance Bids

Dear Commissioners,

The Authority publicly advertised the above referenced project and received bids from only one (1) contractor by the bid deadline. See attached for a tabulation of the bids received.

We have reviewed the submitted information and have determined that the bid submitted by Teds Lawn Care, LLC is complete and we recommend awarding of the Snow and Ice Removal as well as the Lawn and Landscape Maintenance contracts to them for the 2016-2017 and 2017-2018 winter seasons and 2017 and 2018 summer seasons, at the following unit prices:

### SECTION 1

#### Lump Sum Unit Prices for Snow Removal per the Project Manual and specifications:

##### a) The Norman Ray House.

Less than 2" snowfall: \$ 400.00 per storm

2.1" to 6" Snowfall: \$ 800.00 per storm

6.1" to 12" Snowfall: \$ 1,000.00 per storm

12.1" to 18" Snowfall: \$ 1,500.00 per storm

18.1" – 24" Snowfall \$ 2,100.00 per storm

##### b) The Callahan House.

Less than 2" snowfall: \$ 350.00 per storm

2.1" to 6" Snowfall: \$ 700.00 per storm

6.1" to 12" Snowfall: \$ 1,000.00 per storm

12.1" to 18" Snowfall: \$ 1,500.00 per storm

18.1" – 24" Snowfall \$ 2,000.00 per storm

# minutes Exhibit III

## c) Smithfield Gardens

Less than 2" snowfall: \$ 500.00 per storm  
2.1" to 6" Snowfall: \$ 1,200.00 per storm  
6.1" to 12" Snowfall: \$ 1,800.00 per storm  
12.1" to 18" Snowfall: \$ 2,200.00 per storm  
18.1" – 24" Snowfall \$ 2,800.00 per storm

## d) Hoffman Heights.

Less than 2" snowfall: \$ 250.00 per storm  
2.1" to 6" Snowfall: \$ 500.00 per storm  
6.1" to 12" Snowfall: \$ 800.00 per storm  
12.1" to 18" Snowfall: \$ 1,000.00 per storm  
18.1" – 24" Snowfall \$ 1,200.00 per storm

**Lump Sum Unit Prices for the application of owner furnished de-icing chemicals from sidewalks, stairs, and common area surfaces, per the Project Manual and specifications at:**

Callahan  
House: \$ 75.00 per application

Smithfield  
Gardens: \$ 75.00 per application

Norman Ray  
House: \$ 75.00 per application

**Unit Prices for sanding of parking areas per the Project Manual and specifications:**

- |                         |                   |
|-------------------------|-------------------|
| a) The Norman Ray House | \$100 per sanding |
| b) The Callahan House   | \$100 per sanding |
| c) Smithfield Gardens   | \$200 per sanding |
| d) Hofmann Heights      | \$75 per sanding  |

**Unit Prices for hauling and legal disposal of accumulated snow per the Project Manual and specifications:**

- |                      |                              |
|----------------------|------------------------------|
| Loading              | \$125 per hour (min. 4 hrs.) |
| Hauling and disposal | \$75 per hour (min. 4 hrs.)  |

# minutes Exhibit III

**Lump Sum Price to Remove and dispose of sand from all sidewalks, parking area surfaces and catchbasins at the end of season per the Project Manual and specifications:**

- |                         |                 |
|-------------------------|-----------------|
| a) The Norman Ray House | \$ 0 per season |
| b) The Callahan House   | \$ 0 per season |
| c) Smithfield Gardens   | \$ 0 per season |
| d) Hofmann Heights      | \$ 0 per season |

## **SECTION 2:**

**Unit Prices for Lawn Maintenance Services (Includes 22 cuttings, trimming, edging and cleaning of clippings, spring and fall clean-up) per the Project Manual and specifications:**

- |                         |                    |
|-------------------------|--------------------|
| a) The Norman Ray House | \$2,500 per season |
| b) The Callahan House   | \$2,500 per season |
| c) Smithfield Gardens   | \$4,900 per season |

