MINUTES

COPY RECEIVED DATE: 4/18/17 TIME: 9:15 Avr) TOWN CLERK'S OFFICE

Seymour Housing Authority

> 972nd Meeting

The 972nd Meeting, a Regular Meeting of the Seymour Housing Authority, was held on March 6, 2017 at the **Smithfield Gardens Assisted Living Facility,** in the **Multipurpose Room** located at **26 Smith Street** Seymour, Connecticut and was called to order at 5:31 P.M. by Chairperson White.

> Roll Call

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

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

> Public Comment Session

None

> Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 971st Annual Meeting held on February 8, 2017.

Commissioner Bellucci motioned to accept the minutes of the 971st 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, Golebieski and White. Chairperson White declared the motion carried and the minutes accepted as presented.

Bills & Communications

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

Commissioner Bellucci motioned to approve the bills as presented and authorize payment of the bills. Commissioner Horelick seconded the motion. Hearing no further discussion, Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the bills approved for payment as presented.

The Executive Director discussed the correspondences from CHFA documenting late financial reporting and budget submission. He stated that we have a long history of being

MINUTES

on time with our reporting, however, there has been a recent change in Fee Accountants. The Tax Season, form our Accountant's standpoint, has also caused a delay in these reports. He stated that an extension will be requested.

The Executive Director highlighted the letter from CHFA approving the Moderate Rental Budget with the rent increase to be effective July 1, 2017.

The Executive Director commented on the letter sent to the Callahan and Ray House residents about the Federal Smoke Free policy. This letter disseminated the final rule about no smoking in public housing and the recently adopted policy.

Executive Director's Report

See Exhibit II

> Old Business

None

New Business

Chairperson White introduced the Callahan House and Norman Ray House Lease changes for the Smoke Free Policy (See Exhibit III)

After some further brief discussion, Commissioner Horelick motioned to accept the and adopt the proposed Callahan House and Norman Ray House Lease changes for the Smoke Free Policy as presented. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

Chairperson White introduced the Callahan House and Norman Ray House Lease addendums for existing residents for the Smoke Free Policy. (See Exhibit IV)

Commissioner Horelick motioned to adopt the proposed Callahan House and Ray House Lease addendums for existing residents for the Smoke Free Policy as presented. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

Chairperson White introduced Callahan House Community Space Policy. (See Exhibit V).

MINUTES

The Executive Director explained this policy became necessary to clear up tensions with and between residents regarding reserving the Community Room for use. Also included in the policy were rules for posting on the bulletin Boards and reserving the Grill.

Commissioner Golebieski motioned to adopt the proposed Callahan House Common Area Policy. Commissioner Horelick seconded the motion. Discussion followed and Commissioner Bellucci asked we could consider also having rules for reserving the gas grills. He stated that people from outside the community have been using the grill, as well as some groups have been over using the patio and there have been complaints that others in the building that the cannot use the grill when this excessive use occurs. It was recommended that any parties of 4 or more should make reservations. Commissioner Golebieski amended the motion to include reservation policy for the gas grill. Commissioner Horelick seconded the motion. Hearing no further comments, Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

> Executive Session

None

Any Other Business

Commissioner Bellucci explained that the Seymour Library has been very cooperative with the movie line up for the Rev. Callahan House Tenants Association. He motioned that we donate \$200 to the Library in lieu of their generosity. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

Adjournment

At 6:12 P.M. Chairperson White asked for a motion to adjourn the 972nd Meeting of the Seymour Housing Authority. Commissioner Bellucci motioned to adjourn the meeting. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the 972st Meeting, a Regular Meeting, duly adjourned.

, Juliitieu

David J. Keyser

Secretary and Executive Director

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: February 2017, 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 Paymen	ts						
Doc Num	Payment Date	<u>Voided</u>	Type	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
3	02/02/2017	No	DD	SHA PAYROLL	Payroll #3	No	\$28,766.26
4	02/16/2017	Νo	DD	SHA PAYROLL	Payroll #4	No	\$34,264.14
180	02/22/2017	No	CHK	VSP	Feb's Expense	No	\$62.8 6
9130	02/03/2017	No	CHK	AIG	Acct#1024715395	No	\$2,934.00
9131	02/06/2017	No	CHK	Aflac Attn: Remittance Processing	Acct#DHF89 - January 2017 Expens	No	\$392.02
9132	02/06/2017	No	CHK	American Rooter LLC	MR - Snaked Kitchen Drain	No	\$412.00
9133	02/06/2017	No	CHK	Apicella, Testa & Company, P.C.	Dec's Expense	No	\$1,857.50
9134	02/06/2017	No	CHK	Bender Plumbing Supplies Inc.	PO#2071 - 3 - 50 Gallon Electric Wa	No	\$1,372.68
9135	02/06/2017	No	CHK	Direct Energy Services, LLC	Customer# 727020 Nov's Expense	· No	\$6,230.01
9136	02/06/2017	No	CHK	Eversource	Acc#5111 869 4017 / Nov's Expense	No	\$45.98
9137	02/06/2017	No	CHK	Eversource	Acc# 5136 648 3014 / Nov's Expens	No	\$3,047.18
9138	02/06/2017	No	CHK	Eversource	Acc# 5177 958 3004/ Nov's Expense	No	\$5,671.87
9139	02/06/2017	No	CHK	Eversource	Acc# 5147 148 3099 / Nov's Expens	No	\$274.14
9140	02/06/2017	No	CHK	Ge Appliance	PO#2069 - 3 Stoves Callahan and 1	No	\$2,463.56
9141	02/06/2017	No	CHK	Radovich Builders, LLP	24 Seymour Ave	No	\$617.50
9142	02/06/2017	No	CHK	Radovich Builders, LLP	Work order#38742 - Installed new s	No	\$580.00
9143	02/15/2017	No	CHK	Aquarlon Water Company	Acc# 200086455 Jan's Expense	No	\$115.43
9144	02/15/2017	No	CHK	Aquarion Water Company	Acc# 200086443 Jan's Expense	No	\$115.43
9145	02/15/2017	No	CHK	Eversource	Acc# 5147 148 3099 Jan's Expense	No	\$287.87
9146	02/15/2017	No	CHK	Eversource	Acc# 5177 958 3004 Jan's Expense	No	\$6,561.73
9147	02/15/2017	No	CHK	Eversource	Acc# 51364104042 Jan's Expense	No	\$3,524.46
9148	02/15/2017	No	CHK	Eversource	Асс# 57750480048 Јап's Ехрелѕе	No	\$1,687.24
9149	02/15/2017	No	CHK	Eversource	Acc# 5112 236 4029 Jan's Expense	No	\$63.86
9150	02/15/2017	No	CHK	G&K Services	Jan's Expense	No	\$104.18
9151	02/15/2017	No	CHK	Jeff's Appliance And Vacuums	Apt. 3S	No	\$199.95
9152	02/15/2017	No	CHK	Robert Lashin	Community Room & 4th Floor	No	\$2,675.00
9153	02/15/2017	No	CHK	Seymour Janitorial Services	Extra Cleaning of the Community Ro	No	\$1,829.00
9154	02/15/2017	No	CHK	Shell Credit Card Center	Dec. & Jan's Expense	No	\$217.37
9155	02/15/2017	No	CHK	Sprint	Jan's Expense	Na	\$318.83
9156	02/15/2017	No	CHK	State Of CT Dept. of Construction	Callahan Boilers Certificates	No	\$480.00
9157	02/15/2017	No	CHK	Ted's Lawn Care LLC	Part of Contract hold back 10%	No	\$16,614.00
9158	02/24/2017	No	CHK	Aetna	March's Expense	No	\$2,751.10
9159	02/24/2017	No	СНК	AIG	Workers Comp Acc# 1024715395	No	\$2,934.00
9160	02/24/2017	No	СНК	Anthem Dental	March's Expense Acc# ACT6850861	No	\$651.61
9161	02/24/2017	No	CHK	Connecticut Housing Finance Aut	•	No	\$462.02
9162	02/24/2017	Na	СНК	Lincoln National Life Insurance C	March's Expense Ref# 3405540709	No	\$324.95

Muntes Exhibit I

Seymour Housing Authority General Ledger Cash Payment/Receipt Register Smithfield Gardens

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: February 2017, 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

Bank; Naugatud	ck Valley Savings &	4 Loan, Ba	nk Acc	ount: 615009087, GL Account: 117	20 -		
Posted Payment	's						
Dac Num	Payment Date	<u>Voided</u>	<u>Түрө</u>	Document Recipient	Document Description	Cleared	<u>Amount</u>
4350	02/02/2017	No	CHK	Seymour Housing Authority	Reimb	No	\$15,000.00
4351	02/03/2017	No	CHK	Seymour Housing Authority	SG Partial Reimb	No	\$10,000.00
4352	02/06/2017	No	CHK	Seymour Housing Authority	SG Reimb	No	\$22,000.00
4353	02/08/2017	No	CHK	Allen's Plumbing Supply	SG - Plumbing Supplies	No	\$46.97
4354	02/08/2017	No	CHK	Aquarion Water Company Of CT	Acct#200204656	No	\$115.43
4355	02/08/2017	No	CHK	Buddy's Fuel, LLC	Repaired valves, unit 219	No	\$310.00
4356	02/08/2017	No	CHK	Clear Water	January 2017 - Water Treatment	No	\$145.84
4357	02/08/2017	No	CHK	Comcast	Acct#877 40 216 0069510	No	\$1,128.18
4358	02/08/2017	No	CHK	Comcast	Acct#8773 40 216 0069536	No	\$55.95
4359	02/08/2017	No	CHK	Direct Energy Services, LLC	Customer# 727021	No	\$7,244.11
4360	02/08/2017	No	CHK	Eversource	Acct#57476540034	No	\$3,342.12
4361	02/08/2017	No	CHK	Eversource	Acct#51083234013	No	\$2,128.26
4362	02/08/2017	No	CHK	Friends Of Fur LLC	Smithfield Garden, unit 108	No	\$180.00
4363	02/08/2017	Ио	CHK	Frontier	Acct#203-888-5093-092806-5	No	\$364.46
4364	02/08/2017	No	CHK	Griffin Hospital Occupational Medi	Tox Screen	No	\$65.00
4365	02/08/2017	No	CHK	HD Supply	PO#2066 - Cleaning and Laundry S	No	\$405.58
4366	02/08/2017	No	CHK	Kone Inc	Elevator repair services	No	\$1,081.82
4367	02/08/2017	No	CHK	Oxford Lumber & Building Materia	Kutter Cleaner	No	\$18.99
4368	02/08/2017	No	CHK	Radovich Builders, LLP	Work order#38689 - Installed new F	No	\$451.00
4369	02/08/2017	No	CHK	Robert Lupi	Afternoon Social	No	\$150.00
4370	02/08/2017	No	CHK	Seymour Housing Authority	December 2016 Management Fee	No	\$9,930.00
4371	02/08/2017	No	CHK	Shaker Recruitment Advertising &	PO#2073 - Zoho Invoice#M10211 -	No	\$750.00
4372	02/08/2017	No	CHK	Theo Pro	File Approval - December 2016	No	\$82.50
4373	02/08/2017	No	ÇHK	Trans Clean Corp	High pressured steam cleaned and	No	\$450.00
4374	02/08/2017	No	CHK	Valley Electric Supply Company	Degree 12V MR 16 3000K LED Lam	No	\$265.12
4375	02/08/2017	Na	CHK	Winter Bros Waste Systems	January 2017 Services	No	\$450.18
4376	02/15/2017	No	CHK	Seymour Housing Authority	SG Reimb	No	\$10,000.00
4377	02/21/2017	No	CHK	Wade, Irene	PH AP Payment Feb 17	No	\$781.06
4378	02/21/2017	No	CHK	Watkins, Ruth	PH AP Payment Feb 17	No	\$815.06
4379	02/24/2017	No	CHK	Seymour Housing Authority	Partial Reimb	No	\$7,000.00

