

MINUTES

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DATE: 7/6/17
TIME: 11:35 AM
TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 975th Meeting

The 975th Meeting, a Regular meeting of the Seymour Housing Authority, was held on June 7, 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 5:35 P.M. by Chairperson White.

➤ Roll Call

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

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

Public Comment

None.

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 974th Regular Meeting held on Wednesday May 3, 2017.

Commissioner Bellucci motioned to accept the minutes as presented. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Horelick and White. Commissioner Dota abstained from voting because she was not present at the 974th meeting. Chairperson White declared the motion carried.

➤ Bills & Communications

Commissioner White introduced the bills (See Exhibit I).

After consideration, review and questions relative to the bills listing, 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. Commissioner White declared the motion carried and the Bills approved for payment as presented.

➤ Executive Director's Report

MINUTES

See Exhibit II

➤ Old Business

None

➤ New Business

The Executive Director expressed concerns about the financial reports being very late. He stated we just received the 12/31/2016 financials for Moderate Rental and Smithfield Gardens on May 18, 2017. He stated that the Federal reports have not been entered into REAC as of yet, nor does he have the reports from Appicella and Testa as of yet. He fears a presumptive failure score on PHAS for these programs. He reported that he interviewed another local CPA that is willing to work with Seymour Housing Authority. Discussion followed and the Board of Commissioners requested that the Executive Director seek out quotes, including the current firm of Appicella and Testa and bring the results back at the next Board Meeting.

Chairperson White introduced the financial reports for the Moderate Rental Program for the period ended 12/31/2016. (See Exhibit III)

The Executive Director reviewed the results of operations and variances with the Commission.

Commissioner Horelick motioned to acknowledge the financial report for Moderate Rental for the period ended 12/31/2016 as presented. 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, Horelick and White. Commissioner White declared the motion carried.

Chairperson White introduced the financial reports for Smithfield Gardens Assisted Living for the period ended 12/31/2016. (See Exhibit IV)

The Executive Director reviewed the results of operation and variances with the Commission.

Commissioner Dota motioned to acknowledge the financial report for Moderate Rental for the period ended 12/31/2016 as presented. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Bellucci, Dota, Horelick and White. Commissioner White declared the motion carried.

MINUTES

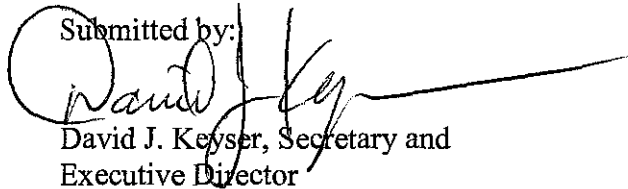
➤ Any Other Business

None

➤ Adjournment

Chairperson White asked for a motion to adjourn the 975th meeting of the Seymour Housing Authority. At 6:01 P.M. Commissioner Bellucci motioned to adjourn the 975th Meeting of the Seymour Housing Authority. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried and the 975th Meeting, a Regular Meeting, adjourned.

Submitted by:

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

David J. Keyser, Secretary and
Executive Director

minutes Exhibit II

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: May 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 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>
10	05/11/2017	No	DD	SHA PAYROLL	Payroll #10	No	\$27,060.05
11	05/25/2017	No	DD	SHA PAYROLL	Payroll #11	No	\$28,340.23
183	05/22/2017	No	CHK	VSP	May's Payment	No	\$55.58
183	05/22/2017	No	VD	SHA PAYROLL	Wrong Doc. #	No	(\$28,340.23)
183	05/25/2017	Yes	DD	SHA PAYROLL	Payroll #11	No	\$28,340.23
9315	05/03/2017	No	CHK	Buddy's Fuel, LLC	Callahan	No	\$607.00
9316	05/03/2017	No	CHK	Experian	March's Expense	No	\$454.16
9317	05/03/2017	No	CHK	G&K Services	Date 4.5th . 2017	No	\$106.60
9318	05/03/2017	No	CHK	Peter E. Karpovich,	NTQ Klonoski	No	\$261.00
9319	05/03/2017	No	CHK	Phada Membership	Membership Dues ending March 20	No	\$405.00
9320	05/03/2017	No	CHK	Robert Lashin	Apt. 2W	No	\$175.00
9321	05/03/2017	No	CHK	St. Treasurer For Merfund	MERF 04-2017	No	\$6,066.28
9322	05/03/2017	No	CHK	Staffworks, Inc.	Wk 3.19 - 3.25th	No	\$879.12
9323	05/03/2017	Yes	CHK	Ted's Appliance Sales, Serv. & Pa	March's Expense (-10%)	No	\$25,101.00
9323	05/04/2017	No	VD	Ted's Appliance Sales, Serv. & Pa	Wrong Vendor	No	(\$25,101.00)
9324	05/03/2017	No	CHK	Xerox Financial	April's Lease	No	\$434.03
9325	05/04/2017	No	CHK	Ted's Lawn Care LLC	Total (-) 10%	No	\$25,101.00
9326	05/05/2017	No	CHK	NERC/NAHRO	Agency: Seymour H.A.	No	\$100.00
9327	05/08/2017	No	CHK	CONN NAHRO	2017 Employee Training & Networki	No	\$325.00
9328	05/10/2017	No	CHK	CONN NAHRO	Networking Training Allyson Maida	No	\$65.00
9329	05/10/2017	No	CHK	Pride Cleaning Pros	Move out cleaning 30 Cham	No	\$200.00
9330	05/10/2017	No	CHK	Advanced Alarm Security System	Serv. Call 3.22.2017 Callahan & Offi	No	\$285.00
9331	05/10/2017	No	CHK	Allen's Plumbing Supply	March's Expense	No	\$135.49
9332	05/10/2017	No	CHK	American Rooter LLC	For 8 Seym.	No	\$352.00
9333	05/10/2017	No	CHK	Apicella, Testa & Company, P.C.	March's Exp	No	\$7,150.00
9334	05/10/2017	No	CHK	Cbs Bloom's Business Systems	Dec. 2016 to Mar.2017	No	\$157.48
9335	05/10/2017	No	CHK	Chemsearch	March's Expense	No	\$222.78
9336	05/10/2017	No	CHK	Colonial Business Forms	March's Expense	No	\$300.15
9337	05/10/2017	Yes	CHK	Connecticut Basement Systems	For 22 Chamb. Rd	No	\$222.00
9337	05/10/2017	No	VD	Connecticut Basement Systems	Print out error	No	(\$222.00)
9338	05/10/2017	No	CHK	Europa Enterprises, LLC	30 Chamb. Rd	No	\$2,880.00
9339	05/10/2017	No	CHK	Gregory Stamos	Georgette Mediation & Schfler Heari	No	\$300.00
9340	05/10/2017	No	CHK	Home Depot Credit Services	March's Expense	No	\$76.62
9341	05/10/2017	No	CHK	Nan McKay And Associates Inc.	Retake Exam Kevin Brown	No	\$150.00
9342	05/10/2017	No	CHK	Oxford Lumber & Building Materia	March's Expense	No	\$87.45
9343	05/10/2017	No	CHK	Pitney Bowes Global Financial Se	12.30.2016 - 3.29.2017	No	\$163.95
9344	05/10/2017	No	CHK	Precision Glass LLC	March's Expense	No	\$60.00
9345	05/10/2017	No	CHK	Sherwin Williams	Paint supplies	No	\$183.39
9346	05/10/2017	No	CHK	Ted's Lawn Care LLC	March's Exp. Landscaping	No	\$3,865.00
9347	05/10/2017	No	CHK	West State Mechanical, Inc	Pump Leaking	No	\$190.00
9348	05/10/2017	No	CHK	Connecticut Basement Systems	For 22 Chamb. Rd	No	\$222.00
9349	05/12/2017	No	CHK	Cash	Reimb. for Petty Cash	No	\$133.77
9350	05/30/2017	No	CHK	Aegis Energy Services, Inc.	1st payment out of (3)	No	\$1,492.11
9351	05/30/2017	No	CHK	Aetha	June's Expense -	No	\$4,187.11
9352	05/30/2017	No	CHK	Aflac Attn: Remittance Processing	Acct #: DHF89 April 2017 Expense	No	\$391.78
9353	05/30/2017	No	CHK	AIG	Workers Comp	No	\$2,954.00
9354	05/30/2017	No	CHK	Allen's Plumbing Supply	Korky Universal 3 in Repl Seal Kit	No	\$128.95