**Unit Prices for additional cuttings in excess of 22 per season per the Project Manual and specifications:**

- |                         |                   |
|-------------------------|-------------------|
| a) The Norman Ray House | \$80 per cutting  |
| b) The Callahan House   | \$55 per cutting  |
| c) Smithfield Gardens   | \$125 per cutting |

## **SECTION 3:**

**Lump Sum price for application of fertilizer and pest control products ( per section 3 of the Project Manual)**

- |                         |                  |
|-------------------------|------------------|
| a) The Norman Ray House | \$450 per season |
| b) The Callahan House   | \$280 per season |
| c) Smithfield Gardens   | \$800 per season |

## **SECTION 4:**

**Lump Sum Price for Removal of invasive brush per the Project Manual and specifications:**

- |                         |  |
|-------------------------|--|
| a) The Norman Ray House | \$2,500 for four applications/clean-ups per season |
| b) Hofmann Heights      | \$2,500 for four applications/clean-ups per season |

**SECTION 5**

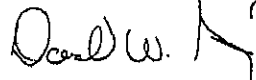
**Lump Sum Price for Clean-up of drainage sluice per the Project Manual and specifications:**

- a) Castle Heights                      \$2500 for two clean-ups per year

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

SENIOR HOUSING AUTHORITY										SNOW & ICE REMOVAL AND LAWN & LANDSCAPE MAINTENANCE										Page 1 of 2																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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## **SEYMOUR HOUSING AUTHORITY**

### **REASONABLE ACCOMMODATION POLICY AND PROCEDURES POLICY STATEMENT**

The Seymour Housing Authority is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operations of Seymour Housing Authority's programs, services and activities. Therefore, if an individual with a disability requires an accommodation such as an accessible feature or modification to a Seymour Housing Authority policy, Seymour Housing Authority will provide such accommodation unless doing so would result in a fundamental alteration in the nature of the program; or an undue financial and administrative burden. In such a case, the Seymour Housing Authority will make another accommodation that would not result in a financial or administrative burden.

A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, program, or facility that provides a qualified individual with a disability the opportunity to participate in, or benefit from, a program (housing or nonhousing) or activity.

The Seymour Housing Authority will post a copy of this Reasonable Accommodation Policy and Procedures in the Central Administrative Offices located 28 Smith Street and, the management office in each public housing development. In addition, individuals may obtain a copy of this Reasonable Accommodation Policy and Procedures, upon request, from the Seymour Housing Authority's Section 504/ADA Coordinator.

### **LEGAL AUTHORITY**

The Seymour Housing Authority is subject to Federal civil rights laws and regulations. This Reasonable Accommodation Policy is based on the following statutes or regulations. *See* Section 504 of the Rehabilitation Act of 1973 (Section 504)<sup>1</sup>; Title II of the Americans with Disabilities Act of 1990 (ADA)<sup>2</sup>; the Fair Housing Act of 1968, as amended (Fair Housing Act)<sup>3</sup>; the Architectural Barriers Act of 1968<sup>4</sup>, and the respective implementing regulations for each Act.

<sup>1</sup> 29 U.S.C. § 794; 24 C.F.R. Part 8.

<sup>2</sup> 42 U.S.C. §§ 12101 et seq.

<sup>3</sup> 42 U.S.C. §§ 3601-20; 24 C.F.R. Part 100.

<sup>4</sup> 42 U.S.C. §§ 4151-4157.