Minutes Exhibit I

Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: February 2017, 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>	Payment Date	<u>Voided</u>	<u>Tvoa</u>	Document Recipient	Document Description	<u>Cleared</u>	<u>Amount</u>
1958	02/03/2017	No	CHK	Treasurer - Town of Seymour	2016 PILOT Callahan	No	\$19,827.55
195 9	02/03/2017	No	CHK	Treasurer - Town of Seymour	2016 PILOT RH	No	\$9,319.23
1960	02/03/2017	No	CHK	Seymour Housing Authority	RH Reimb	No	\$7,784.11
196 1	02/10/2017	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$20,000.00
1962	02/13/2017	No	CHK	Seymour Housing Authority	Cal Reimb	No	\$10,000.00
1963	02/13/2017	No	CHK	Callahan House Association	To cover RSC Payroll 2.16th	No	\$2,692.30
1964	02/15/2017	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$6,823.30

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: February 2017, 4) Payments Over: All, 5) 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

Doc Num	Payment Date	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	Document Description	<u>Cleared</u>	<u>Amount</u>
301	02/23/2017	No	CHK	Gregory Stamos	Legal Fee for 34 Smith St Zoning	No	\$1,800.00
302	02/23/2017	No	CHK	Langan	Phase I Environmental Site 34 Smith	No	\$3,000.00
303	02/23/2017	No	CHK	Silver Petrucelli & Associates	For 34 Smith St	No .	\$5,700.00

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: February 2017, 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

Doc Num	Payment Date	Voided	Туре	Document Recipient	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1767	02/03/2017	Yes	CHK	Treasurer - Town of Seymour	2016 PILOT	No	\$10,957.47
1767	02/03/2017	No	VD	Treasurer - Town of Seymour	Wrong amount	No	(\$10,957.47)
1768	02/03/2017	No	CHK	Treasurer - Town of Seymour	2016 PILOT	No	\$12,691.72
1769	02/03/2017	No	CHK	Seymour Housing Authority	MR REImb	No	\$4,418.23
1770	02/10/2017	No	CHK	Ford Motor Credit Company	Acc# 9366100	No	\$574.87
1771	02/13/2017	No	CHK	Seymour Housing Authority	MR Reimb	No	\$10,000.00
1772	02/24/2017	No	CHK	Seymour Housing Authority	Early Reimb to Cover Payroll	No	\$25,000.00

Minutes

#SEYM Seymour Housing Authority Exhibit I

Cove	Cover Letter (S193)					
Check Date:	02/02/2017-2					
Period Range:	01/16/2017 TO 01/29/2017					
Week Number:	Week #5					

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

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Payroll Totals:	# Checks		
Total Regular Checks Total Direct Deposits Total Manual Checks Total 3rd Party Checks Total Void Checks	2 28 0 0	346.55 18897.72 0.00 0.00 0.00	
Total COBRA Checks Total Net Payroll	0 22 Ite n	0.00 ns	19244.27
Total Billing Impound Total Agency Checks Total Agency Checks DD Total Agency Checks Void Total Tax Deposit Checks Tax depos	0 3 0 sit to be made by Human Resource	121.66 0.00 210.00 0.00 Consulting Group	
Sum of Checks Total of Checks Printed Total Tax Liability Total Workers Comp Liability	25 Item	ıs	19575.93 9211.66 0.00
Total Payroll Liability			28787.59
Total Direct Deposits			19107.72
Total Debited From Account			28787.59

NEXT PERIOD DATES

Check Date: 02/16/2017 Week 7 Period Begin: 01/30/2017

Period End: 02/12/2017

Call In Date: 02/13/2017 Week 7

Payroll rep: Sorrentino George

Human Resource Consulting Group

phone: 203-881-1755 fax: 203-881-3135

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

Date Printed: 01/30/2017 1:05:30 PM

Minuter Excibit I

Tax Repo	Tax Report For Payroll (S247)					
Check Date:	02/02/2017-2					
Period Range:	01/16/2017 TO 01/29/2017					
Week Number:	Week #5					

Тах Туре	Rate	Tax ID	Wages	Amount	# <i>EE</i> '\$	Frequency
ederal Taxes						
Federal		060687649	25,716.36	3,306.62		22 Semi-Weekly
EE OASDI	0.062000	060687649	26,241.26	1,626.97		22 Semi-Weekly
EE Medicare	0.014500	060687649	26,241.26	380.49		22 Semi-Weekly
ER OASDI	0.062000	060687649	26,241.26	1,626.97		22 Semi-Weekly
ER Medicare	0.014500	060687649	26,241.26	380.49		22 Semi-Weekly
COBRA Credit	u_4********	060687649				22 Semi-Weekly
Total 941 Liabilities without COBRA Total 941 Liabilities with COBRA	4		_		7,321.54 7,321.54	
ER FUI	0.006000	060687649	0.00			22 Quarterly
Total Federal Taxes				<u></u>	7,321.54	
State Withholding						
CT State Withholding		6613871-000	25,716.36	989.84		22 Weekly CT
Total State Withholding			-		989.84	
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	26,478.98	900.28		22 Quarterly
Total Employer SUI					900.28	
otal Employee Taxes				6,303.92		
otal Employer Taxes without COBRA				2,907.74		
Total Tax Liability without COBRA			_		9,211.66	
Total Tax Liability with COBRA	·				9,211.66	
Regular checks				346.55		
Manual checks				0.00		
ord Party Checks				0.00		
void Checks				0.00		
Direct Deposit Checks				19,107.72		
Total Net Payroll			_		19,454.27	
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				121.66		
Total Workers Comp				0.00		
Total Payroll Liability			-		28,787.59	
Tax Deposit Checks	Tax de	posit to be made by	Human Resource C	Consulting Group		
Tax Deposit Checks Void	Tax de	posit to be made by	Human Resource C	Consulting Group		
Total Check/Direct Deposits				19,575.93		· ·
Total Direct Deposits				19,107.72		
Total Amount Debited from your Accor Total Amount Debited from your Accor			_		28,787.59 28,787.59	

Human Resource Consulting Group

phone: 203-881-1755 fax: 203-881-3135

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

Date Printed: 01/30/2017 1:05:46 PM

Minutes Exhibit I

Cover Letter-Adjustment Payroll (S193)		
Check Date:	02/02/2017-1	
Period Range:	01/24/2017 TO 01/24/2017	
Week Number:	Week #5	

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

Payroli Totals:	# Checks		
Total Regular Checks	0	0.00	
Total Direct Deposits	0	0.00	
Total Manual Checks	10	0.00	
Total 3rd Party Checks	0	0.00	
Total Void Checks	0	0.00	
Total COBRA Checks	O	0.00	
Total Net Payroll	10 Ite	ems	0.00
Total Billing Impound		0.00	
Total Agency Checks	0	0.00	•
Total Agency Checks DD	. 0	0.00	
Total Agency Checks Void	0	0.00	
- *	to be made by Human Resour		
Sum of Checks			0.00
Total of Checks Printed	0 Iten	ns	
Total Tax Liability			-21.33
Total Workers Comp Liability			0.00
Total Payroll Liability			-21.33
Total Direct Deposits			0.00
Total Debited From Account			-21.33

NEXT PERIOD DATES

Check Date: 02/16/2017 Week 7

Period Begin: 01/30/2017 Period End: 02/12/2017

Call in Date: 02/13/2017 Week 7

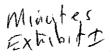
Payroll rep: Sorrentino George

Human Resource Consulting Group

phone: 203-881-1755 fax: 203-881-3135

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

Date Printed: 01/30/2017 1:18:46 PM



Tax Report For Adjustment Payroll (S247)				
Check Date:	02/02/2017-1			
Period Range:	01/24/2017 TO 01/24/2017			
Wools Number	Wa-1- #6			

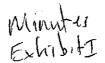
		····				
Тах Туре	Rate	Tax ID	Wages	Amount	# <i>EE</i> 's	Frequency
Federal Taxes	<u> </u>		<u> </u>		**************************************	<u> </u>
Federal		060687649			1	0 Semi-Weekly
EE OASDI	0.062000	060687649			1	0 Semi-Weekly
EE Medicare	0.014500	060687649			1	0 Semi-Weekly
ER OASDI	0.062000	060687649			1	0 Semi-Weekly
ER Medicare	0.014500	060687649				0 Semi-Weekly
COBRA Credit		060687649	49/100000		1	0 Semi-Weekly
Total 941 Liabilities without COBF	RA			-	0.00	
Total 941 Liabilities with COBRA		500007040			0.00	
ER FUI	0.006000	060687649				0 Quarterly
Total Federal Taxes					0.00	
Employer SUI Withholding						
CT-SUI		91-378-04		-21.33		Quarterly
Total Employer SUI			-		-21.33	
Total Employee Taxes				0.00		
Total Employer Taxes without COBRA				-21.33	•	
Total Tax Liability without COBRA			•		-21,33	
Total Tax Liability with COBRA					-21,33	
Regular checks				0.00	4	
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks	•			0.00		
Direct Deposit Checks				0.00		
Total Net Payroll					0.00	
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Vold				0.00		
Billing Impound				0.00		
Total Workers Comp				0.00		
Total Payroll Liability			•		-21.33	
Tax Deposit Checks	Tax de	posit to be made by	y Human Resource (Consulting Group		
Tax Deposit Checks Void	Tax de	posit to be made b	y Human Resource	Consulting Group		
Total Check/Direct Deposits				0.00		
Total Direct Deposits				0.00		
Total Amount Debited from your Acco Total Amount Debited from your Acco					-21.33 -21.33	