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: May 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 Payments

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9355	05/30/2017	No	CHK	Anthem Dental	June's Expense	No	\$822.60
9356	05/30/2017	No	CHK	Aquarion Water Company	Acc# 200418958- March & April's Ex	No	\$23.33
9357	05/30/2017	No	CHK	Aquarion Water Company	Acct#200086423	No	\$1,023.67
9358	05/30/2017	No	CHK	Aquarion Water Company	Acct#200086434	No	\$732.61
9359	05/30/2017	No	CHK	Banner Group Systems Inc.	PO#2102 - Paper Products	No	\$467.55
9360	05/30/2017	No	CHK	Bloxam Enterprises, LLC	Steam Clean Carpeting unit 2U	No	\$150.00
9361	05/30/2017	No	CHK	Buddy's Fuel, LLC	Replaced thermostat - 23 Chamberli	No	\$1,324.00
9362	05/30/2017	No	CHK	Builders Hardware	Keys and Cores	No	\$502.70
9363	05/30/2017	No	CHK	Callahan House Tenants Associat	May's Association	No	\$25.00
9364	05/30/2017	No	CHK	Cbs Bloom's Business Systems	Staple Cartridges - Toner	No	\$96.00
9365	05/30/2017	No	CHK	Colonial Business Forms	Regular Envelopes - JOB12002	No	\$291.77
9366	05/30/2017	No	CHK	Comcast	Acct#8773 40 216 0027070	No	\$1,570.03
9367	05/30/2017	No	CHK	Comcast	Acct# 8773 40 216 0178014	No	\$92.71
9368	05/30/2017	No	CHK	Comcast	Acct#8773 40 216 0041287	No	\$534.42
9369	05/30/2017	No	CHK	Comcast	Acct#8773 40 216 0174468	No	\$91.69
9370	05/30/2017	No	CHK	Comcast	Acct#8773 40 216 0069528	No	\$161.83
9371	05/30/2017	No	CHK	Connecticut Housing Finance Aut	Proj# 96089D June' sExpense	No	\$462.02
9372	05/30/2017	No	CHK	Creative Financial Staffing	Devin Zawadski	No	\$280.00
9373	05/30/2017	No	CHK	Daniel Person	Trouble Shoot and Repaired Monitor	No	\$175.00
9374	05/30/2017	No	CHK	De Clercq Office Group	PO#2084 - Fix Jamie's Office Desk	No	\$1,425.00
9375	05/30/2017	No	CHK	Direct Energy Services, LLC	April's Expense	No	\$2,011.67
9376	05/30/2017	No	CHK	Eversource	Acct# 5147 148 3099	No	\$279.93
9377	05/30/2017	No	CHK	Eversource	Acct#5145 776 4090	No	\$2,920.57
9378	05/30/2017	No	CHK	Eversource	Acct#57750480048	No	\$1,406.41
9379	05/30/2017	No	CHK	Eversource	Acct#5177 958 3004	No	\$7,011.74
9380	05/30/2017	No	CHK	Eversource	Acct#5111 869 4017	No	\$46.95
9381	05/30/2017	No	CHK	Experian	April's Expense	No	\$255.84
9382	05/30/2017	No	CHK	Friends Of Fur LLC	Pest control - 3 Chamberlin Road	No	\$95.00
9383	05/30/2017	No	CHK	Frontier	Acct#203-888-4579-12379-5	No	\$245.26
9384	05/30/2017	No	CHK	Frontier	Acct#203-881-0115-021194-5	No	\$74.61
9385	05/30/2017	No	CHK	Frontier	Acct#203-881-2464-110206-5	No	\$300.66
9386	05/30/2017	No	CHK	G&K Services	May's Expense	No	\$53.30
9387	05/30/2017	No	CHK	Gregory Stamos	April 2017 Retainer	No	\$1,596.50
9388	05/30/2017	No	CHK	Griffin Hospital Occupational Medi	Tox Screen	No	\$65.00
9389	05/30/2017	No	CHK	Home Depot Credit Services	Clothes lines and planters	No	\$32.17
9390	05/30/2017	No	CHK	Lincoln National Life Insurance C	June's Expense Life Pol# 00094012	No	\$324.95
9391	05/30/2017	No	CHK	Network Synergy Systems Integra	April Billing - Work station monitoring	No	\$234.00
9392	05/30/2017	No	CHK	Norman Ray Tenant Association	May's Association	No	\$25.00
9393	05/30/2017	No	CHK	Oxford Lumber & Building Materia	April 2017 Expense	No	\$67.55
9394	05/30/2017	No	CHK	Peter E. Karpovich,	SHA vs. McCormack - NTQ	No	\$52.50
9395	05/30/2017	No	CHK	Pleasant Point Partners	First 36" Executive Console	No	\$55.00
9396	05/30/2017	No	CHK	Precision Glass LLC	Replace pivot block for upper sash	No	\$913.50
9397	05/30/2017	No	CHK	Proforma	Laser Voucher Check	No	\$267.27
9398	05/30/2017	No	CHK	Robert Lashin	Work order#39613 - Preparation and	No	\$1,150.00
9399	05/30/2017	No	CHK	Seymour Janitorial Services	April 2017 Cleaning Services	No	\$3,731.75
9400	05/30/2017	No	CHK	Seymour Water Pollution Control	Seymour Water Pollution Control	No	\$12,964.20
9401	05/30/2017	No	CHK	Shell Credit Card Center	May's Expense Acc# 065 093 700	No	\$71.59

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: May 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

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9402	05/30/2017	No	CHK	Sherwin Williams	Paint purchase - Callahan	No	\$144.10
9403	05/30/2017	No	CHK	Sprint	April's Expense	No	\$315.03
9404	05/30/2017	No	CHK	Staffworks, Inc.	Wk. Ending 04/15/2017	No	\$519.48
9405	05/30/2017	No	CHK	Valley Electric Supply Company	Clear Lamps, Bulbrite and Fluor La	No	\$370.66
9406	05/30/2017	No	CHK	Window Products Awning, Blind &	2 Hunter Douglas Vertical	No	\$310.00
9407	05/30/2017	No	CHK	Winter Bros Waste Systems	RH April's Exp	No	\$404.49
9408	05/30/2017	No	CHK	Winter Bros Waste Systems	Aprils' Exp. Callahan	No	\$425.76
9409	05/30/2017	No	CHK	Xerox Financial	May's Expense	No	\$477.43