## **MONITORING AND ENFORCEMENT**

The Seymour Housing Authority's Section 504/ADA Coordinator is responsible for monitoring SEYMOUR HOUSING AUTHORITY's compliance with this Policy. Individuals who have questions regarding this Policy, its interpretation or implementation should contact SEYMOUR HOUSING AUTHORITY's Section 504/ADA Coordinator in writing, by telephone, or by appointment, as follows:

### **Name of Section 504/ADA Coordinator:**

**David J. Keyser**  
**Address: 28 Smith Street**  
**Seymour, CT 06483**

**Telephone Number: 203-888-4579**

**Dedicated Toll-Free Telephone Number**

**TDD/TTY Number – or State Relay Service Number**

**Facsimile Number: 203-888-2096**

## **STAFF TRAINING**

The Section 504/ADA Coordinator will ensure that all appropriate Seymour Housing Authority staff receive annual training on the Reasonable Accommodation Policy and Procedures, including all applicable Federal, state and local requirements regarding reasonable accommodation.

## **REASONABLE ACCOMMODATION**

A person with a disability may request a reasonable accommodation at any time during the application process, residency in public housing programs of the Seymour Housing Authority. The individual, Seymour Housing Authority staff or any person identified by the individual, must reduce all requests to writing. Reasonable accommodation methods or actions that may be appropriate for a particular program and individual may be found to be inappropriate for another program or individual. The decision to approve or deny a request for a reasonable accommodation is made on a case-by-case basis and takes into consideration the disability and the needs of the individual as well as the nature of the program or activity in which the individual seeks to participate.

## **APPLICATION OF REASONABLE ACCOMMODATION POLICY**

The Reasonable Accommodation Policy applies to individuals with disabilities in

## minutes exhibit IV

the following programs provided by the Seymour Housing Authority:

- (a) Applicants of public housing;
- (b) Residents of public housing developments;
- (c) Participants in all other programs or activities receiving Federal financial assistance that are conducted or sponsored by the Seymour Housing Authority, its agents or contractors including all non-housing facilities and common areas owned or operated by the Seymour Housing Authority.

### **PERSON WITH A DISABILITY**

A person with a disability means an individual who has a physical or mental impairment that substantially limits one or more major life activities. As used in this definition, the phrase "physical or mental impairment" includes:

- (a) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or
- (b) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing and learning.

The definition of disability does not include any individual who is an alcoholic whose current use of alcohol prevents the individual from participating in the public housing program or activities; or whose participation, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others.

### **EXAMPLES OF REASONABLE ACCOMMODATIONS :**

Examples of reasonable accommodations may include, but are not limited to:

- (a) Making a unit, part of a unit or public and common use element accessible for the head of household or a household member with a disability who is on the lease;
- (b) Permitting a family to have a service or assistance animal necessary to assist a family member with a disability;
- (c) Allowing a live-in aid to reside in an appropriately sized Seymour Housing Authority unit;

: Seymour Housing Authority will also provide, as an attachment to the Reasonable Accommodation Policy, its "Examples of Reasonable Accommodations", approved by the U.S. Department of Housing & Urban Development.

## minutes Exhibit IV

- (d) Transferring a resident to a larger size unit to provide a separate bedroom for a person with a disability;
- (e) Transferring a resident to a unit on a lower level or a unit that is completely on one level;
- (f) Making documents available in large type, computer disc or Braille;
- (g) Providing qualified sign language interpreters for applicant or resident meetings with Seymour Housing Authority staff; or at resident meetings;
- (h) Installing strobe type flashing lights and other such equipment for a family member with a hearing impairment;
- (i) Permitting an outside agency or family member to assist a resident or an applicant in meeting screening criteria or meeting essential lease obligations;

### EXCEPTIONS:

- a. The term disability does not include current use or current addiction to illegal drugs.  
"Current means:
  - i. It occurred recently enough to justify a reasonable person to believe that the use is current; or
  - ii. That continuing use is a real and ongoing problem.
- b. Marijuana used medicinally or otherwise is an illegal substance under federal law and is not permissible under Reasonable Accommodation.
  - i. Use of an FDA-approved synthetic medical marijuana product, for example Marinol, as prescribed by a medical professional does not constitute illegal drug use.
- c. Where there is evidence of prior use of illegal drugs and the requester contends he/she is not engaged in current use, the requester must provide evidence of recovery and be willing and able to be lease compliant.
- d. An individual is not eligible for a reasonable accommodation if;
  - i. The individual poses a direct threat to the health and safety of other individuals and this cannot be mitigated by a reasonable accommodation; or
  - ii. The individual would cause substantial damage to property; or
  - iii. The individual is not otherwise qualified for a rental unit from Seymour Housing Authority and this cannot be mitigated by a reasonable accommodation
  - iv. Reasonable accommodations will be made up to the point of undue financial and administrative burden, or requiring changes fundamental in accordance with the provisions of outlined in part 4 of the "Reasonable Accommodations/Modification Evaluation criteria" section of this policy, below.