Human Resource Consulting Group

phone: 203-881-1755 fax: 203-881-3135

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

Date Printed: 01/30/2017 1:18:42 PM



Cove	Cover Letter (S193)				
Check Date:	02/16/2017-1				
Period Range :	01/30/2017 TO 02/12/2017				
Week Number:	Week #7				

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	1	325,82	
Total Direct Deposits	29	22082.63	
Total Manual Checks	0	0.00	
Total 3rd Party Checks	0	0.00	
Total Void Checks	0	0.00	
Total COBRA Checks	0	0.00	
Total Net Payroll	·	23 Items	22408.45
Total Billing Impound		707,25	
Total Agency Checks	0	0.00	
Total Agency Checks DD	4	211.00	
Total Agency Checks Void	0	0.00	
Total Tax Deposit Checks	Tax deposit to be made by Human	Resource Consulting Group	_
Sum of Checks			23326.70
Total of Checks Printe	d	27 Items	
Total Tax Liability			10937.44
Total Workers Comp Liability	1		0.00
Total Payroll Liability			34264.14
Total Direct Deposits			22293.63
Total Debited From Ac	count		34264.14

NEXT PERIOD DATES

Check Date: 03/02/2017 Week 9

Period Begin: 02/13/2017 Period End: 02/26/2017 Call In Date: 02/27/2017 Week 9

Payroll rep: Sorrentino George

Human Resource Consulting Group

phone: 203-881-1755 203-881-3135

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

Date Printed: 02/13/2017 10:14:29 AM

Minuter Exhibit t

 Tax Report For Payroll (S247)

 Check Date :
 02/16/2017-1

 Period Range :
 01/30/2017 TO 02/12/2017

 Week Number :
 Week #7

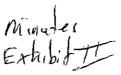
				k Number :	Y	veek #/
Тах Туре	Rate	Tax ID	Wages	Amount	# <i>EE</i> '\$	Frequency
Federal Taxes						
Federal		060687649	30,146.52	4,009.19		22 Semi-Weekly
EE OASDI	0.062000	060687649	30,757.00	1,906.95		22 Semi-Weekly
EE Medicare	0.014500	060687649	30,757.00	445.96		22 Semi-Weekly
ER OASDI	0.062000	060687649	30,757.00	1,906.95		22 Semi-Weekly
ER Medicare	0.014500	060687649	30,757.00	445.96		22 Semi-Weekly
COBRA Credit		060687649				22 Semi-Weekly
Total 941 Liabilities without COBRA Total 941 Liabilities with COBRA	1		-		8,715.01 8,715.01	
ER FUI	0.006000	060687649	0.00			22 Quarterly
Total Federal Taxes			_		8,715.01	
State Withholding						
CT State Withholding		6613871-000	30,146.52	1,207.80		22 Weekly CT
Total State Withholding					1,207.80	
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	29,841.84	1,014.63		22 Quarterly
Total Employer SUI			-		1,014.63	
Total Employee Taxes				7,569.90		
Total Employer Taxes without COBRA				3,367.54		
Total Tax Liability without COBRA			-		10,937.44	
Total Tax Liability with COBRA					10,937.44	
Regular checks				325.82		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				22,293.63		
Total Net Payroll			-		22,619.45	
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				707.25		
Total Workers Comp				0.00		
Total Payroll Liability			-		34,264.14	
Tax Deposit Checks	Tax de	posit to be made by	Human Resource (Consulting Group		
Tax Deposit Checks Void	Tax de	posit to be made by	Human Resource (Consulting Group		
Total Check/Direct Deposits				23,326.70		
Total Direct Deposits				22,293.63		
Total Amount Debited from your Accou	ınt before C	redit applied	-	· 	34,264,14	
Total Amount Debited from your Accou					34,264.14	

Human Resource Consulting Group

phone: 203-881-1755 fax: 203-881-3135

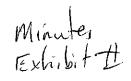
e-mail: Cynthia@Hr-Consulting-Group.Com

Date Printed: 02/13/2017 10:14:43 AM



Housing Authority of the Town of Seymour

Executive Director's Report





Occupancy

Rev. Callahan House

2017 Year-to-Date Vacancies

Callahan House experienced one move out and one move in during February 2017. Callahan House has experienced 29 vacancy days since January 1, 2017 and has averaged 14.5 turn around days per vacancy since January 1 2017. 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; 29 days/ 29200 days available = .0010% percentage through February 28, 2017.

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). $960 \times 3\% = 29$ UMA or 348 days. For the 2016 subsidy calculation we used 70 days we had 270 days to use for the balance of the subsidy year. For 2017 subsidy calculation, we used 113 days and have 235 days to use for the balance of the Subsidy year.

CALLA	HAN HOUSE		VACANCY/TUR	NOVER DAYS	2017
FEDEF	RAL ELDERLY		Vacancy Tur	nover Days 2017	haye ki bilan da Qualif vi Kalika
	PRIOR			A IPPACE	
UNIT	RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No.o Days
ЗМ	Tuckett	1/30/2017	Ortiz	2/14/2017	15
1G	Frano	2/14/2017	Vacant		14

Minutes Exhibit I

Norman Ray House

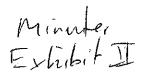
2017 Year-to-Date Vacancies

0

Norman Ray House remained fully occupied during February 2017. Norman Ray House has experienced 0 vacancy days since January 1, 2017 and has averaged 0 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; 0 days/ 14600 days available = 0.0% percentage through January 31, 2017.

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 2116 subsidy calculation year, we had experienced 113 days and had 51 days to use for the balance of the subsidy year calculation (July 1, 2015 to June 30, 2016). For the 2017 subsidy calculation, we used 39 vacancy day and have 129 days left to use.

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO, OF



State Moderate Rental

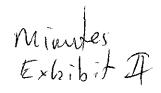
2017 Year-to-Date Vacancies

Moderate Rental experienced one move out and one move in during February 2017. Moderate Rental has experienced 23 vacancy days since January 1, 2017 and averaged 11.5 days per vacancy through February 28, 2017. 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; 23 days/ 29565 days available = 0.7795% percentages through February 28, 2017.

	E MODERATE RENTAL				2017
FAMIL	YHOUSING		en Tulia (Geodelinia), për da Karbolika parapusi (F. 17		4 / 6 1/ 3 10 10 10 1 3 7 8 8 8 9 9 16 8
.,					
	Base PRIOR			NEXT	No Of
UNIT	Rent RESIDENT	MOVE-OUT	TENANT	IN-DATE	Days
25C	460 Taylor	1/19/2017	Tiana Deberry	2/10/2017	22
30C	460 Reid	2/28/2017	Vacant		1

Average number of vacancy days per vacancy: 11.5

We have experienced \$353.00 vacancy loss since January 1, 2017. We have budgeted \$834 for vacancy loss through February 28, 2017.



Smithfield Gardens

2017 Year-to-Date Vacancies

19

Smithfield Gardens Assisted Living experienced 2 move-outs during February 2017. Smithfield Gardens has experienced 133 vacancy days since January 1, 2017 and averaged 22.17 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;

SMITH	FIELD GARDENS		/ACANCY/TUF	NOVERDAYS	2017
ASSIST	EDLIMNG				
(CR Ren PRIOR			NEXT	No Of
UNIT	% RESIDENT_	MO/E-OUT	TENANT	IN-DATE	Days
207	60% 985 Fowler	9/26/2016	Kubilius	1/1/2017	1
221	50% 825 Abamonte	11/17/2016	Nowak	1/27/2017	27
116	50% 825 Legge	12/16/2016	Vacant		59
218	60% 985 Scarazzini	12/29/2016	Cohen	1/27/2017	27
111	50% 825 Allison	2/17/2017	Vacant		11
102	60% 985 George	2/20/2017	Vacant		8

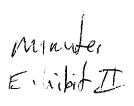
113 days/ 20,440 days available = .5528% percentage through January 28, 2017.

Average number of vacancy days per vacancy:

22.17

The vacancy loss is approximately \$2,487 since January 1, 2017. We have budgeted \$5,204 for vacancy loss through February 28, 2017.

E,





General Information

Complaints

Callahan House

Marijuana was smelled in the common area on the first floor. Seymour Police Department was called. As a result, Seymour PD processed criminal action. Seymour Housing Authority issued a pretermination notice.

We received a complaint regarding a tenant taking down signs that another tenant had posted. The tenant requested mediation. Mediation was held residents were requested to be cordial to one another. Attorney Stamos clarified that Mediation was at the discretion of the Housing Authority and not a tool for the resident to request.

We received a complaint that a tenant shut their door in another tenant's face. We are still investigating this claim.

We had an event that involved alleged threatening situation that resulted in a resident being arrested. A Pre-termination letter was sent and we are perusing eviction proceedings.

Norman Ray House

We have not received any complaints for the month of February.

Moderate Rental

We received a complaint about bullying occurring at the bus stop involving a child being pantsed. We referred this to Seymour PD.

Annual Recertification

The annual process of recertification of Moderate Rental, Norman Ray House and Rev. Callahan residents is underway. Staff mailed out the Recertification packets to all residents advising them of the intake process began February 2, 2017. We have met with each resident of Callahan House and the Norman Ray House. We have met with the Moderate Rental residents as well. We hope to have all the information collected by the end of February. This year we will be closing the office to the public to process these applications for continued occupancy and prepare the rental calculations.

Minuter Exhibit

We have been working on the development of 34 Smith St in cooperation with BH Care. An application has been submitted to Department of Housing. We are waiting to hear the results of the application.

Rev. Callahan House

- All 80 Annual Inspections for 2017 have been completed in preparation for the HUD REAC inspection to take place on February 28. Work items vary by apartment most common items is caulking of windows and bathtubs, replacing countertops, and replacing bathtub strainers.
- 2016 Capital Fund Program work items have begun and are substantially complete. The smoke alarm system was upgraded and all unit smoke detectors scheduled to be replaced were replaced. The cycle painting of 10 units was also completed. We are waiting to complete the change order for replacing the smoke detectors that control the elevator operation in a fire emergency.
- HUD REAC inspection of Callahan House occurred on February 28, 2017. There were a few findings and the inspection resulted in a score of 83.