Seymour Housing Authority
General Ledger Cash Payment/Receipt Register
Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: May 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>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1985	05/03/2017	No	CHK	Seymour Housing Authority	Partial reimb	No	\$30,000.00
1986	05/05/2017	No	CHK	Seymour Housing Authority	Callahan Portion Reimb	No	\$15,000.00
1987	05/08/2017	No	CHK	Callahan House Association	Ross Payroll	No	\$2,692.30
1988	05/22/2017	No	CHK	Seymour Housing Authority	Callahan Partial Reimb	No	\$12,000.00
1989	05/22/2017	No	CHK	Callahan House Association	To cover ROSS RSC payroll	No	\$2,692.30

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

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

<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>
1778	05/10/2017	No	CHK	Ford Motor Credit Company	Van Payment	No	\$574.87
1779	05/30/2017	No	CHK	Seymour Housing Authority	Early Reimb	No	\$59,000.00

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: May 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: 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>
311	05/31/2017	No	CHK	Aquarion Water Company	April's Expense Acc# 2000340760	No	\$13.65

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: May 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

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>
4430	05/03/2017	No	CHK	Europa Enterprises, LLC	Apt. 102 Repaint all of apartments	No	\$700.00
4431	05/03/2017	No	CHK	Ferguson & McGuire/APS	Balance Due for Directors & Officers	No	\$31.00
4432	05/03/2017	No	CHK	Fitz Vogt & Associates, LTD	March's Expense	No	\$29,726.22
4433	05/03/2017	No	CHK	HD Supply	Laundry Detergent	No	\$107.94
4434	05/03/2017	No	CHK	Secretary of the State	For Denise Durrschmidt	No	\$60.00
4435	05/03/2017	No	CHK	Smart Music	One Hr. Performance 4.13.2017	No	\$100.00
4436	05/03/2017	No	CHK	Valley Electric Supply Company	Light	No	\$139.00
4437	05/03/2017	No	CHK	Seymour Housing Authority	Partial Reimb	No	\$2,000.00
4438	05/05/2017	No	CHK	Seymour Housing Authority	SG Partial reimb	No	\$14,000.00
4439	05/10/2017	No	CHK	American Rooter LLC	Apt. 211	No	\$203.50
4440	05/10/2017	No	CHK	Aquarion Water Company Of CT	Acc# 200204656	No	\$666.39
4441	05/10/2017	No	CHK	Carter Hayes + Associates, P.C.	2016 Audit	No	\$5,672.66
4442	05/10/2017	No	CHK	Comcast	Acc# 8773 40 216 0069510 April's E	No	\$1,128.10
4443	05/10/2017	No	CHK	Comcast	Acc# 8773 40 216 0069536 April's E	No	\$55.95
4444	05/10/2017	No	CHK	Direct Energy Services, LLC	April's Exp	No	\$3,221.19
4445	05/10/2017	No	CHK	Environmental Systems Corporati	April's Expense	No	\$924.64
4446	05/10/2017	No	CHK	Eversource	Acc# 57669970055 April's Exp	No	\$2,480.21
4447	05/10/2017	No	CHK	Eversource	Acc# 51083234013 April's Exp	No	\$2,479.14
4448	05/10/2017	No	CHK	Frontier	Acc# 203.888.5093.092806.5	No	\$365.23
4449	05/10/2017	No	CHK	Griffin Hospital Occupational Medi	M. Machniez	No	\$65.00
4450	05/10/2017	No	CHK	HD Supply	April's Expense	No	\$507.84
4451	05/10/2017	No	CHK	Seymour Housing Authority	April's Expense	No	\$4,965.00
4452	05/10/2017	No	CHK	The Warehouse Store Fixture Co	April's Expense	No	\$385.06
4453	05/10/2017	No	CHK	Theo Pro	April's Exp	No	\$22.00
4454	05/10/2017	No	CHK	Winter Bros Waste Systems	April's Expense	No	\$450.18
4455	05/10/2017	No	CHK	Seymour Housing Authority	SG partial reimb	No	\$6,500.00
4456	05/22/2017	No	CHK	Seymour Housing Authority	Partial reimb	No	\$17,000.00
4457	05/26/2017	No	CHK	M. J. Daly, LLC	Agreement Billing 588	No	\$360.50
4458	05/26/2017	No	CHK	NDC Housing & Development	Jan. - March 2017	No	\$1,008.00
4459	05/30/2017	No	CHK	Codianni, Douglas	1 Hr Performance on 5.24th	No	\$85.00
4460	05/30/2017	No	CHK	Comcast	Acc# 8773 40 216 0069510 - May's	No	\$1,218.34
4461	05/30/2017	No	CHK	Comcast	Acc# 8773 40 216 0069536 - May's	No	\$59.79
4462	05/30/2017	No	CHK	Frontier	Acc# 203.888.5093.092806.5 - May'	No	\$372.67

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	05/11/2017-1
Period Range :	04/24/2017 TO 05/07/2017
Week Number :	Week #19

Dear Human Resource Consulting Group Client,

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

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

- Your friends at HRCG

Payroll Totals:**# Checks**

Total Regular Checks	2	1138.65
Total Direct Deposits	27	17405.80
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	20 Items	18544.45

Total Billing Impound		113.20
Total Agency Checks	0	0.00
Total Agency Checks DD	4	245.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **18902.65**

Total of Checks Printed	24 Items	
Total Tax Liability		8157.40
Total Workers Comp Liability		0.00

Total Payroll Liability **27060.05**

Total Direct Deposits 17650.80

Total Debited From Account **27060.05**

NEXT PERIOD DATES

Check Date: 05/25/2017 Week 21
Period Begin: 05/08/2017
Period End: 05/21/2017
Call In Date: 05/22/2017 Week 21

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)

Check Date : 05/11/2017-1

Period Range : 04/24/2017 TO 05/07/2017

Week Number : Week #19

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
Federal Taxes						
Federal	-----	060687649	24,628.39	3,047.14	20	Semi-Weekly
EE OASDI	0.062000	060687649	25,141.58	1,558.76	20	Semi-Weekly
EE Medicare	0.014500	060687649	25,141.58	364.55	20	Semi-Weekly
ER OASDI	0.062000	060687649	25,141.58	1,558.76	20	Semi-Weekly
ER Medicare	0.014500	060687649	25,141.58	364.55	20	Semi-Weekly
COBRA Credit	-----	060687649	-----		20	Semi-Weekly
Total 941 Liabilities without COBRA				6,893.76		
Total 941 Liabilities with COBRA				6,893.76		
ER FUI	0.006000	060687649	0.00		20	Quarterly
Total Federal Taxes				6,893.76		
State Withholding						
CT State Withholding		6613871-000	24,628.39	945.32	20	Weekly CT
Total State Withholding				945.32		
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	9,362.48	318.32	20	Quarterly
Total Employer SUI				318.32		
Total Employee Taxes				5,915.77		
Total Employer Taxes without COBRA				2,241.63		
Total Tax Liability without COBRA				8,157.40		
Total Tax Liability with COBRA				8,157.40		
Regular checks				1,138.65		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,650.80		
Total Net Payroll				18,789.45		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				113.20		
Total Workers Comp				0.00		
Total Payroll Liability				27,060.05		
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				18,902.65		
Total Direct Deposits				17,650.80		
Total Amount Debited from your Account before Credit applied				27,060.05		
Total Amount Debited from your Account after Credit applied				27,060.05		