## minutes Exhibit IV

- v. Reasonable modifications will be made up to the point of structural infeasibility, or undue financial and administrative burden.

### **PROCESSING OF REASONABLE ACCOMMODATION REQUESTS**

The Seymour Housing Authority will provide the "Request for Reasonable Accommodation", ("Request Form"), attached hereto, to all applicants, residents or individuals with disabilities who request a reasonable accommodation. The Reasonable Accommodation Request Form includes various forms of reasonable accommodations as well as the general principles of reasonable accommodation.

Individuals may submit their reasonable accommodation request(s) in writing, orally, or by any other equally effective means of communication. However, the Seymour Housing Authority will ensure that all reasonable accommodation requests will be reduced to writing. If needed as a reasonable accommodation, the Seymour Housing Authority will assist the individual in completing the Request Form.

- (a) The Seymour Housing Authority will provide all applicants with the Request Form as an attachment to the Seymour Housing Authority application. The Request for Reasonable Accommodation Form must be provided in an alternative format, upon request.
- (b) Reasonable Accommodations will be made for applicants during the application process. All applications must be taken in an accessible location. Applications will be made available in accessible formats. Seymour Housing Authority will provide applicants with appropriate auxiliary aids and services, including qualified sign language interpreters and readers, upon request.
- (c) Seymour Housing Authority will provide all residents with the Request Form during the annual re-certification, and upon request. The Seymour Housing Authority will provide the Request Form in an alternate form, upon request.
- (d) Residents seeking accommodation(s) may contact the housing management office or within their housing development office. In addition, residents may also contact the Section 504/ADA Coordinator's office directly to request the accommodation(s).
- (e) Within seven (7) business days of receipt, the housing management office will forward the resident's reasonable accommodation request(s) to the Office of the Section 504/ADA Coordinator.
- (f) Within twenty (20) business days of receipt, the Office of the Section 504/ADA Coordinator, or the resident's management office will respond to the Resident's Request.
- (g) If additional information or documentation is required, the Section 504/ADA Coordinator's office will notify the resident, in writing, of the need for the additional information or documentation. The Section 504/ADA Coordinator's Office will provide the resident with the "Request for Information or Verification Form" ["Request for Information"], a copy of which is attached. The written notification should provide the resident with a reply date for submission of the outstanding information or documentation.
- (h) Within thirty (30) business days of receipt of the request and, if necessary, all supporting documentation, Seymour Housing Authority will provide written notification to the resident of its decision to approve or deny the resident's request(s). Upon request, the written notification will be provided in an alternate format. A copy of the "Letter

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Denying Request for Reasonable Accommodation(s) and "Letter Approving Request for Reasonable Accommodation(s)" are attached.

- (i) If Seymour Housing Authority approves the accommodation request(s), the resident will be notified of the projected date for implementation.
- (j) If the accommodation is denied, the resident will be notified of the reasons for denial. In addition, the notification of the denial will also provide the resident with information regarding Seymour Housing Authority's HUD-approved Grievance Procedures.
- (k) All recommendations that have been approved by the ADA/504 Coordinator will be forwarded to the appropriate housing manager for implementation. All requests for reasonable accommodation that are approved by the regional housing manager will promptly be implemented or begin the process of implementation.