Norman Ray House

- All 40 dwelling inspections were completed for 2017 in preparation for the February 28, 2017 HUD REAC Inspection.
- HUD REAC inspection of Norman Ray House occurred on February 28, 2017. There were a few findings and the inspection resulted in a score of 91.

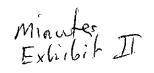
Moderate Rental

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 95% (53 of 56 units) occupied as of 02/28/2017
- Three applications in processing
- No move-ins in February; two move-outs in February
- 8 applicants on waiting list for 60% units (\$985 rent)
- 6 applicants on waiting list for 50% units (\$825 rent)
- Average age is 84.9; age range is 66 99
- Average length of tenancy is 28.77 months

Budgeting Statistics:



- 17 of 19 units rented at \$825
- 36 of 37 units rented at \$985
- 53 of 53 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings held 2/1, 2/8, 2/15, 2/22 (attended by MRC Director, RSC & RNs)
 57 residents' statuses reviewed each week; two residents out at rehab as of 02/28/2017
- Resident Council Meeting held 01/26/17 minutes follow; next meeting 02/23/17
- February Fire Drill completed 02/25/17 (first shift)

Minufer Exhibit II

Inspection Summary Report (POA) for Inspection #587250

Inspection Snapshot

Inspection ID:

587250

Inspection Time: Inspection End

08:24 AM - 12:12 PM

Inspection Start

Date:

02/28/2017

Date:

02/28/2017

Property ID:

CT035000001

Property Type:

Public Housing

Property Name: Inspection State:

REV ALBERT A. CALLAHAN Successful

Score:

83b



Property Profile

Property Name:

REV ALBERT A. CALLAHAN

Scattered Site?

Multiple Site?

No

Address Line 1: Address Line 2: 32 SMITH Street

City:

SEYMOUR

State:

CT

ZIP:

06483

Extension:

Phone:

(203) 888-4579

Extension:

Fax:

Email:

		Building			Units	1 (1 (A) (1) (A) (A) (A) (A) (A)
† Type⊫	Expected	Actual	🤻 Sampled 🔻	Expected	Actual	Sampled
Residential	1	1	1	80	80	. 20
Common	0			-	-	-
Total	1	1	1	80	80	20

	Occupaлсу Information	
No. of Occupied Units	Occupancy Rate	Inspect Vacant Units
79	99%	No

Comments No bedbugs. Elderly housing. Boiler cert. expired 2-12-17

Minuta. Exhibit I

Inspection Summary Report (POA) for Inspection #587250

Participant Profile

Management Agent [Primary Contact / Present During Inspection]

Name (F, MI, L):

David Keyser

Organization:

Seymour Housing Authority

Address Line 1:

28 Smith Street

Address Line 2:

City:

Seymour

State:

CT

ZIP:

06483

Extension: Extension:

Phone: Fax: (203) 888-4579 (203) 888-2096

Email:

djkeyser@seymorhousing.org

Executive Director [Not Present During Inspection]

Name (F, MI, L):

David J. Keyser

Organization:

Seymour Housing Auhority

Address Line 1:

28 Smith Street

Address Line 2:

City:

Seymour

State:

CT

ZIP:

06483

Extension:

Phone: Fax:

(203) 888-4579 (203) 888-2096 Extension: Email:

djkeyser@seymourhousing.org

Site Manager [Present During Inspection]

Name (F, MI, L):

Larry Thomas

Organization:

Seymour Housing Authority

Address Line 1:

28 Smith Street

Address Line 2:

City:

Seymour

State:

CT

ZIP:

06483

Extension:

Phone:

(203) 888-4579

Extension:

Fax:

Email:

Area		Deductions(Excluding H&S)			Final Points
Site	14.22	0.00	14.22	0.00	14.22
Building Exterior	16.26	6.06	10.20	0.00	10.20
Building Systems	21.67	0.00	21.67	10.00	11.67
Common Area	12.19	0.91	11.28	0.00	11.28
Unit	35.65	0.32	35.34	0.19	35.14
Total	100.00	7.29	92.71	10.19	82.52

Score Version: 1

Score Date: 02/28/2017

Final Score: 83b

Minutes Exhibit I

Inspection Summary Report (POA) for Inspection #587250

Health & Safety Summary

	Site	Buildings	Units	Total
Non-Life Threa	tening	(NET)		
Actual	0	2	1	3
Projected	0	2	4	6
Life Threatenir	ıg (LT)	40年的主要		
Actual	0	0	0	0
Projected	0	0	0	0
Smoke Detect	ors (SD)		arug (pilipalis
Actual	0	0	0	0
Projected	0	0	0	0
Overall				
Actual	0	2	1	3
Projected	0	2	4	6

Health and Safety Narrative

1 site, 1 buildings and 20 units were inspected.

3 health and safety deficiencies(HSD) were observed.

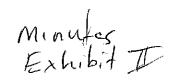
Percentage Inspected:

Site (PIS): 100% Building (PIB): 100% Unit (PIU): 25%

Projected HSD:

Site = (Actual HSDS) / PIS Building = (Actual HSDB) / PIB Unit = (Actual HSDU) / PIU

If all buildings and units were inspected, it is projected that a total of 6 health and safety deficiencies would apply to the property.



Systemic Deficiencies

Туре	Area	ltem:	Deficiency	B/U with defects	Total B/U	%
Capital	BE	Walls	BE- Cracks/Gaps (Walls)	1	1	100
Capital	BS	Fire Protection	BS- Missing Sprinkler Head (Fire Protection)	1	1	100
Ordinary	CA	Walls	CA - Damaged (Walls)	1	1	100

Note:

BAU - Indicates Buildings or Units

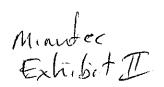
BE - Indicates Building Exterior

8S - Indicates Building Systems

CA - Indicates Common Areas

Capital items are repairs that generally require large cash cullays. (Items such as new roots and new appliances)

Ordinary items are repairs that require smaller cash outlays. (Items such as light fixlures, fire extinguishers and smoke defectors)



Building/Unit Summary

Entity,	LAPCOLGUS	Actual	# Inspected	# Reported Uninspectable
Building	1	1	1	0
Unit	80	80	20	0

Building 001 - Reverend Callahan House [Sample, Inspected]

Address Line 1:

32 Smith Street

Address Line 2:

City:

Seymour

State:

СТ

Zip:

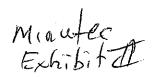
06483

Extension:

Type	Constructed In	Floors	Expected Unit Count	Actual Unit
Elevator Structure	1970	4	80	80

Comments:

Unit#	# Bedrooms	Occupied?	Uninspected Reason?
1B	1 Bedroom	Yes	
1F	0 Bedroom	Yes	
1K	0 Bedroom	Yes	
1P	0 Bedroom	Yes	
2D	0 Bedroom	Yes	
2H	0 Bedroom	Yes	
2M	0 Bedroom	Yes	
2R	0 Bedroom	Yes	
2V	1 Bedroom	Yes	
3B	1 Bedroom	Yes	
3F	0 Bedroom	Yes	
3K	0 Bedroom	Yes	
3P	0 Bedroom	Yes	
3T	0 Bedroom	Yes	
3X	1 Bedroom	Yes	
4D	0 Bedroom	Yes	
4H	0 Bedroom	Yes	
4M	0 Bedroom	Yes	
4R	0 Bedroom	Yes	

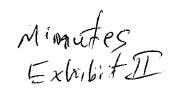


3	~~~~				
	4V	1 Bedroom	Yes		
- 5	·Prising remarks - American American and American America	<u> </u>		1	

Minutes Exhibit

Inspection Summary Report (POA) for Inspection #587250

Certificate Item	Certificate State
Boilers	No - This certificate cannot be provided or is expired
Elevators	No - This certificate cannot be provided or is expired
Fire Alarms	Yes - This certificate is provided or is not expired
Lead-Based Paint Disclosure Forms	Yes - This certificate is provided or is not expired
Lead-Based Paint Inspection Reports	No - This certificate cannot be provided or is expired
Sprinkler Systems	Yes - This certificate is provided or is not expired



Score Details

Mote: The inspection software allows for the recording of the same deficiency as many times as it occurs. However, it is only scored once. The number within the parenthesis after the Deficiency indicates the number of observations for this inspectable area. For example; "Site : Spatting (Walkway / Steps) (4)" indicates the deficiency was observed and recorded 4 times under Site. Each individual observation can be found in the Deficiency Details section of this report.

ound in the <u>Deficiency</u>	Details section of this report.			
Item	Deficiency _s	Severity	Points Poir Deducted Recei	
Building 0018 - Re	everend Callahan House - Building Exterior [Possible	Points 16.2	6	
	Safety Deficiencies			Cop . 15450
Walls	BE- Cracks/Gaps (Walls) (2)	Level 2	6.06	
			6.06	0.20
Puilding 004° Pa	everend Callahan House - Building Systems [Possible	Points: 21	671	west.
Health And Safe				for mark
Fire Protection	BS- Missing Sprinkler Head (Fire Protection) (2) (NLT)	Level 3	10.00	
			10.00	1.67
	everend Callahan House - Common Areas [Possible F Safety Deficiencies	oints: 12.19		April 1997
Walls	CA - Damaged (Walls)	Level 1	0.91	
VVAIIS	OA - Damaged (Wass)	TEGVOI 1		1.28
				1,713
	everend Callahan House - Unit 1F [Possible Points : 1	.78]		
	Safety Deficiencies		 _ _ _ _ 	
Ceiling	Unit - Holes/Missing Tiles/Panels/Cracks (Ceiling)	Level 1	0.06	,
<u> </u>			0,06	1.73
Building 001 - R	everend Callahan House - Unit 1P [Possible Points:	1.78]	unishin ili kediklubike	ande.
	Safety Deficiencies			
Doors	Unit - Damaged Hardware/Locks (Doors)	Level 1	0.05	
			0.05	1.73
	!everend Callahan House⊱ Unit 3T [Possible Points∉:1		av svojelje ilga nezvije dikala na je koji postavanje.	ni wasail
n	teverend Callanan House - Unit 3 F [Fossible Points] 1 I Safety Deficiencies			4000
Walls	Unit - Damaged (Walls)	Level 1	0.04	
Walls	Unit - Peeling/Needs Paint (Walls)	Level 1	0,01	
v v ans	One - I comignaced t ame (vvalid)	[-6,6]	1 0,011	

Minufer Exhibit I

Inspection Summary Report (POA) for Inspection #587250

ltem	Deficiency	Severity	Points	. Points⊪ Réceived
			0.05	1.73
Building 001 - Re	verend Callahan House:- Unit 4H [Possible Points::1	.78]		
Health And Safet	y Deficiencies			
Windows	Unit - Inoperable/Not Lockable (Windows) (NLT)	Level 3	0.19	
			0.19	1.59
Building 001 - Re	verend Callahan House - Unit 4M [Possible Points	1.78]		Nago jegipilikasa
Non-Health And	Safety Deficiencies			
Kitchen Items	Unit - Refrigerator - Missing/Damaged/Inoperable (Kitchen)	Level 1	0.16	
			0,16	1.62

Minuter Extinbit II

Inspection Summary Report (POA) for Inspection #587250

Site - REV ALBERT A.	CALLAHAN - Site(0)	(milijaring) (d.18jana) (b.1855) (d.18jana)	
Non-Health And Safety			
Parking Lots/Driveways Roads	Reverend Callahan House	Site - Cracks/Settlement/ Heaving/Loose Materials/ Potholes (Parking Lots/ Driveways/Roads) - L2	 Damaged paving Cracks greater than or equato 3/4" This condition DOES NOT RESULT in a Health and Safety concern.
Walkways and Steps	Reverend Callahan House	Site - Cracks/Settlement/ Heaving (Walkways/Steps) - L2	 Cracks, Settlement, or Heaving (includes concrete porches and entry stoops) Cracks greater than or equ to 3/4" This condition DOES NOT RESULT in a Health and Safety concern.