#SEYM Seymour Housing Authority

Cover Letter (S193)	
Check Date :	05/25/2017-1
Period Range :	05/08/2017 TO 05/21/2017
Week Number :	Week #21

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	27	19082.68
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	20 Items	19082.68

Total Billing Impound		698.72
Total Agency Checks	0	0.00
Total Agency Checks DD	3	195.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

Sum of Checks **19976.40**

Total of Checks Printed **23 Items**

Total Tax Liability	8363.83
Total Workers Comp Liability	0.00

Total Payroll Liability **28340.23**

Total Direct Deposits 19277.68

Total Debited From Account **28340.23**

NEXT PERIOD DATES

Check Date: 06/08/2017 Week 23
Period Begin: 05/22/2017
Period End: 06/04/2017
Call In Date: 06/05/2017 Week 23

Payroll rep: Sorrentino George

#SEYM Seymour Housing Authority

Tax Report For Payroll (S247)

Check Date :	05/25/2017-1
Period Range :	05/08/2017 TO 05/21/2017
Week Number :	Week #21

Tax Type	Rate	Tax ID	Wages	Amount	#EE's	Frequency
Federal Taxes						
Federal	-----	060687649	25,293.88	3,115.36	20	Semi-Weekly
EE OASDI	0.062000	060687649	25,820.22	1,600.85	20	Semi-Weekly
EE Medicare	0.014500	060687649	25,820.22	374.39	20	Semi-Weekly
ER OASDI	0.062000	060687649	25,820.22	1,600.85	20	Semi-Weekly
ER Medicare	0.014500	060687649	25,820.22	374.39	20	Semi-Weekly
COBRA Credit	-----	060687649	-----		20	Semi-Weekly
Total 941 Liabilities without COBRA				7,065.84		
Total 941 Liabilities with COBRA				7,065.84		
ER FUI	0.006000	060687649	0.00		20	Quarterly
Total Federal Taxes				7,065.84		
State Withholding						
CT State Withholding		6613871-000	25,293.88	952.43	20	Weekly CT
Total State Withholding				952.43		
Employer SUI Withholding						
CT-SUI	0.034000	91-378-04	10,163.49	345.56	20	Quarterly
Total Employer SUI				345.56		
Total Employee Taxes				6,043.03		
Total Employer Taxes without COBRA				2,320.80		
Total Tax Liability without COBRA				8,363.83		
Total Tax Liability with COBRA				8,363.83		
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				19,277.68		
Total Net Payroll				19,277.68		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				698.72		
Total Workers Comp				0.00		
Total Payroll Liability				28,340.23		
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				19,976.40		
Total Direct Deposits				19,277.68		
Total Amount Debited from your Account before Credit applied				28,340.23		
Total Amount Debited from your Account after Credit applied				28,340.23		

June 2017

Housing Authority of the Town of Seymour

Executive Director's Report

Rev. Callahan House

2017 Year-to-Date Vacancies 3

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. . For the 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 179 days and have 169 days to use for the balance of the Subsidy year.

[illegible]

Norman Ray House**2017 Year-to-Date Vacancies 0**

Norman Ray House remained fully occupied during May 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.

NORMAN RAY HOUSE			VACANCY/TURNOVER DAYS 2017		
FEDERAL ELDERLY					
UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF

Average number of vacancy days per vacancy:

0

2017 Year-to-Date Vacancies 3

Moderate Rental experienced one move out and one move in during May 2017. Moderate Rental has experienced 108 vacancy days since January 1, 2017 and averaged 27 days per vacancy through May 30, 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; 76 days/ 29565 days available = 0.3653% percentages through May 30, 2017.

[illegible]

Average number of vacancy days per vacancy: 27

We have experienced \$1,759.00 vacancy loss since January 1, 2017. We have budgeted \$2,085 for vacancy loss through May 30, 2017.

6

[illegible]

The vacancy loss is approximately \$7,818 since January 1, 2017. We have budgeted \$13,010 for vacancy loss through May 30, 2017.

General Information

Complaints

Callahan House

In February 2017 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 pre-termination notice. We went to court and the Housing Court decided to evict.

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. The Housing Court has put this individual on a court stipulated agreement.

We have received a complaint stating that a resident was asking people for money and using another residents EBT card to buy liquor. We are investigating these claims and have found them to be true we are moving forward with eviction.

We received a complaint that a resident's sons and family friends were coming over begging a resident for money and yelling at the resident. The Seymour PD was called. Because these actions also including yelling and nuisance behavior, the Housing Authority placed a no trespass on the parties at fault.

Norman Ray House

We received a complaint that resident was letting strangers into the building. We sent out a memo to all tenants reminding them not to do this for the safety of the other residents.

We received a complaint that a resident's son was blasting rap music at all hours and using lewd language towards female residents. We issued a no trespass on the son and sent a preterm to the resident. They have requested a grievance hearing.

Moderate Rental

We have not received any complaints.

Operational

We began the process of the Annual Waiting List Purge. Letters went to applicants prior to May 1, 2017 for them to respond if they were still interested. The 30 period is over and we are reviewing the waiting list to remove those individuals who did not respond.

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. The installation of the elevator recall smoke detectors is complete as of the date of this meeting. This completes the 2016 work at this time.
- We negotiated the 1st floor hallway carpet replacement contract with the lowest bidder, Olympus Construction. We received 2 bids for the job that were in excess of \$30,000. We recently negotiated with the low bidder and applied some value engineering and have arrived at a price of \$15,900 to complete the work. A notice to proceed has been issued and the work will begin toward the end of June 2017.
- The Town of Seymour has submitted an application to the State of Connecticut Department of Housing for a Small Cities Grant for funding to install two generators to be located at the Rev. Callahan House and the Norman Ray House. These would be back up generators to power the buildings in the event of a prolonged power outage. As part of the application, a Phase I Environmental survey was completed. The Capital Needs Assessment was updated. Bid documents were also prepared. The Town of Seymour has paid for the preparation work for the application. We are awaiting word on this grant.
- We have started the work to be done in the units in regards to the Comcast Contract. The new TV rate is \$16 which is down from \$30. They have started Ray house and Callahan and plan to start Smithfield Gardens.