### **VERIFICATION OF REASONABLE ACCOMMODATION REQUEST**

Seymour Housing Authority may request documentation of the need for a Reasonable accommodation as identified on the Request for Reasonable Accommodation Form. In addition, Seymour Housing Authority may request that the individual provide suggested reasonable accommodations. The Seymour Housing Authority may verify a person's disability only to the extent necessary to ensure that individuals who have requested a reasonable accommodation have a disability-based need for the requested accommodation.

However, the Seymour Housing Authority may not require individuals to disclose confidential medical records in order to verify a disability. In addition, the Seymour Housing Authority may not require specific details regarding the individual's disability. The Seymour Housing Authority may only request documentation to confirm the disability-related need(s) for the requested reasonable accommodation(s).

The Seymour Housing Authority may not require the individual to disclose the specific disability (ies); or the nature or extent of the individual's disability (ies).

The following may provide verification of a resident's disability and the need for the requested accommodation(s):

- (a) Physician;
- (b) Licensed health professional;
- (c) Professional representing a social service agency; or
- (d) Disability agency or clinic.

Upon receipt, the resident's Property Manager will forward the recommendation, including all supporting documentation, to the SEYMOUR HOUSING AUTHORITY's Section 504/ADA Coordinator within seven (7) days of receipt.

### **DENIAL OF REASONABLE ACCOMMODATION REQUEST(S)**

Requested accommodations will not be approved if one of the following would occur as a result:

## Minutes Exhibit IV

- (a) A violation of State and/or federal law;
- (b) A fundamental alteration in the nature of the Seymour Housing Authority public housing program;
- (c) An undue financial and administrative burden on Seymour Housing Authority;
- (d) A structurally infeasible alteration; or
- (e) An alteration requiring the removal or alteration of a load-bearing structural member.

### **TRANSFER AS REASONABLE ACCOMMODATION**

Seymour Housing Authority shall not require a resident with a disability to accept a transfer in lieu of providing a reasonable accommodation. However, if a public housing resident with a disability requests dwelling unit modifications that involve structural changes, including, but not limited to widening entrances, rooms, or hallways, and there is a vacant, comparable, appropriately sized UFAS-compliant unit in that resident's project or an adjacent project, Seymour Housing Authority may offer to transfer the resident to the vacant unit in his/her project or adjacent project in lieu of providing structural modifications. However, if that resident rejects the offered transfer or voucher, Seymour Housing Authority shall make modifications to the resident's unit unless doing so would be structurally impracticable or would result in an undue financial and administrative burden.

If the resident accepts the transfer, Seymour Housing Authority will work with the resident to obtain moving expenses from social service agencies or other similar sources. If that effort to obtain moving expenses is unsuccessful within thirty (30) days of the assignment of the dwelling unit, Seymour Housing Authority shall pay the reasonable moving expenses, including utilities fees and deposits. Nothing contained in this paragraph is intended to modify the terms of Seymour Housing Authority's Tenant and Assignment Plan and any resident's rights thereunder.

If the request for a reasonable accommodation is for a larger or smaller dwelling unit, the costs of the transfer will be the responsibility of the resident.

### **SERVICE OR ASSISTANCE ANIMALS**

Residents of Seymour Housing Authority with disabilities are permitted to have assistance animals, if such animals are necessary as a reasonable accommodation for their disabilities. Seymour Housing Authority residents or potential residents who need an assistance animal as a reasonable accommodation must request the accommodation in accordance with the reasonable Accommodation policy. Assistance animals are not subject to the requirements of Seymour Housing Authority's Pet Policy.

### **RIGHT TO APPEAL/GRIEVANCE PROCESS**

(1) The public housing applicant or resident may file a complaint in accordance with Seymour Housing Authority's HUD-approved Grievance Procedure following a formal determination by the Seymour Housing Authority's ADA/504 Coordinator.