-	Reverend Callahan House[Sampled Safety Deficiencies	le,Inspected] - Building Exte	rior
Walls	Back 2nd floor 6th window head	BE- Cracks/Gaps (Walls) - L2	- Cracks or Gaps - Greater than 1/8" wide/deep by 6" long
Walls	front. above 3rd window. 2nd floor.	BE- Cracks/Gaps (Walls) - L2	- Cracks or Gaps - Greater than 1/8" wide/deep by 6" long

Building 001 - Rev	erend Callahan House[Sample,Inspected] - Building Syst	ems
Non-Health And S	afety Deficiencies		
Health And Safety	Deficiencies		
Fire Protection	Floor 3 Unit 3* paint	BS- Missing Sprinkler Head (Fire Protection) (NLT) - L3	 Sprinkler head or its components missing, visibly damaged, blocked, capped or the sprinkler head is painted over
Fire Protection	Floor 2 Unit 2H bath	BS- Missing Sprinkler Head (Fire Protection) (NLT) - L3	 Sprinkler head or its components missing, visibly damaged, blocked, capped

Minutes Exhibits #

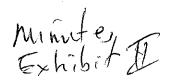
Decisions

Inspection Summary Report (POA) for Inspection #587250

Item | Location/Comments | Deficiency/Severity

			or the sprinkler head is painted over
<u> </u>	erend Callahan House[Samp	le,Inspected] - Common Area	as.
Non-Health And S	afety Deficiencies	· · · · · · · · · · · · · · · · · · ·	
aundry Room	Floor 3 missing cover	CA - Damaged (Walls) - L1	- Hole(s) - Between one square inch, but smaller than a sheet of paper
	verend Callahan House[Samp	ole,[nspected]*- Unit 1B	
None Building 001 - Rev	verend Callahan House[Samp	ple,[nspected] + Unit 1F	
	afety Deficiencies		
Ceiling	Bathroom a app at sprinkler head	Unit - Holes/Missing Tiles/ Panels/Cracks (Ceiling) - L1	- Hole(s) - Smaller than a sheet of paper
Pullding 001 - Re	verend Callahan House[Sam	ale Inspected - Unit 1K	
None	Acteur annamini i agactami	netuologiesi <u>se</u> omenesse	
Building 001 - Po	verend Callahan House[Sam	olo Inspected III III 1P	
	Safety Deficiencies	hietinahearealta aimanta	是一个"我们就是不是一个"。 "我们,我们就是一个一个,我们就是一个一个一个,我们就是一个一个一个,我们就是一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个
Doors	Haliway	Unit - Damaged Hardware/ Locks (Doors) - L1	 All Other Doors (includes closet or other interior doors) Hardware is damaged or missing Closet door does not function as it should or cannot be locked.
Building 001 - Re	verend Callahan House[Sam	ple,Inspected] - Unit 2D	
None			
Building 001 - Re	everend Callahan House[Sam	ple,Inspected] - Unit 2H	
None			

Report generation date/time: 02/28/2017 07:11 PM Score Version: 1 Page: 13 of 15 Report template version: 94/15/2011 Note: The report generation date/time does not reflect the inspection release date/time.



ltem∞ Building 001 - R None	Location/Comments everend Callahan House[Sam	Deficiency/Severity ple,Inspected] - Unit 2M	Decisions
Building 001 - R None	everend Callahan House[Sam	nple,Inspected]⊹- Unit 2R	
Building 001% R None	everend Callahan House[Sam	iple,inspected] - Unit 2V	
Building 001:- R None	leverend Callahan House[San	nple,Inspected] - Unit 3B	
Building 001 - F None	Reverend Callahan House[San	nple,Inspected] Unit 3F	
Building 001 - F None	Reverend Callahan House[San	nple,Inspected] - Unit 3K	
Building 001:- F None	Reverend Callahan House[San	nple,Inspected] - Unit 3P	
	Reverend Callahan House[San d Safety Deficiencies	nple,Inspected] Unit 3T	
Walls	Bathroom missing vent cover	Unit - Damaged (Walls) - L1	- Hole(s) - Between one square inch and up to a sheet of paper, but, you cannot see throug the hole
Walls	Living Area start of hall	Unit - Peeling/Needs Paint (Walls) - L1	Peeling Paint or Needs Paint 1 to 4 square feet of wall area
Building 001;-	Reverend Callahan House[Sar	nple,Inspected] - Unit 3X	
Building 001% None	Reverend Callahan House[Sar	nple,Inspected] - Unit 4D	

Report generation date/time: 02/28/2017 07:11 PM Report template version: 04/15/2011 Note:

11 PM Score Version: 1 Page: 14 of 15 Note: The report generation date/time does not reflect the inspection release date/time.



or will not stay open window is designed so.) Window is on 4th fl above There is NOT anot operable window in same floor area. Building 001 - Reverend Callahan House[Sample,Inspected] - Unit 4M Non-Health And Safety Deficiencies Kitchen Items Kitchen Kitchen Unit - Refrigerator - Missing / Damaged/Inoperable (Kitchen) - L1 Building 001 - Reverend Callahan House[Sample,Inspected] - Unit 4R	ns/		Deficiency/Severity	Location/Comments	ltem
Windows Living Area Unit - Inoperable/Not Lock/Operability Window cannot be or will not stay operable window is designed so.) Window is on 4th fl above There is NOT anot operable window is same floor area. Building 001 - Reverend Callahan House[Sample,Inspected] - Unit 4M Non-Health And Safety Deficiencies Kitchen Items Kitchen Unit - Refrigerator - Missing / Damaged/Inoperable (Kitchen) - L1 Building 001 - Reverend Callahan House[Sample,Inspected] - Unit 4R	建设有关 资		Inspected] - Unit 4H	rend Callahan House[Sam	Building 001 - Rever
Windows Living Area broken balance Living Area broken balance Lockable (Windows) (NLT) Lock/Operability Window cannot be or will not stay oper window is designed so.) Window is on 4th flabove There is NOT anot operable window is same floor area. Building 001 - Reverend Callahan House[Sample,Inspected] - Unit 4M Non-Health And Safety Deficiencles Kitchen Items Kitchen Unit - Refrigerator - Missing / Damaged/Inoperable (Kitchen) - L1 Building 001 - Reverend Callahan House[Sample,Inspected] - Unit 4R				fety Deficiencies	Non-Health And Safe
broken balance Lockable (Windows) (NLT) - Window cannot be or will not stay open window is designed so.) Window is on 4th fit above There is NOT anot operable window is same floor area. Building 001 - Reverend Callahan House[Sample,Inspected] - Unit 4M Non-Health And Safety Deficiencies Kitchen Items Kitchen Unit - Refrigerator - Missing / Damaged/Inoperable (Kitchen) - L1 Building 001 - Reverend Callahan House[Sample,Inspected] - Unit 4R				Deficiencies	Health And Safety D
Non-Health And Safety Deficiencies Kitchen Items Kitchen Unit - Refrigerator - Missing / Damaged/Inoperable (Kitchen) - L1 Building 001 - Reverend Callahan House[Sample,Inspected] - Unit 4R	be opened open (If the ned to do the floor or nother win the	 Window cannot be a or will not stay oper window is designed so.) Window is on 4th flaabove There is NOT anoth operable window in 	Lockable (Windows) (NLT)	1 -	Windows
Non-Health And Safety Deficiencies Kitchen Items Kitchen Unit - Refrigerator - Missing / Damaged/Inoperable (Kitchen) - L1 Building 001 - Reverend Callahan House[Sample,Inspected] - Unit 4R	archeste		.Inspectedl - Unit 4M#	erend Callahan House[Sar	Building 001% Reve
/Damaged/Inoperable (Kitchen) - L1 Building 001 - Reverend Callahan House[Sample,Inspected] - Unit 4R	Messent ave a t	The state of the s	2 100 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
	deteriorated	- Refrigerator - Door seals are dete	/Damaged/Inoperable	Kitchen	Kitchen Items
	en Biran Arasta Carro al Cia e Man	Kiloma nakeri na Bosin Phoneina kushwa kwa kiloma k	Company of the second s	TAIL TEACH	
INIONO			e,inspectedj - Unit 4K	erend Callanan House[Sar	None
THORE			 		14019
Building 001 - Reverend Callahan House[Sample,Inspected] - Unit 4V		jedich de després de Opera	e,Inspected] - Unit 4V	erend Callahan House[Sai	Building 001 - Reve
None					None

Minuter Exhibit I

Notice: Modifications to the Inspection Summary Report

With the rollout of the new Uniform Physical Condition Standards (UPCS) inspection software (version 4.0). PIH-REAC now has the capability to collect more detailed information about observations made during the inspection of properties. Therefore, the report has been modified to provide this detailed information, and also to make the results of the inspection more clear. The following explains the major changes to the report.

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Score Report - a detailed account of only the scored deficiencies by sub-area.

Deficiency Report - A detailed account of all deficiencies, both scored and non-scored, by sub-area. In addition, standardized locations and more descriptive information for each deficiency are provided.