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

- 15 Annual dwelling inspections of the Moderate Rental dwelling units were completed this month. They will be completed at a rate of 4 units per week.
- Residents were notified on or before June 1, 2017 that the Base rent was raise by \$10/month and the percentage of income charge will increase to 29% of income. We have mailed out the increase letters.
- We are opening the Moderate Rental Waiting List June 30, 2017. It will be open for a period of 90 days and will close on September 30, 2017 and the lottery drawing for placement will be held October 30, 2017

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 98% (55 of 56 units) occupied as of 05/31/17
- Four applications in processing
- One move-in in May; one move-out in May
- 10 applicants on waiting list for 60% units (\$985 rent)
- 9 applicants on waiting list for 50% units (\$825 rent)
- Average age is 84.9; age range is 67 - 100
- Average length of tenancy is 29.08 months

Budgeting Statistics:

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

Other:

- MRC/ALSA meetings held 5/3, 5/10, 5/17, 5/24, 5/31 (attended by MRC Director, RSC & RNs)
58 residents' statuses reviewed each week; four residents out at rehab as of 05/31/17
 - Resident Council Meeting held 04/27/17 – minutes follow; next meeting 05/25/17
 - May Fire Drill completed 05/19/17 (first shift)
-

Minutes
Exhibit III

Seymour Housing Authority
Operating Statement for the Twelve Months Ended 12/31/2016
Program: Moderate Rental Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
TENANT RENT								
Rental Income - Base Rent	37,129	36,724	405	440,688	440,688	0	440,688	0
Rental Income - Excess of Base	14,503	3,532	10,971	79,626	42,389	37,237	42,389	37,237
Dwelling Vacancy Loss	0	(417)	417	(1,726)	(5,000)	3,274	(5,000)	3,274
TOTAL TENANT RENT	51,632	39,840	11,793	518,588	478,077	40,511	478,077	40,511
Interest Income	43	8	35	132	100	32	100	32
Tenant Charges	160	282	(132)	1,355	3,500	(2,145)	3,500	(2,145)
Other Income	3,053	3,053	0	35,716	36,632	(916)	36,632	(916)
TOTAL INCOME	54,889	43,192	11,696	555,791	518,309	37,482	518,309	37,482
EXPENSES								
ADMINISTRATIVE								
Office Salaries	8,903	9,223	321	115,320	110,681	(4,639)	110,681	(4,639)
Compensated Absences	(5,504)	462	5,966	(505)	5,546	6,051	5,546	6,051
Legal	448	794	346	11,121	9,526	(1,595)	9,526	(1,595)
Accounting & Auditing	347	667	319	7,190	8,000	810	8,000	810
Office Supplies	1,376	531	(845)	5,980	6,367	387	6,367	387
Rent	1,742	1,742	0	20,900	20,900	0	20,900	0
Travel	61	238	177	2,259	2,881	602	2,881	602
Office Expense	1,003	2,019	1,015	20,266	24,223	3,957	24,223	3,957
Employee Benefits	2,579	3,104	525	37,102	37,245	143	37,245	143
Payroll Taxes	920	1,062	141	12,640	12,740	100	12,740	100
TOTAL ADMINISTRATIVE	11,875	19,841	7,966	232,274	238,089	5,815	238,089	5,815
UTILITIES								
Water	0	33	33	101	400	299	400	299
Electricity	140	125	(15)	1,726	1,500	(226)	1,500	(226)
Fuel Oil	0	125	125	563	1,500	938	1,500	938
TOTAL UTILITIES	140	283	144	2,389	3,400	1,011	3,400	1,011
MAINTENANCE								
Maintenance Wages	3,603	2,859	(745)	36,593	34,302	(2,291)	34,302	(2,291)
Maintenance Materials	2,881	1,467	(1,414)	15,201	17,600	2,399	17,600	2,399
Maintenance Contractors	25,816	10,242	(15,374)	175,773	122,900	(52,873)	122,900	(52,873)
TOTAL MAINTENANCE	32,100	14,567	(17,534)	227,567	174,802	(52,765)	174,802	(52,765)
OTHER EXPENSES								
Insurance	6,205	3,263	(2,942)	40,713	39,152	(1,561)	39,152	(1,561)
Mortgage Payments	813	1,704	891	20,801	20,450	(351)	20,450	(351)
Prov for Repair & Replacement	3,387	2,868	(519)	40,640	34,416	(6,224)	34,416	(6,224)
Prov for Collection Losses	(3,837)	667	4,503	3,497	8,000	4,503	8,000	4,503
TOTAL OTHER EXPENSES	6,568	8,502	1,934	105,651	102,018	(3,633)	102,018	(3,633)
TOTAL EXPENSES	50,683	43,192	(7,490)	567,881	518,309	(49,572)	518,309	(49,572)
SURPLUS	4,206	0	4,206	(12,090)	0	(12,090)	0	(12,090)

Minutes
Exhibit III

Project Name: SMITH ACRES, EXT, CASTLE HEIGHTS, HOFFMAN HEIGHTS

Project #: MR-19, 19A, 66

Sponsor/Authority Name: SEYMOUR HOUSING AUTHORITY

CHFA # 85158D,85159D,99048E

**ADMINISTRATION FUND
OPERATING STATEMENT**

For the Quarter Ending: 12/31/2016

12 # months

No. of Dwelling Units: 81

No. of Unit Months: 972

		Budget Amount	PUM	Actual Amount	PUM
INCOME					
3100	Rental Income - Base	440,688.00	453.38	440,688.00	453.38
3100.1	Rental Income - Excess of Base	42,389.00	43.61	79,626.45	81.92
3110	Excess Utilities				
3120	Surcharges				
	Total Rental Income	\$ 483,077.00	496.99	\$ 520,314.45	535.30
3210	Dwelling Vacancy Loss	(5,000.00)	(5.14)	(1,726.00)	(1.78)
3220	Dwelling Vacancy Subsidy				
	Net Rental Income	\$ 478,077.00	491.85	\$ 518,588.45	533.53
3300	Non Dwelling Rental Income				
3510	Sales and Service to Tenants (including Cable TV fee)	3,500.00	3.60	1,355.00	1.39
3610	Interest Income	100.00	0.10	132.00	0.14
3620	Other Income	36,632.00	37.69	35,716.00	36.74
	GROSS INCOME	\$ 518,309.00	533.24	\$ 555,791.45	571.80
EXPENSE					
4120	Salaries - Office	110,681.00	113.87	115,319.94	118.64
4120.1	Compensated Absences-Administrative Salaries	5,546.00	5.71	(505.48)	(0.52)
4130	Legal and Other Services	9,526.00	9.80	11,121.49	11.44
4130.1	Less: Legal Charges to Tenants			0.00	
4131	Accounting Fees	8,000.00	8.23	7,190.40	7.40
4132	Management Fees				
4151	Office Supplies	6,367.00	6.55	5,979.75	6.15
4152	Rents	20,900.00	21.50	20,899.92	21.50
4153	Travel	2,861.00	2.94	2,259.13	2.32
4159	Other Office Expense	24,223.00	24.92	20,266.10	20.85
4160	Pensions and Other Funds	37,245.00	38.32	37,102.18	38.17
4161	Payroll Taxes	12,740.00	13.11	12,640.22	13.00
	Total Management Expense	\$ 238,089.00	244.95	\$ 232,273.65	\$ 238.96
4310	Water	400.00	0.41	100.89	0.10
4320	Electricity	1,500.00	1.54	1,725.80	1.78
4330	Gas				
4340	Fuel	1,500.00	1.54	562.50	0.58
4350	Cable Television				
4360	Sewer				
	Total Utility Expense	\$ 3,400.00	3.50	\$ 2,389.19	\$ 2.46
4410	Maintenance Wages	34,302.00	35.29	36,593.38	37.65
4410.1	Compensated Absences-Maintenance Wages				
4420	Materials and Supplies	17,600.00	18.11	15,200.92	15.64
4430	Contractual Services	122,900.00	126.44	175,772.61	180.84
4440	Maintenance & Shop Equipment Expense	0.00			
	Total Maintenance Expense	\$ 174,802.00	179.84	\$ 227,566.91	\$ 234.12
4710	Refuse Removal				
4711	Insurance	27,285.00	28.07	26,878.29	27.65
4715	Pilot or Taxes	11,867.00	12.21	13,835.06	14.23
4716	State Service Charge				
4717	Interest Expense	20,450.00	21.04	20,801.18	21.40
	Total Other Expense	\$ 59,602.00	61.32	\$ 61,514.53	\$ 63.29
4810	Provision for Repairs,Maint. & Replacements	34,416.00	35.41	40,640.03	41.81
4820	Provision for Collection Loss	8,000.00	8.23	3,496.64	3.60
	Total Provisions	\$ 42,416.00	43.64	\$ 44,136.67	\$ 45.41
4910	Principal Payment-Mortgage	0.00		0.00	
4920	Principal Payment-Rehabilitation Loan	0.00		0.00	
	Total Principal Payments	\$ -	-	\$ -	-
6100	Extraordinary Income			0.00	
6200	Extraordinary Expense			0.00	
	TOTAL EXPENSES	\$ 518,309.00	533.24	\$ 567,880.95	584.24
	NET GAIN (LOSS) FOR THE PERIOD	\$ -	-	\$ (12,089.50)	\$ (12.44)