(2) An applicant or resident may, at any time, exercise their right to appeal a Seymour Housing Authority decision through the local HUD office or the U.S. Department of Justice. Individuals

# Minutes Exhibit IV

may contact the local HUD office at:

U.S. Department of Housing and Urban Development  
Hartford Office  
One Corporate Center  
20 Church Street, 19<sup>th</sup> Floor  
Hartford, CT 06103  
Telephone: (860) 240-5112  
Facsimile: (860) 240-4854  
TDD/TTY Number: (860) 240-4665

**Adopted 10/6/2016**





# minutes exhibit V

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

	2015 ACTUAL OPERATING	2016 ANNUALIZED OPERATING	2016 APPROVED BUDGET	2017 PROPOSED BUDGET Current Rent	2017 PROPOSED BUDGET +\$10 Base +1% Eff 7/1/17
<b>INCOME</b>					
3100 RENTAL INCOME - BASE	435,828	435,828	440,688	440,688	450,408
3100 RENTAL INCOME - EXCESS OF BASE	50,439	49,134	42,389	69,688	72,962
3210 DWELLING VACANCY LOSS	(3,363)	(3,366)	(5,000)	(5,000)	(5,000)
NET RENTAL INCOME	482,904	481,596	478,077	505,376	518,370
3510 SALES AND SERVICES TO TENANTS	2,395	2,160	3,500	3,000	3,000
3610 INTEREST INCOME	127	102	100	100	100
3620 OTHER INCOME	35,503	30,530	36,632	36,632	36,632
TOTAL INCOME	520,929	514,388	518,309	545,108	558,102
<b>EXPENSES</b>					
4120 SALARIES - OFFICE	115,000	110,032	110,681	124,787	124,787
4120 COMPENSATED ABSENCES	3,911	5,206	5,546	6,286	6,286
4130 LEGAL	7,144	8,413	9,528	9,215	9,215
4131 ACCOUNTING FEES	8,236	6,097	8,000	8,500	8,500
4151 OFFICE SUPPLIES	6,756	5,146	6,367	7,344	7,344
4152 RENTS	20,900	20,900	20,900	20,900	20,900
4153 TRAVEL	2,269	784	2,861	630	630
4159 OTHER OFFICE EXPENSE	24,729	25,104	24,224	30,028	30,028
4160 PENSIONS AND OTHER FUNDS	36,549	40,810	37,245	43,426	43,426
4161 PAYROLL TAXES	12,735	13,493	12,740	14,287	14,287
TOTAL MANAGEMENT EXPENSES	238,229	235,984	238,089	265,404	265,404
4310 WATER	112	(30)	400	400	400
4320 ELECTRICITY	1,682	1,604	1,500	1,500	1,500
4340 FUEL	(1,276)	(1,432)	1,500	1,500	1,500
TOTAL UTILITY EXPENSE	518	142	3,400	3,400	3,400
4410 MAINTENANCE WAGES	34,227	33,017	34,302	39,557	39,557
4420 MATERIALS AND SUPPLIES	19,404	13,935	17,600	18,000	18,000
4430 CONTRACTUAL SERVICES	129,695	130,061	122,900	127,600	127,600
4440 MAINTENANCE SHOP AND EQUIPMENT EXP	0	0	0	0	0
TOTAL MAINTENANCE EXPENSE	183,326	177,013	174,802	185,157	185,157
4711 INSURANCE	24,479	26,820	27,285	31,317	31,317
4717 INTEREST & PRINCIPAL PAYMENTS	25,419	25,419	20,450	5,544	5,544
4715 PAYMENT IN LIEU OF TAXES ( 25% / 100% )	0	0	11,867	21,864	22,350
TOTAL OTHER EXPENSE	49,898	52,239	59,602	58,726	59,212
4810 PROVISION FOR REPAIRS AND REPL	40,496	40,496	34,416	24,421	36,930
4820 PROVISION FOR VACANCY AND COLL LOSS	8,904	8,000	8,000	8,000	8,000
TOTAL PROVISIONS	49,400	48,496	42,416	32,421	44,930
6100 EXTRAORDINARY (INCOME) EXPENSE	0	(0)	0	0	0
TOTAL EXPENSES	521,371	513,874	518,309	545,108	558,102
NET SURPLUS/(DEFICIT) FOR PERIOD	(442)	514	0	0	0
PROVISION PER UNIT MONTH	41	42	35	25	38