To read more about the above, and for additional assistance in understanding the report, you may access the Inspection Summary Report Guide (version 4.0) at http://www.hud.gov/offices/reac/products/pass/inspectionrpt40.cfm

Minutes Exhibit I

Inspection Summary Report (POA) for Inspection #587252

Inspection Snapshot

Inspection ID:

587252

Inspection Time: Inspection End 01:15 PM - 03:33 PM

Inspection Start

Date:

02/28/2017

Date:

02/28/2017

Property ID:

CT035000002

Property Type:

Public Housing

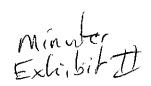
Property Name: Inspection State:

Norman Ray House

Successful

Score:

91b



Property Profile

Property Name:

Norman Ray House

Scattered Site?

Multiple Site?

No

Address Line 1:

133 Walnut Street

Address Line 2:

City: '

Seymour

State:

CT

ZIP:

06483

Extension:

Phone:

(203) 888-4579

Extension:

3659

Fax:

Email:

		Building						
Type	Expected	Actual	Sampled	Expected	Actual	Sampled		
Residential	1	1	1	40	40	16		
Common	0			-	-	=		
Total	1	1	1	40	40	16		

No. of Occupied Units	Occupancy Rate	Inspect Vacant Units
40	100%	No

Comments No bedbugs. Elderly housing. Electric heat

Report generation date/time: 02/28/2017 07:16 PM

Score Version: 1

Page: 2 of 12

Report template version: 04/15/2011

Note: The report generation date/time does not reflect the inspection release date/time.



Participant Profile

Management Agent [Primary Contact / Present During Inspection]

Name (F, MI, L):

David Keyser

Organization:

Seymour Housing Authority

Address Line 1:

28 Smith St.

Address Line 2:

City:

Fax:

Seymour

State:

CT

ZIP: Phone: 06483

Extension: Extension:

(203) 888-4579

(203) 888-2096

Email:

djkeyser@seymourhousing.org

Executive Director [Not Present During Inspection]

Name (F, MI, L):

David J. Keyser

Organization:

Seymour Housing Authority

Address Line 1:

28 Smith St.

Address Line 2:

City:

Seymour

State:

CT

ZIP:

06483

Extension:

Phone:

(203) 888-4579

Extension:

Fax:

(203) 888-2096

Email:

djkeyser@seymourhousing.org

Site Manager [Present During Inspection]

Name (F, MI, L):

Larry Thomas

Organization:

Seymour Housing Authority

Address Line 1:

28 Smith Street

(203) 888-4579

Address Line 2:

City:

Seymour

State:

CT

ZIP:

06483

Extension: Extension:

Phone: Fax:

Email:

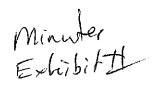
Report generation date/time: 02/28/2017 07:16 PM

Score Version: 1

Page: 3 of 12

Report template version: 04/15/2011

Mote: The report generation date/time does not reflect the inspection release date/time.



Score Summary

Area	Possible Points	Deductions(Excluding H&S)	Pre H&S Points	H&S Deductions	Final Points
Site	15.14	0.00	15.14	0.00	15.14
Building Exterior	17.31	3.87	13.44	0.00	13.44
Building Systems	18.34	0.00	18.34	0.00	18.34
Common Area	11.25	3.89	7.36	0.00	7.36
Unit	37.96	0.78	37.18	0.00	37.18
Total	100.00	8.54	91.46	0.00	91.46

Score Version: 1

Score Date: 02/28/2017

Final Score: 91b

Minute H

Inspection Summary Report (POA) for Inspection #587252

Health & Safety Summary

	Site	Buildings	Units⊧	Total
Non-Life Threa	atening	(NLT)		
Actual	0	0	1	1
Projected	0	0	3	3
Life Threateni	ng (LT)			
Actual	0	0	0	0
Projected	0	0	0	0
Smoke Detect	ors (SD) is a solution of the	meria pe	46.616.444
Actual	0	0	0	0
Projected	0	0	0	0
Overall			qerik (Miniz)	
Actual	0	0	1	1
Projected	0	0	3	3

Health and Safety Narrative

1 site, 1 buildings and 16 units were inspected.

1 health and safety deficiencies(HSD) were observed.

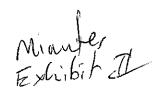
Percentage Inspected:

Site (PIS): 100% Building (PIB): 100% Unit (PIU): 40%

Projected HSD:

Site = (Actual HSDS) / PIS Building = (Actual HSDB) / PIB Unit = (Actual HSDU) / PIU

If all buildings and units were inspected, it is projected that a total of 3 health and safety deficiencies would apply to the property.



Systemic Deficiencies

Туре	Area	Item	Deficiency	B/U with defects	Total B/U	%
Ordinary	BE	Walls	BE- Missing Pieces/Holes/Spalling (Walls)	1	1	100
Ordinary	CA	Doors	CA - Damaged Hardware/Locks (Doors)	1	1	100

Note:

B/U - Indicates Buildings or Units

BE - Indicates Building Exterior

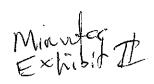
BS - Indicates Building Systems

CA - Indicates Common Areas

Capital items are repairs that generally require large cash outlays. (Items such as new roofs and new appliances)

Ordinary items are repairs that require smaller cash outlays. (Items such as light fixtures, fire extinguishers and smoke detectors)

Report generation date/time: 02/28/2017 07:16 PM Score Version: 1 Page: 6 of 12 Report template version: 04/15/2011 Note: The report generation date/time does not reflect the inspection release date/time.



Building/Unit Summary

Entity (Expected	Actual	# Inspected	# Reported Uninspectable
Building	1	1	1	0
Unit	40	40	16	o

Building 002 - Norman Ray House [Sample, Inspected]

Address Line 1:

133 Walnut Street

Address Line 2:

City:

Seymour

State:

CT

Zip;

06483

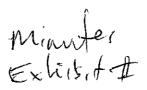
Extension:

3659

	Type:	Constructed In	Floors	Expected Unit Count	Count
-	Walkup/Multifamily Apts	1975	2	40	40

Comments:

Unit #	# Bedrooms	Occupled?	Uninspected Reason?
1	0 Bedroom	Yes	
4	0 Bedroom	Yes	
6	0 Bedroom	Yes	
9	0 Bedroom	Yes	
11	0 Bedroom	Yes	
14	1 Bedroom	Yes	
16	0 Bedroom	Yes	
19	0 Bedroom	Yes	
21	1 Bedroom	Yes	
24	0 Bedroom	Yes	
26	0 Bedroom	Yes	
29 '	0 Bedroom	Yes	
31	0 Bedroom	Yes	
34	0 Bedroom	Yes	
36	0 Bedroom	Yes	
39	1 Bedroom	Yes	



Lead-Based Paint Disclosure Forms

Sprinkler Systems

Lead-Based Paint Inspection Reports

Certificates Certificate Item Certificate State NA - This certificate is not applicable for this property Elevators NA - This certificate is not applicable for this property Yes - This certificate is provided or is not expired

Yes - This certificate is provided or is not expired

No - This certificate cannot be provided or is expired
Yes - This certificate is provided or is not expired

Score Details

Mote: The inspection software allows for the recording of the same deficiency as many times as it occurs. However, it is only scored once. The number within the parenthesis after the Deficiency indicates the number of observations for this inspectable area. For example, "Site -Spalling (Walkway / Steps) (4)" indicates the deficiency was observed and recorded 4 times under Site. Each individual observation can be

	<u>Details</u> section of this report.	under Site. Eaci	n individual observati	on can be
ltem	Deficiency.	Severity	30 MACC 200 00 00 6.57 MORE	Points ceived
Building 002 - Nor	man Ray House - Building Exterior [Possible Points	: 17.31]		
Non-Health And S	afety Deficiencies			
Walls	BE- Missing Pieces/Holes/Spalling (Walls)	Level 2	3.87	2
			3.87	13.44
Building 002 - Nor	man Ray House - Common Areas [Possible Points :	11.25]		
Non-Health And S	afety Deficiencies			
Doors	CA - Damaged Hardware/Locks (Doors)	Level 3	3.89	
			3.89	7.36
D.::Id:: 002 No.	Day I Land I Lan			
	man Ray House - Unit 9 [Possible Points : 2.37]			
	afety Deficiencies	1 		
Bathroom Items	Unit - Shower/Tub - Damaged/Missing (Bathroom)	Level 1	0.28	resunder voc i co
	· · · · · · · · · · · · · · · · · · ·	·	0,28	2,09
Building 002 - Nor	man Ray House - Unit 21 [Possible Points : 2.37]	100-5000005-600		944426
	afety Deficiencies	enter of march of processes		
Kitchen Items	Unit - Refrigerator - Missing/Damaged/Inoperable (Kitchen)	Level 1	0.21	
			0.21	2.16
Building 002 - No	man Ray House - Unit 34 [Possible Points : 2.37]			
	afety Deficiencies	n the real wear, the confinence		
Bathroom Items	Unit - Shower/Tub - Damaged/Missing (Bathroom)	Level 1	0.28	
Health And Safety		1 1 31 ,		
Hazards	HS - Tripping (Hazards) (NLT)	Level 3	0.00	
		1=	0.28	2.09
			1.5 K. V.44	ું ઢ.૫૭

Minutes Exhibit A

Inspection Summary Report (POA) for Inspection #587252

Deficiency Details		stering design and an application govern-	
ltem	Location/Comments	Deficiency/Severity	Decisions
Site - Norman Ray Hou	Iso Sito(0)	Bross in Carles Administration according to the Sales and	SEL AND INSTITUTE CONTRACTOR OF THE ANALYSIS OF THE SECOND STATES.
Non-Health And Safety		· 经分别。	
Parking Lots/Driveways /Roads	······································	Site - Cracks/Settlement/ Heaving/Loose Materials/ Potholes (Parking Lots/ Driveways/Roads) - L2	Damaged paving Cracks greater than or equal to 3/4" This condition DOES NOT RESULT in a Health and Safety concern.
Walkways and Steps	Norman Ray House	Site - Cracks/Settlement/ Heaving (Walkways/Steps) - L2	 Cracks, Settlement, or Heaving (includes concrete porches and entry stoops) Cracks greater than or equal to 3/4" This condition DOES NOT RESULT in a Health and Safety concern.
Walkways and Steps	Norman Ray House	Site - Cracks/Settlement/ Heaving (Walkways/Steps) - L2	 Cracks, Settlement, or Heaving (includes concrete porches and entry stoops) Cracks greater than or equal to 3/4" This condition DOES NOT RESULT in a Health and Safety concern.
Building 002 - Norman	Ray House[Sample,Inspe	ected] - Building Exterior	
Non-Health And Safety			The second secon
Walls	Damaged wall vent Front first floor right side	BE- Missing Pieces/Holes/ Spalling (Walls) - L2	- Hole(s) - Greater than 1/2" in diameter, but smaller than a sheet of paper
Building 002 - Norman None	Ray House[Sample,Inspe	ected] - Building Systems	

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Building 002 - Norman Ray House[Sample,Inspected] - Common Areas

Non-Health And Safety Deficiencies



ltem -	Location/Comments	Deficiency/Severity	Decisions
Community Room	Floor 1 Does not self latch	CA - Damaged Hardware/ Locks (Doors) - L3	 Restroom Door or Fire/ Emergency Door Hardware is damaged or missing Door does not function as it should (it does not properly latch).