Minutes
Exhibit IV

Seymour Housing Authority
Operating Statement for the Twelve Months Ended 12/31/2016
Program: Smithfield Gardens Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
RENT								
Tenant Rent Revenues	52,120	52,120	0	625,440	625,440	0	625,440	0
Rental Subsidies	44,899	43,624	1,275	535,247	523,488	11,759	523,488	11,759
Other Rent Revenues	8,708	4,868	3,841	55,330	58,410	(3,080)	58,410	(3,080)
Vacancy Loss	(3,908)	(2,606)	(1,302)	(31,336)	(31,272)	(64)	(31,272)	(64)
TOTAL RENT	101,819	98,006	3,813	1,184,681	1,176,066	8,615	1,176,066	8,615
ASSISTED LIVING SERVICES								
Core Services Income	(1,536)	17,020	(18,556)	203,688	204,241	(553)	204,241	(553)
Meal Service Income	28,297	28,040	257	323,125	312,480	10,645	312,480	10,645
ALSA Service Income	84,987	93,333	(8,346)	1,152,588	1,120,000	32,588	1,120,000	32,588
TOTAL ASSISTED LIVING SER	109,748	138,393	(28,646)	1,679,400	1,636,721	42,679	1,636,721	42,679
Other Revenues	3,312	833	2,478	12,994	10,000	2,994	10,000	2,994
TOTAL INCOME	214,879	235,232	(20,354)	2,877,075	2,822,787	54,288	2,822,787	54,288
EXPENSES								
ADMINISTRATIVE								
Meetings & Marketing	41	638	597	4,849	7,855	2,806	7,855	2,806
Office Salaries	3,599	3,817	218	51,400	45,807	(5,593)	45,807	(5,593)
Office Expense	2,008	1,395	(613)	26,079	16,744	(9,335)	16,744	(9,335)
Management Fee	4,965	4,900	(65)	59,580	58,803	(777)	58,803	(777)
Manager Salaries	5,405	5,579	173	67,570	68,943	(627)	68,943	(627)
Legal, Accounting & Auditing	2,917	1,758	(1,159)	21,793	21,092	(701)	21,092	(701)
Miscellaneous Administrative	83	46	(37)	501	550	50	550	50
TOTAL ADMINISTRATIVE	19,018	18,133	(885)	231,771	217,594	(14,177)	217,594	(14,177)
UTILITIES								
Electricity	2,194	2,917	723	39,186	35,000	(4,186)	35,000	(4,186)
Water	115	667	551	8,699	8,000	(699)	8,000	(699)
Gas	7,573	5,333	(2,240)	64,186	64,000	(186)	64,000	(186)
TOTAL UTILITIES	9,882	8,917	(965)	112,271	107,000	(5,271)	107,000	(5,271)
MAINTENANCE								
Maintenance/Cleaning Salaries	2,234	1,843	(391)	24,334	22,121	(2,213)	22,121	(2,213)
Supplies	1,128	1,729	601	14,923	20,750	5,827	20,750	5,827
Contractors	(15,420)	5,658	21,078	84,737	67,900	(16,837)	67,900	(16,837)
Trash Removal	450	417	(34)	5,311	5,000	(311)	5,000	(311)
HVAC Repairs & Maintenance	1,496	1,417	(79)	54,062	17,000	(37,062)	17,000	(37,062)
Snow Removal	5,023	2,917	(2,106)	8,423	35,000	26,578	35,000	26,578
Cable & Internet	1,128	1,108	(20)	13,628	13,300	(328)	13,300	(328)
TOTAL MAINTENANCE	(3,961)	15,089	19,050	205,417	181,071	(24,346)	181,071	(24,346)
OTHER EXPENSE								
Payroll & Property Taxes	2,009	2,149	140	25,562	25,782	220	25,782	220
Insurance	19,562	4,442	(15,120)	68,141	53,300	(14,841)	53,300	(14,841)
Employee Benefits	(1,364)	3,088	4,452	31,601	37,051	5,450	37,051	5,450
Misc Taxes, Licenses, Ins.	0	67	67	0	800	800	800	800
Mortgage Payments	(15,800)	35,118	50,919	370,501	421,420	50,919	421,420	50,919
Replacement Reserve Deposits	2,946	2,946	0	35,352	35,352	0	35,352	0
TOTAL OTHER EXPENSE	7,352	47,809	40,457	531,157	573,705	42,548	573,705	42,548
ASSISTED LIVING SERVICES								
Core Services	5,488	21,546	16,058	257,828	258,546	718	258,546	718
Meal Services	(1,198)	30,306	31,504	358,175	363,670	5,495	363,670	5,495
ALSA Services	84,987	93,333	8,346	1,152,588	1,120,000	(32,588)	1,120,000	(32,588)
TOTAL ASSISTED LIVING SER	89,277	145,185	55,908	1,768,591	1,742,216	(26,375)	1,742,216	(26,375)
Surplus Subtotal	93,311	100	93,211	27,869	1,201	(26,668)	1,201	(26,668)

*Minutes
Exhibit IV*

Seymour Housing Authority
Operating Statement for the Twelve Months Ended 12/31/2016
Program: Smithfield Gardens Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
ADJUSTMENTS TO GAAP								
7000 Depreciation Expenses	380,816	0	(380,816)	380,816	0	(380,816)	0	(380,816)
7100 Amortization Expense	14,191	0	(14,191)	14,191	0	(14,191)	0	(14,191)
7560 Asset Management Fee	1,008	0	(1,008)	4,032	0	(4,032)	0	(4,032)
8000 Replacement Reserve	(2,946)	(2,946)	0	(35,352)	(35,352)	0	(35,352)	0
8100 Principal Payments -	(279)	0	279	(279)	0	279	0	279
TOTAL ADJUSTMENTS TO GA	392,790	(2,946)	(395,736)	363,408	(35,352)	(398,760)	(35,352)	(398,760)
TOTAL EXPENSES	514,358	232,188	(282,172)	3,212,815	2,786,234	(426,381)	2,786,234	(426,381)
SURPLUS	(299,480)	3,046	(302,526)	(335,540)	36,553	(372,093)	36,553	(372,093)

**INTERIM STATEMENT
OF OPERATIONS**

*Minutes
Exhibit IV*

**Connecticut Housing Finance Authority
Asset Management- Multifamily Housing**

CHFA Form HM 6-10 (Rev. 12/06)