# minutes exhibit VI

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

	2015 ACTUAL OPERATING	2016 ANNUALIZED OPERATING	2016 APPROVED BUDGET	2017 PROPOSED BUDGET
Rent Revenue- Tenant Rental Payment	625,440	625,440	625,440	625,440
Rent Revenue- RAP Income	532,725	529,432	523,488	538,272
Apartments- Vacancy	(24,875)	(31,270)	(31,272)	(31,272)
Net Rental Revenue	1,133,290	1,123,602	1,117,656	1,132,440
Miscellaneous Revenue - Office Rent (Net)	58,410	58,410	58,410	52,250
Miscellaneous Revenue - NSF, Damages, Interest	11,408	11,580	10,000	11,050
Total Miscellaneous Revenue	69,818	69,990	68,410	63,300
Core Services Revenue	203,980	221,758	204,241	214,241
ALSA Personal Services Revenue	1,149,676	1,219,406	1,120,000	1,200,000
Dietary Services/Meals Revenue	311,634	320,042	312,480	318,060
Elderly Service Income (See Separate Schedule)	1,665,290	1,761,206	1,636,721	1,732,301
Total Other Revenue	1,735,108	1,831,196	1,705,131	1,795,601
TOTAL REVENUE	2,868,398	2,954,798	2,822,787	2,928,041
Conventions & Meetings	1,708	1,592	1,977	1,634
Advertising & Marketing	5,395	264	5,678	2,981
Office Salaries	49,360	52,184	45,807	54,012
Office Expenses	20,524	25,774	16,744	21,510
Management Fee	59,367	59,580	58,803	59,235
Manager or Superintendent Salary	65,118	67,346	66,943	69,376
Legal Expense- Project	10,463	2,382	5,092	3,223
Audit Expense	8,945	8,000	8,000	8,000
Bookkeeping Fees/Accounting Services	8,125	7,314	8,000	8,500
Bad Debts	3,515	0	0	0
Miscellaneous Administrative Expenses (Tax Compl)	510	418	550	550
Total Administrative Expenses	233,030	224,854	217,594	229,021
Electricity	45,635	30,962	35,000	35,000
Water	8,616	8,466	8,000	8,000
Gas	55,770	66,224	64,000	64,000
Total Utilities Expense	110,021	105,652	107,000	107,000
Maint./Repairs Payroll	18,616	22,100	19,069	22,058
Hskp./Cleaning Payroll	3,115	2,858	3,052	3,133
Cleaning/Decorating/Grounds/Repairs Supplies	20,972	14,380	20,750	22,820
Contract Costs	65,219	96,448	67,900	66,150
Garbage & Trash Removal	4,998	5,218	5,000	5,300
Heating/Cooling Repairs & Maintenance	25,341	39,072	17,000	20,000
Snow Removal	22,130	6,800	35,000	25,000
Cable	13,356	13,718	13,300	13,300
Miscellaneous Operating (Casualty Loss)	0	0	0	0
Total Operating & Maintenance Expenses	173,747	200,594	181,072	177,762
Real Estate Tax	13,920	13,920	13,920	13,920
Payroll Taxes (project share)	11,739	12,510	11,862	12,957
Property & Liability Insurance	57,067	45,000	45,475	51,981
Fidelity Bond Insurance	3,777	4,050	4,050	3,628
Workmen's Compensation	2,644	3,946	3,775	4,299
Health Insurance & Other Benefits & Comp Abs	35,281	38,798	37,051	40,821
Miscellaneous Taxes, Licenses, Permits	890	0	800	800
Total Taxes & Insurance	125,318	118,224	116,933	128,406
Core Services Expenses	280,412	279,246	258,546	265,293
Personal Services Expenses	1,149,676	1,219,406	1,120,000	1,200,000
Dietary Services/Meals Expenses	309,297	351,192	363,670	363,628
Elderly Service Expense (See Separate Schedule)	1,739,385	1,849,844	1,742,216	1,828,920
TOTAL OPERATING EXPENSES	2,381,501	2,499,168	2,364,815	2,471,108
OPERATING INCOME (LOSS)	486,897	455,630	457,972	456,932
Mortgage Principal & Interest- CHFA Debt	421,420	421,420	421,420	421,420
Replacement Reserve Deposits	35,352	35,352	35,352	35,352
NET PROJECTED CASH FLOW	30,125	(1,142)	1,200	160