Building 002 - Norman Ray House[Sample,Inspec	ted] -	Unit	1	
None				

Building 002 - Norman Ray House[Sample,Inspected] - Unit 11 None

Building 002 - Norman Ray House[Sample,Inspected] - Unit 14 None

Building 002 - Norman Ray House[Sample,Inspected] - Unit 16 None

Building 002 - Norman Ray House[Sample,Inspected] - Unit 19 None

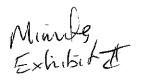
Building 002 - Norman Ray House[Sample,Inspected] - Unit 21			
Non-Health And S	afety Deficiencies		
Kitchen Items	Kitchen	Unit - Refrigerator - Missing /Damaged/Inoperable (Kitchen) - L1	Refrigerator Door seals are deteriorated

Building 002 - Norman Ray House[Sample,Inspected] - Unit 24 None

Building 002 - Norman Ray House[Sample,Inspected] - Unit 26 None

Building 002 - Norman Ray House[Sample,Inspected] - Unit 29	Statement of the statements
None	Management of the state of the

Building 002 - Norman Ray House[Sample,Inspected] - Unit 31



ltem.	Location/Commen	ts Deficiency/Severity	Decisions
Vone			
Building 002 - Norn	nan Ray House[Sample,l	Inspected] - Unit 34	
Non-Health And Sa	fety Deficiencies		
Bathroom Items	Bathroom not working	Unit - Shower/Tub - Damaged/Missing (Bathroom) - L1	- Shower or Tub (Unit) - A stopper is missing (only if there is no stopper in the visible area)
Health And Safety	Deficiencies		
Hazards	Living Area Cables on floor	HS - Tripping (Hazards) (NLT) - L3	Tripping (not related to elevators) - poses a tripping risk
Building 002 - Nori	man Ray House[Sample,	Inspected] - Unit 39	
Building 002 - Non None	man Ray House[Sample, man Ray House[Sample,	.Inspected] - Unit 4 .Inspected] - Unit 6	
	man Ray House[Sample	Inspected] - Unit 9	
Non-Health And S			
Bathroom Items	Bathroom disconnected	Unit - Shower/Tub - Damaged/Missing (Bathroom) - L1	 Shower or Tub (Unit) A stopper is missing (only if there is no stopper in the visible area)

Minutes It

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Callahan Least

Minuter Exhibit

9

to begin the eviction process; however, and thereby the Seymour Housing Authority reserves the right to invoke Summary Process to resolve the issue. In the event that Conflict Resolution is not successful and the parties do not reach an acceptable agreement and abide by the terms of said agreement, the Seymour Housing Authority may begin Summary Process against either the complainer or the subject of a complaint by another resident, or both as described in Section 11, termination of the Lease.

- M. To assure that the tenant, any member of the household, a guest, or another person under the tenant's control shall not engage in:
 - Any criminal activity or non-criminal activity that threatens the health, safety, or right to peaceful enjoyment of the public housing premises by other residents or employees of the Seymour Housing Authority, or
 - 2. Any drug-related criminal activity on or near such premises.

For purposes of sub-parts 1 and 2 of this sub-paragraph M and any other part of this Lease, the term drug-related criminal activity means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell distribute, or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)) and Chapter 420b of the Connecticut General Statutes part 1.

 Civil Activity. For any dwelling units covered by 24 Code of Federal Regulation (CFR) part 965, subpart G, any smoking of prohibited products in restricted areas, as defined by 24 CFR 965.653(2), or in other outdoor areas that the PHA has designated as smoke-free.

For purposes of sub-part 3 of this sub-paragraph M the Rev. Callahan House located at 32 Smith Street is a property covered under 24 CFR part 965 as well as all the dwelling units therein. The designated smoke-free area outdoors is any area that is 25 feet away from the building.

- N. To receive one set of keys, building entry, apartment entry, and mailbox. The same must be relinquished upon termination of the Lease. The tenant shall be responsible for rent until he/she returns his set of keys to the Seymour Housing Authority, unless he/she can give a reasonable explanation for the whereabouts of said keys.
- The Tenant agrees not to make repairs or alterations to the dwelling nor to install any major appliances, such as air conditioners without the consent of the Authority;
- P. Children or minors visiting the premises may not walk, roam, or utilize the common areas without being accompanied by an adult member of the household;
- Q. The Seymour Housing Authority offers a limited number of off street parking spaces for tenants only. The parking spaces are numerically identified. Tenants will be assigned spaces in first order of priority on a first come first serve basis to the limit of the parking spaces available. All others must park on Smith Street in accordance with the Town of Seymour parking regulations. A waiting list for off street parking will be kept by the Seymour Housing Authority and tenants who do not have an assigned space will be placed on the list in first order of priority on a first come first serve basis.
- R. In as much as there is a limited number of off street parking space, the assigned spaces are for tenants only. There will be one space reserved for

Mianter Exhibit

IN WITNESS WHER	EOF, the parties ha	ave executed the Lease Agreement this nnecticut.	
Tenant:	Date:	<u> </u>	
Tenant:	Date:		
Housing Authority of t	he Town of Seymou	ır	
Ву:		_	
David J. Keyse Its: Executive l			
your lease: Lead based paint discl "Protect Your Family In your Home"	from Lead	x_ x_	
Dwelling Inspection Grievance Procedure Rules and Regulations One Strike & You're O Housekeeping Guide Pet Policy	Out	X X X X X X	
Smoke Free Policy		X	
I have received the abo these policies and state	ove documents and tements to me.	he Seymour Housing Authority has exp	lain
Tenant:	Date		
Tenant:	Date		



Ray House Lease

resolution session(s). At the conclusion of the session, the parties may be asked to enter into an "in-house" binding agreement to resolve the issue(s), if the behavior at issue is not presently deemed to warrant the initiation of the eviction process.

- 4. The Seymour Housing Authority has the sole and unfettered discretion as to whether to invoke such conflict resolution mediation, and also is interested in resolving such maters swiftly and fairly and avoid the need to begin the eviction process; however, and thereby the Seymour Housing Authority reserves the right to invoke Summary Process to resolve the issue. In the event that Conflict Resolution is not successful and the parties do not reach an acceptable agreement and abide by the terms of said agreement, the Seymour Housing Authority may begin Summary Process against either the complainer or the subject of a complaint by another resident, or both as described in Section 11, termination of the Lease.
- N. To assure that the tenant, any member of the household, a guest, or another person under the tenant's control shall not engage in:
 - Any criminal activity or non-criminal activity that threatens the health, safety, or right to peaceful enjoyment of the public housing premises by other residents or employees of the Seymour Housing Authority, or
 - 2. Any drug-related criminal activity on or near such premises.

For purposes of sub-parts 1 and 2 of this sub-paragraph N and any other part of this Lease, the term drug-related criminal activity means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell distribute, or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)) and Chapter 420b of the Connecticut General Statutes part 1.

 Civil Activity. For any dwelling units covered by 24 Code of Federal Regulation (CFR) part 965, subpart G, any smoking of prohibited products in restricted areas, as defined by 24 CFR 965.653(2), or in other outdoor areas that the PHA has designated as smoke-free.

For purposes of sub-part 3 of this sub-paragraph N the Norman Ray House located at 133 Walnut Street is a property covered under 24 CFR part 965 as well as all the dwelling units therein. The designated smoke-free area outdoors is any area that is 25 feet away from the building.

- O. To receive one set of keys, building entry, apartment entry, and mailbox. The same must be relinquished upon termination of the Lease. The tenant shall be responsible for rent until he/she returns his set of keys to the Seymour Housing Authority, unless he/she can give a reasonable explanation for the whereabouts of said keys.
- P. The Tenant agrees not to make repairs or alterations to the dwelling nor to install any major appliances, such as air conditioners without the consent of the Authority;
- Q. Children or minors visiting the premises may not walk, roam, or utilize the common areas without being accompanied by an adult member of the household;
- R. The Seymour Housing Authority offers a limited number of off street parking spaces for tenants only. The parking spaces are numerically identified. Tenants will be assigned spaces in first order of priority on a



IN WITNESS WHEREOF, the pa	rties have executed the Lease Agreement this	
day of	at Seymour, Connecticut.	
	Housing Authority of the Town of Seymour	
	By:	
Tenant:	David J. Keyser, PHM Its: Executive Director	
Tenant:		
This is to certify that we are providing your lease:	ing you with the following documents in addition to	
Lead based paint disclosure "Protect Your Family From Lead In your Home" Dwelling Inspection	x x	
Grievance Procedure Rules and Regulations One Strike & You're Out	X X	
Housekeeping Guide	X	
Pet Policy Smoke Free Policy	x x	
I have received the above document these policies and statements to me.	ts and the Seymour Housing Authority has explained	
Tenant:	Date:	
Tenant:	Date:	

Minutes

Exhibit III

SMOKE FREE POLICY

LEASE ADDENDUM

REV. CALLAHAN HOUSE

The Seymour Housing Authority has adopted a Smoke-Free Policy and as such:

Smoking will not be permitted in individual apartments or the common spaces of the Rev. Callahan House and the Norman Ray House.

This policy applies to everyone (residents, guests, visitors, service personnel and SHA employees) who visits, lives and works at SHA properties.

- 6. The Tenant's Obligations: The Tenant shall be obligated to:
 - M. To assure that the tenant, any member of the household, a guest, or another person under the tenant's control shall not engage in:
 - 1. Any criminal activity or non-criminal activity that threatens the health, safety, or right to peaceful enjoyment of the public housing premises by other residents or employees of the Seymour Housing Authority, or
 - 2. Any drug-related criminal activity on or near such premises.