Development Name:	Smithfield Gardens Assisted Living	Fiscal Year: 2016	For Period Ended: 4th quarter
CHFA Number:	02014M 02014N	Beginning: 01/01/2016	
		HUD Number: None	No. of Units: 56
Mortgagor (Owner):	Smith St Assisted Living LP	Prepared By: Sue Mauriello	

LINE ITEM DESCRIPTION	ACCT #	(A) 2016 BUDGET	(B) 4th quarter ACTUAL	(C) BUDGET TO DATE	(D) ACTUAL TO DATE	(E) VARIANCE \$	(F) VARIANCE %	(G) % of GPI
1 Rent Revenue- Gross Potential	5120	625,440	156,360	625,440	625,440	0	0.00%	51.43%
2 Tenant Assistance Payments (HAP Receipts)	5121	523,488	134,541	523,488	535,247	11,759	2.25%	44.02%
3 Rent Revenue- Stores & Commercial	5140	58,410	13,063	58,410	55,330	(3,080)	-5.27%	4.55%
4 Rent Revenue- Garage & Parking	5170	0	0	0	0	0	0.00%	0.00%
5 Flexible Subsidy Revenue	5180	0	0	0	0	0	0.00%	0.00%
6 Miscellaneous Rent Revenue	5190	0	0	0	0	0	0.00%	0.00%
7 Excess Rent	5191	0	0	0	0	0	0.00%	0.00%
8 Rent Revenue- Insurance	5192	0	0	0	0	0	0.00%	0.00%
9 Special Claims Revenue	5193	0	0	0	0	0	0.00%	0.00%
10 Retained Excess Income	5194	0	0	0	0	0	0.00%	0.00%
11 Total Rent Revenue (GPI @ 100% Occupancy)	5100T	1,207,338	303,964	1,207,338	1,216,018	8,680	0.72%	100.00%
12 Apartments- Vacancy	5220	31,272	9,363	31,272	31,336	64	0.20%	2.58%
13 Stores & Commercial- Vacancy	5240	0	0	0	0	0	0.00%	0.00%
14 Rental Concessions	5250	0	0	0	0	0	0.00%	0.00%
15 Garage & Parking- Vacancy	5270	0	0	0	0	0	0.00%	0.00%
16 Miscellaneous (other vacancy)	5290	0	0	0	0	0	0.00%	0.00%
17 Total Vacancies	5200T	31,272	9,363	31,272	31,336	64	0.20%	2.58%
18 Net Rental Revenue (Rent Revenue Less Vacancy)	5125N	1,176,066	294,601	1,176,066	1,184,682	8,616	0.73%	97.42%
19 Elderly & Congregate Serv. Income (attach schedule)	5300	1,636,721	378,595	1,636,721	1,679,400	42,679	2.61%	138.11%
20 Financial Revenue- Project Operations	5410	0	29	0	55	55	0.00%	0.00%
21 Revenue from Investments- Residual Receipts	5430	0	0	0	0	0	0.00%	0.00%
22 Revenue from Investments- Replacement Reserves	5440	1,000	0	1,000	0	(1,000)	-100.00%	0.00%
23 Revenue from Investments- Miscellaneous	5490	0	0	0	0	0	0.00%	0.00%
24 Total Financial Revenue	5400T	1,000	29	1,000	55	(945)	-94.53%	0.00%
25 Laundry & Vending Revenue	5910	0	0	0	0	0	0.00%	0.00%
26 NSF & Late Charges		100	20	100	120	20	20.00%	0.01%
27 Damages & Cleaning Fees		100	73	100	720	620	619.50%	0.06%
28 Forfeited Tenant Security Deposits		0	0	0	0	0	0.00%	0.00%
29 Tenant Charges (Total of Line 26-28)	5920	200	93	200	840	640	319.75%	0.07%
30 Interest Reduction Payments	5945	0	0	0	0	0	0.00%	0.00%
31 Miscellaneous Revenue	5990	8,800	4,776	8,800	12,099	3,299	37.49%	0.99%
32 Total Other Revenue	5900T	9,000	4,869	9,000	12,939	3,939	43.76%	1.06%
33 TOTAL REVENUE	5000T	2,822,787	678,094	2,822,787	2,877,075	54,288	1.92%	236.60%

Minister
Exhibit IV

Development Name:	Smithfield Gardens Assisted Living	Fiscal Year: 2016	For Period Ended: 4th quarter
CHFA Number:	02014M 02014N	Beginning: 01/01/2016	No. of Units: 56
Mortgagor (Owner):	Smith St Assisted Living LP	HUD Number: None	
		Prepared By: Sue Mauriello	