# minutes Exhibit VI

## HOUSING AUTHORITY OF THE TOWN OF SEYMOUR SMITHFIELD GARDENS ASSISTED LIVING SERVICES BUDGET

	2015 ACTUAL	2016 ANNUALIZED	2016 APPROVED BUDGET	2017 PROPOSED BUDGET
Core Service Revenue	203,979	221,758	204,241	214,241
Personal Service Revenue	1,149,676	1,219,406	1,120,000	1,200,000
Dietary Services/Meals Revenue	311,634	320,042	312,480	318,060
<b>TOTAL ELDERLY SERVICE REVENUE</b>	<b>1,665,289</b>	<b>1,761,206</b>	<b>1,636,721</b>	<b>1,732,301</b>
<b>Core Services Expenses</b>				
Salaries - RSC	25,225	24,562	26,325	25,397
Salaries - Housekeeping/Maint	41,027	39,930	38,677	40,665
Salaries - Operational Workers	141,383	132,574	121,982	125,185
<b>Total Salaries</b>	<b>207,635</b>	<b>197,066</b>	<b>186,984</b>	<b>191,247</b>
Benefits - Health Insurance & Retirement	24,985	25,176	21,926	23,950
Benefits - Payroll Taxes	21,939	24,046	20,350	20,424
Benefits - W/C Insurance	17,218	25,700	21,386	22,271
<b>Total Benefits &amp; Taxes</b>	<b>64,142</b>	<b>74,922</b>	<b>63,662</b>	<b>66,646</b>
<b>Total Salaries, taxes, benefits</b>	<b>271,777</b>	<b>271,988</b>	<b>250,646</b>	<b>257,893</b>
Laundry/Linens Purchased Services	0	0	0	0
Supplies - Laundry/Cleaning	3,295	3,248	3,400	3,400
Supplies - Activities/Pendants	3,586	2,510	2,500	2,500
Activities -Outside Services	1,755	1,500	2,000	1,500
<b>Total Core Service Expense</b>	<b>280,413</b>	<b>279,246</b>	<b>258,546</b>	<b>265,293</b>
<b>Personal Service Expense</b>	<b>1,149,676</b>	<b>1,219,406</b>	<b>1,120,000</b>	<b>1,200,000</b>
<b>Dietary Purchased Services &amp; Servers</b>	<b>309,297</b>	<b>351,192</b>	<b>363,670</b>	<b>363,628</b>
<b>TOTAL ELDERLY SERVICE EXPENSE</b>	<b>1,739,386</b>	<b>1,849,844</b>	<b>1,742,216</b>	<b>1,828,920</b>
<b>Core Services Net Operating Income</b>	<b>(76,434)</b>	<b>(57,488)</b>	<b>(54,305)</b>	<b>(51,052)</b>
<b>Personal Services Net Operating Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Meals Services Net Operating Income</b>	<b>2,337</b>	<b>(31,150)</b>	<b>(51,190)</b>	<b>(45,568)</b>
<b>TOTAL SERVICES NET OPERATING INCOME</b>	<b>(74,097)</b>	<b>(88,638)</b>	<b>(105,495)</b>	<b>(96,620)</b>