For purposes of sub-parts 1 and 2 of this sub-paragraph M and any other part of this Lease, the term drug-related criminal activity means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell distribute, or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)) and Chapter 420b of the Connecticut General Statutes part 1.

3. Civil Activity. For any dwelling units covered by 24 Code of Federal Regulation (CFR) part 965, subpart G, any smoking of prohibited products in restricted areas, as defined by 24 CFR 965.653(2), or in other outdoor areas that the PHA has designated as smoke-free.

For purposes of sub-part 3 of this sub-paragraph M the Rev. Callahan House located at 32 Smith Street is a property covered under 24 CFR part 965 as well as all the dwelling units therein. The designated smoke-free area outdoors is any area that is 25 feet away from the building.

ACKNOWLEDGEMENT

Minutes Exhibit IV SMOKE FREE POLICY LEASE ADDENDUM REV. CALLAHAN HOUSE

By signing this Lease Addendum., the parties acknowledge the importance the Seymour Housing Authority places on the lives and safety of its residents. Signature below also signifies acknowledgement of this smoke free policy and the relevant sections of the Dwelling Lease have been explained to the adult members of the household. Signature constitutes agreement and understanding of household members, visitors, with the provisions of the Smoke Free Policy as promulgated by Federal Regulation. Additionally, signature of this addendum becomes part of your Lease Agreement, however, it does not change or alter any other provision, clause or statement included in the Dwelling Lease Agreement.

Signature:	Date:	
Signature:	Date:	
Signature:	Date:	
Signature of Owner Representative/Manager:	Date:	_

Minuter Exhibit IV SMOKE FREE POLICY LEASE ADDENDUM NORMAN RAY HOUSE

The Seymour Housing Authority has adopted a Smoke-Free Policy and as such:

Smoking will not be permitted in individual apartments or the common spaces of the Rev. Callahan House and the Norman Ray House.

This policy applies to everyone (residents, guests, visitors, service personnel and SHA employees) who visits, lives and works at SHA properties.

This Lease Addendum modifies Section 6 Tenant Obligations – Sub-paragraph N as follows:

- 6. The Tenant's Obligations: The Tenant shall be obligated to:
 - N. To assure that the tenant, any member of the household, a guest, or another person under the tenant's control shall not engage in:
 - 1. Any criminal activity or non-criminal activity that threatens the health, safety, or right to peaceful enjoyment of the public housing premises by other residents or employees of the Seymour Housing Authority, or
 - 2. Any drug-related criminal activity on or near such premises.

For purposes of sub-parts 1 and 2 of this sub-paragraph N and any other part of this Lease, the term drug-related criminal activity means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell distribute, or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)) and Chapter 420b of the Connecticut General Statutes part 1.

3. Civil Activity. For any dwelling units covered by 24 Code of Federal Regulation (CFR) part 965, subpart G, any smoking of prohibited products in restricted areas, as defined by 24 CFR 965.653(2), or in other outdoor areas that the PHA has designated as smoke-free.

For purposes of sub-part 3 of this sub-paragraph N the Norman Ray House located at 133 Walnut Street is a property covered under 24 CFR part 965 as well as all the dwelling units therein. The designated smoke-free area outdoors is any area that is 25 feet away from the building.

ACKNOWLEDGEMENT

Minuter
Exhibit IV

SMOKE FREE POLICY
LEASE ADDENDUM

NORMAN RAY HOUSE

By signing this Lease Addendum., the parties acknowledge the importance the Seymour Housing Authority places on the lives and safety of its residents. Signature below also signifies acknowledgement of this smoke free policy and the relevant sections of the Dwelling Lease have been explained to the adult members of the household. Signature constitutes agreement and understanding of household members, visitors, with the provisions of the Smoke Free Policy as promulgated by Federal Regulation. Additionally, signature of this addendum becomes part of your Lease Agreement, however, it does not change or alter any other provision, clause or statement included in the Dwelling Lease Agreement.

Signature:	Date:	_
Signature:	Date:	_
Signature:	Date:	
Signature of Owner Representative/Manager:	Date:	

Minuter

Exhibit V

Callahan House

Community Room

And

Common Area Rules

Purpose: To establish Rules and Regulations concerning the use of the Community Room and other Common Areas in the Rev. Callahan House. The Seymour Housing Authority wishes all tenants to use and enjoy the common spaces provided in the building including the Community Room, Dining Room and Pool Room. The use of the common areas is intended exclusively for current residents and their immediate families, as well as the Callahan House Tenant Association to enjoy a variety of social activities and events that increase the quality of life of the residents.

The common areas may not be reserved by any non-resident, or on behalf of any non-resident.

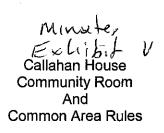
Normal and regular usage of the Community Room and other Common Areas includes TEAM Congregate Lunch, Periodic Non-denominational Services, Tenant Association Bingo, Tenant Association Monthly Meetings, Tenant Association Coffee & Cake Hour, Tenant Association Parties and Tenant Association Entertainment Functions. Activities and Educational Programming as posted by the Resident Services Coordinator or the Seymour Housing Authority would also take precedence.

Reservations

The activities, including regularly occurring Callahan House Tenant Association activities have priority over individual requests for use of the Common Areas including the Community Room, Pool Room and Dining Room.

In as much as the heaviest and most regular use of the Community Room is by the Tenant Association, requests by individuals for reservation of the room will be made to the Seymour Housing Authority.

- The facilities use shall be open to resident social activities deemed consistent with the enjoyment and well-being of any and all residents. No particular use of any community room should interfere with any other tenants right to peaceful enjoyment of the premises.
- 2) Reservation and use of the community rooms is restricted to residents and their immediate family members (relation by blood, marriage, adoption and/or any legally recognized guardianship or live-in aide arrangement). Use of the facility by non-residents is not permitted.
- 3) All reservations must be submitted to the Seymour Housing Authority two weeks in advance and must be in writing. The request must indicate the purpose of the stated affair (birthday party, anniversary party, card party,



etc.) and the requested time and date. This must be sent in to be cleared, approved and scheduled through the Seymour Housing Authority. Reservation forms are available at the community room.

- 4) Reservations are intended to insure that each individual tenant has an equal opportunity to enjoy the use of the community rooms.
- 5) Activities or gatherings involving five or less individuals are welcome to utilize common areas as described without prior formal reservation (i.e. card playing, knitting, puzzle playing, pool game etc.). However, if the room will be in use by an approved activity of the Callahan House Tenant Association or Resident Services Coordinator activity, then this less formal gathering participants must relinquish the space.
- 6) Community rooms may be reserved for a maximum of four hours.
- 7) Regularly scheduled community service meetings previously mentioned are to be given reservation preference. Otherwise, reservations will be assigned on a first-come first-serve basis.

Rules and Expectations

- 1) The resident sponsoring any gathering shall be responsible for their guests; all home health aides and children must be accompanied by a resident adult and may not roam the facilities freely. The sponsoring resident is also responsible for clean-up and maintenance of the facility. No food or trash is to be left behind, all tables and community room furniture must be returned to their original place. The Housing Authority may bill a resident responsible for reserving the community area for the cost of cleaning up any function.
- 2) Excessive noise is not allowed. The community rooms are for the benefit of residents of the community, not to inconvenience members of the community.
- Interruption of approved functions is not permitted and could be considered a lease violation on the basis that the interruption would interfere with peaceful enjoyment of the premises.
- 4) All approved events must conclude by 10 P.M.
- 5) Waivers past 10:00 P.M. may be granted for the Callahan House Tenants Association functions and for individuals based on extraordinary circumstances.
- 6) The resident requesting to reserve the community room must include the expected number of guests on the request form. Further, the resident is responsible for maintaining a sign-in log for any attendees of the event. This is to insure that the community rooms are being used solely by, and for the benefit of, residents.

Callahan House
Community Room
And
Common Area Rules

- 7) There is a strict no-solicitation rule associated with the Housing Authority and this Rule remains in effect during any event in any community room.
- 8) The number of guests included in the request form must be in compliance with applicable town codes as set forth by the Fire Marshall.
- 9) There is a zero tolerance policy with respect to the presence or use of prohibited tobacco products or controlled substances in the community room.
- 10) Abusive language or foul language interferes with the rights of other Tenants to the quiet and peaceful enjoyment of the premises. Such language is not allowed in common areas or in other areas where people congregate.
- 11) There are no pefs allowed in the community room.
- 12) Activity tables, furniture or chairs are not to be moved, relocated or disturbed by residents, visitors or guests.

Bulletin Boards

There are bulletin Boards located in the common hallway and in the elevator. Announcements and notices of activities and other information of interest to tenants will be posted on the community bulletin boards. The Seymour Housing Authority seeks to preserve integrity, fairness, and neutrality, while maintaining their own non-involvement in the administration of these spaces and policy relative to the use of community spaces in SHA developments by residents or associations. The Seymour Housing Authority does not intend to censor written material to be posted; however, it has established the rules below to ensure postings will be displayed without resulting in offensive, interference or disturbance to or by residents, guests or visitors.

Rules and Expectations

- There are Bulletin Boards on the first floor hallway outside the Pool Room and on both sides of the hallway for tenants use. There are smaller bulletin Boards on each floor near the elevator for posting as well. Posting of notices or material by tenants anywhere else on the property is strictly prohibited.
- 2. Permission to Post on the bulletin boards may be obtained by requesting permission from the Office of the Seymour Housing Authority prior to posting. Permission request forms are located in the community room.
- 3. Posting of offensive material including but not limited to abusive language or foul language is prohibited.
- 4. Posting of photographs will be permitted; however, a release signed by everyone who is in the photograph will be required.
 - 5. Items that have been granted permission to be posted will remain on the bulletin boards and will be posted until such time as the matter of subject has expired. They will be removed by Seymour Housing Authority. Residents, guests or visitors may not remove items from the bulletin boards, or cross out names on sign up sheets or otherwise mark up

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Callahan House
Community Room
And
Common Area Rules

postings. To do so will be considered an act of vandalism and may be considered a Lease violation.

6. Soliciting is prohibited.

Patio & Grills

There are two gas grills available for resident use. One is on the patio in front of the Callahan House and another is located in the patio at the rear of the Callahan House. The Seymour Housing Authority has provided these for all residents to use during the summer. The grills are for resident use only and they may be used by residents at any time. However, If you are planning a cook out for more than 3 or 4 people reservations are required three days in advance of your event. Reservations will be made by contacting the Seymour Housing Authority. Reservation request forms may be found in the community room of the Rev. Callahan House.