LINE ITEM DESCRIPTION	ACCT #	(A) 2016 BUDGET	(B) 4th quarter ACTUAL	(C) BUDGET TO DATE	(D) ACTUAL TO DATE	(E) VARIANCE \$	(F) VARIANCE %	(G) % of GPI
34 Conventions & Meetings	6203	1,977	763	1,977	1,559	(418)	-21.14%	0.13%
35 Management Consultants	6204	0	0	0	0	0	0.00%	0.00%
36 Advertising & Marketing	6210	5,678	1,445	5,678	3,290	(2,388)	-42.06%	0.27%
37 Apartment Resale Expense (Coops)	6235	0	0	0	0	0	0.00%	0.00%
38 Other Renting Expenses	6250	0	0	0	0	0	0.00%	0.00%
39 Office Salaries	6310	45,807	12,103	45,807	51,400	5,593	12.21%	4.23%
40 Office Supplies		11,156	3,988	11,156	19,655	8,499	76.18%	1.62%
41 Telephone & Answering Service		5,588	1,703	5,588	6,424	836	14.96%	0.53%
42 Office Expenses (Total of Line 40 & 41)	6311	16,744	5,691	16,744	26,079	9,335	55.75%	2.14%
43 Office or Model Apartment Rent	6312	0	0	0	0	0	0.00%	0.00%
44 Management Fee	6320	58,803	14,895	58,803	59,580	777	1.32%	4.90%
45 Manager or Superintendent Salaries	6330	66,943	18,356	66,943	67,570	627	0.94%	5.56%
46 Administrative Rent Free Unit	6331	0	0	0	0	0	0.00%	0.00%
47 Legal Expense- Project	6340	5,092	3,267	5,092	5,650	558	10.96%	0.46%
48 Audit Expense	6350	8,000	2,500	8,000	9,100	1,100	13.75%	0.75%
49 Bookkeeping Fees/Accounting Services	6351	8,000	1,244	8,000	7,043	(957)	-11.96%	0.58%
50 Bad Debts	6370	0	0	0	0	0	0.00%	0.00%
51 Miscellaneous Administrative Expenses	6390	550	186	550	500	(50)	-9.09%	0.04%
52 Total Administrative Expenses	6263T	217,594	60,450	217,594	231,771	14,177	6.52%	19.06%
53 Fuel Oil/ Coal	6420	0	0	0	0	0	0.00%	0.00%
54 Electricity	6450	35,000	6,696	35,000	39,186	4,186	11.96%	3.22%
55 Water	6451	8,000	2,274	8,000	8,899	899	11.24%	0.73%
56 Gas	6452	64,000	17,857	64,000	64,186	186	0.29%	5.28%
57 Sewer	6453	0	0	0	0	0	0.00%	0.00%
58 Total Utilities Expense	6400T	107,000	26,827	107,000	112,271	5,271	4.93%	9.23%
59 Janitor & Cleaning Payroll		3,052	2,102	3,052	4,258	1,206	39.52%	0.35%
60 Grounds Payroll		0	0	0	0	0	0.00%	0.00%
61 Repairs Payroll		19,069	4,445	19,069	20,075	1,006	5.28%	1.65%
62 Payroll (Total of Line 59-61)	6510	22,121	6,547	22,121	24,333	2,212	10.00%	2.00%
63 Janitor and Cleaning Supplies		5,000	1,662	5,000	5,412	412	8.24%	0.45%
64 Exterminating Supplies		0	0	0	0	0	0.00%	0.00%
65 Ground Supplies		50	0	50	0	(50)	-100.00%	0.00%
66 Repairs Material		13,800	1,280	13,800	8,798	(5,002)	-36.25%	0.72%
67 Decorating Supplies		1,900	0	1,900	713	(1,187)	-62.47%	0.06%
68 Supplies (Total of Line 63-67)	6515	20,750	2,942	20,750	14,923	(5,827)	-28.08%	1.23%
69 Janitor and Cleaning Contracts		1,500	223	1,500	7,987	6,487	432.47%	0.66%
70 Exterminating Contracts		300	0	300	0	(300)	-100.00%	0.00%
71 Grounds Contracts		9,000	2,207	9,000	14,969	5,969	66.32%	1.23%
72 Repairs Contracts		41,600	2,289	41,600	46,824	5,224	12.56%	3.85%
73 Elevator Maintenance Contract		9,000	2,262	9,000	6,325	(2,675)	-29.72%	0.52%
74 Swimming Pool Maintenance Contract		1,500	0	1,500	0	(1,500)	-100.00%	0.00%
75 Decorating (Painting) Contract/Payroll		5,000	1,038	5,000	8,632	3,632	72.64%	0.71%
76 Contracts (Total of Line 69-75)	6520	67,900	8,019	67,900	84,737	16,837	24.80%	6.97%
77 Operating & Maintenance Rent Free Unit	6521	0	0	0	0	0	0.00%	0.00%
78 Garbage & Trash Removal	6525	5,000	1,351	5,000	5,311	311	6.22%	0.44%
79 Security Payroll/ Contracts	6530	0	0	0	0	0	0.00%	0.00%
80 Security Rent Free Unit	6531	0	0	0	0	0	0.00%	0.00%
81 Heating/Cooling Repairs & Maintenance	6546	17,000	18,636	17,000	54,062	37,062	218.01%	4.45%
82 Snow Removal	6548	35,000	5,023	35,000	8,423	(26,577)	-75.93%	0.69%
83 Vehicle & Maint. Equip. Operation & Repair	6570	0	0	0	0	0	0.00%	0.00%
84 Miscellaneous Operating & Maintenance	6590	13,300	3,384	13,300	13,628	328	2.47%	1.12%
85 Total Operating & Maintenance Expenses	6500T	181,071	45,902	181,071	205,417	24,346	13.45%	16.89%

Ministry
Exhibit IV

Development Name:	Smithfield Gardens Assisted Living	Fiscal Year: 2016	For Period Ended: 4th quarter
CHFA Number:	02014M 02014N	Beginning: 01/01/2016	No. of Units: 56
Mortgagor (Owner):	Smith St Assisted Living LP	HUD Number: None	
		Prepared By: Sue Mauriello	

LINE ITEM DESCRIPTION	ACCT #	(A) 2016 BUDGET	(B) 4th quarter ACTUAL	(C) BUDGET TO DATE	(D) ACTUAL TO DATE	(E) VARIANCE \$	(F) VARIANCE %	(G) % of GPI
86 Real Estate Tax	6710	13,920	3,480	13,920	13,920	0	0.00%	1.14%
87 Payroll Taxes (project share)	6711	11,862	2,867	11,862	11,643	(219)	-1.85%	0.96%
88 Property & Liability Insurance	6720	45,475	25,794	45,475	59,544	14,069	30.94%	4.90%
89 Fidelity Bond Insurance	6721	4,050	2,379	4,050	5,417	1,367	33.75%	0.45%
90 Workmen's Compensation	6722	3,775	221	3,775	3,180	(595)	-15.76%	0.26%
91 Health Insurance & Other Benefits	6723	37,051	3,518	37,051	31,601	(5,450)	-14.71%	2.60%
92 Miscellaneous Taxes, Licenses, Permits		800	0	800	0	(800)	-100.00%	0.00%
93 Other Insurance		0	0	0	0	0	0.00%	0.00%
94 Misc. Taxes, Lic., Permits & Ins. (Line 92 & 93)	6790	800	0	800	0	(800)	-100.00%	0.00%
95 Total Taxes & Insurance	6700T	116,933	38,259	116,933	125,305	8,372	7.16%	10.30%
96 Elderly & Congregate Serv. Expense (attach schedule)	6900	1,742,216	406,227	1,742,216	1,768,590	26,374	1.51%	145.44%
97 TOTAL OPERATING EXPENSES		2,364,814	577,665	2,364,814	2,443,354	78,540	3.32%	200.93%
98 OPERATING INCOME (LOSS)		457,973	100,429	457,973	433,721	(24,252)	-5.30%	35.67%
99 Mortgage Principal & Interest- CHFA Debt		421,420	54,436	421,420	370,501	(50,919)	-12.08%	30.47%
100 Mortgage Principal & Interest- Other Debt		0	0	0	0	0	0.00%	0.00%
101 Mortgage Insurance Premium/ Service Charges	6850	0	0	0	0	0	0.00%	0.00%
102 Miscellaneous Financial Expenses	6890	0	0	0	0	0	0.00%	0.00%
103 Total Financial Expenses		421,420	54,436	421,420	370,501	(50,919)	-12.08%	30.47%
104 Replacement Reserve Deposits	1320	35,352	8,838	35,352	35,352	0	0.00%	2.91%
105 Operation & Maintenance Escrow Acct. Deposits		0	0	0	0	0	0.00%	0.00%
106 Operating (Other) Reserve Deposits	1330	0	0	0	0	0	0.00%	0.00%
107 NET PROJECTED CASH FLOW		1,201	37,155	1,201	27,868	26,667	2220.39%	2.29%
108 Capital Improvements- Building (attach schedule)		0	0	0	0	0	0.00%	0.00%
109 Capital Improvements- Equipment (attach schedule)		0	0	0	0	0	0.00%	0.00%
110 Operation & Maintenance Escrow Acct. Releases		0	0	0	0	0	0.00%	0.00%
111 Replacement Reserve Releases		0	0	0	0	0	0.00%	0.00%
112 Operating Reserve Releases		0	0	0	0	0	0.00%	0.00%
113 Net Operating Income (NOI)		422,621						
114 Debt Service Coverage Ratio (DSC)		1.00						
115 Security Deposit Account Balance	1191	29,514						
116 Security Deposit Liability	2191	26,000						
117 Number of Occupied Units Last Day of Period		54						
118 Cash- First Day of Period								35,076
119 A/R- First Day of Period								112,910
120 A/P- First Day of Period								116,683
121 Cash- Last Day of Period								29,854
122 A/R- Last Day of Period								80,327
123 A/P- Last Day of Period								96,931

The undersigned certifies that the enclosed figures are true and accurate.

Agent Signature: _____

Date: _____

Owner Signature: _____

Date: _____