

# MINUTES

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TOWN CLERK'S OFFICE

## Seymour Housing Authority

### ➤ 982nd Meeting

The 982nd Meeting, a Regular meeting of the Seymour Housing Authority, was held on Wednesday, December 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 5:57 P.M. by Chairperson White.

### ➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Golebieski, 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 980th Regular Meeting held on Wednesday November 8, 2017.

Commissioner Bellucci motioned to accept the minutes as presented. 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, Golebieski, Horelick and White. 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 Horelick motioned to approve the bills as presented and authorize payment of the bills. 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. Chairperson White declared the motion carried and the Bills approved for payment.

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## ➤ **Executive Director's Report**

None (see Annual Report)

## ➤ **Old Business**

Chairperson White introduced the 2018 Callahan House Budget. (See Exhibit II)

The Executive Director explained the various line items on the proposed 2018 Callahan House budget and stated the projected \$4,542 provision for operating reserve.

After some brief discussion, Commissioner Bellucci motioned to approve the 2018 Callahan House budget as proposed, 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 Golebieski, Horelick and White. Commissioners Bellucci and Dota abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried and the 2018 Callahan House Budget approved as presented.

Chairperson White introduced the 2018 Norman Ray House Budget. (See Exhibit III)

The Executive Director explained the various line items on the proposed 2018 Norman Ray House budget and stated the projected \$2,104 provision for operating reserve.

After some brief discussion, Commissioner Horelick motioned to approve the 2018 Norman Ray House budget as proposed, Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the 2018 Norman Ray House Budget approved as presented.

Chairperson White introduced the 2018 State Moderate Rental Budget. (See Exhibit IV)

The Executive Director explained the various line items on the proposed 2018 State Moderate Rental budget and stated the projected \$38,421 provision for Repairs, Maintenance and Replacements. He reminded the Board that this budget includes a \$15 base rent and 1% of income increase to begin July 1, 2018..

After some brief discussion, Commissioner Dota motioned to approve the 2018 State Moderate Rental budget as proposed, 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, Golebieski, and Horelick. Chairperson White abstained from voting to avoid a conflict of

# MINUTES

interest. Chairperson White declared the motion carried and the 2018 State Moderate Rental Budget approved as presented.

Chairperson White introduced the 2018 Smithfield Gardens Budget. (See Exhibit V)

The Executive Director explained the various line items on the proposed 2018 Smithfield Gardens budget and stated the projected \$1,101 Net Projected Cash Flow.

After some brief discussion, Commissioner Golebieski motioned to approve the 2018 Smithfield Gardens budget as proposed, 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 and the 2018 Smithfield Gardens Budget approved as presented.

Chairperson White introduced the 2017 State Moderate Rental Budget Revision. (See Exhibit VII)

The Executive Director explained the various line items on the proposed 2018 State Moderate Rental budget and stated the projected \$80,931 provision for Repairs, Maintenance and Replacements.

After some brief discussion, Commissioner Dota motioned to approve the 2018 State Moderate Rental budget as proposed, 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, Golebieski, and Horelick. Chairperson White abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried and the 2018 State Moderate Rental Budget approved as presented.

## ➤ **New Business**

Commissioner Bellucci reported about the Lion's Club delivering Fruit Baskets for the Holidays. He also said that a group of tenants got together and made food and served residents of Callahan who were homebound with no family over Thanksgiving.

## ➤ **Executive Session**

None

## ➤ **Any Other Business**

None

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## ➤ Adjournment

Chairperson White asked for a motion to adjourn the 982<sup>nd</sup> meeting of the Seymour Housing Authority. At 6:24 P.M. Commissioner Belucci motioned to adjourn the 982<sup>nd</sup> Meeting of the Seymour Housing Authority. Commissioner Horelick 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, Golebieski, Horelick and White. Chairperson White declared the motion carried and the 982<sup>nd</sup> Meeting, a Regular Meeting, adjourned.

Submitted by:

A handwritten signature in black ink, appearing to read "David J. Keyser", with a long horizontal flourish extending to the right.

David J. Keyser, Secretary and  
Executive Director

*Minutes  
Exhibit D*

## Seymour Housing Authority General Ledger Account Check Register Report

Filter Criteria Includes: 1) Bank Name: Naugatuck Valley Savings & Loan, 2) Bank Account: Revolving Fund Cash 0615014177, 3) Check Numbers From: 9755 to 9799, 4) Date From: 11/22/2017 to 11/22/2017

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
9755	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9756	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9757	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9758	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9759	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9760	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9761	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9762	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9763	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9764	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9765	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9766	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9767	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9768	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9769	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9770	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9771	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9772	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9773	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9774	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9775	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9776	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9777	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9778	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9779	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9780	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9781	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9782	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9783	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9784	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9785	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9786	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9787	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9788	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9789	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9790	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9791	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9792	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9793	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9794	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9795	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9796	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9797	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
9798	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00

9799	11/22/2017		Check inadvertently printed out of sequence	Yes	No	0.00
Cleared: 0						0.00
Uncleared: 45						0.00
Total Payments: 45						\$0.00

Total Number of Checks: 45

*Minutes  
Exhibit I*  
**Seymour Housing Authority**

**Vendor Accounting Cash Payment/Receipt Register**  
**Revolving Fund**

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 11/1/2017 to 11/30/2017, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

**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>
23	11/09/2017	No	DD	SHA PAYROLL	Payroll #23	No	\$24,317.01
24	11/23/2017	No	DD	SHA PAYROLL	reverse pre-reimbursement for 11/23	No	\$25,507.74
2036	11/03/2017	No	VD	Callahan House Association	wrong checkbook	No	(\$2,692.30)
9754	11/03/2017	No	CHK	St. Treasurer For Merfund	MERF 09-2017	No	\$6,274.63
9800	11/21/2017	No	CHK	Advance Communications Inc	Acct # C0751 Answering Service Oc	No	\$172.81
9801	11/21/2017	No	CHK	Aquarion Water Company	Acct# 200086423 Sept's Exp	No	\$2,252.22
9802	11/21/2017	No	CHK	Aquarion Water Company	Acct# 200086434 Sept's Exp	No	\$1,348.54
9803	11/21/2017	No	CHK	Aquarion Water Company	Acct#200418958	No	\$35.94
9804	11/21/2017	No	CHK	Buddy's Fuel, LLC	1 Seymour Ave	No	\$1,991.00
9805	11/21/2017	No	CHK	Buddy's Fuel, LLC	18 1/2 Chamberlin Road - Oil refill	No	\$230.00
9806	11/21/2017	No	CHK	Buel Cpa, P.C.	2nd Half of December 31st, 2016 Au	No	\$2,237.00
9807	11/21/2017	No	CHK	Comcast	Acct#8773 40 216 0041287	No	\$2,247.01
9808	11/21/2017	No	CHK	Comcast	Acct#8773 40 216 0178014	No	\$85.85
9809	11/21/2017	No	CHK	Comcast	Acct#8773 40 216 0174468	No	\$177.13
9810	11/21/2017	No	CHK	Comcast	Acct# 8773 40 216 0069528 Sept's E	No	\$312.72
9811	11/21/2017	No	CHK	Comcast	Acct#8773 40 216 0027070	No	\$4,206.45
9812	11/21/2017	No	CHK	Direct Energy Services, LLC	September 2017 Expenses	No	\$2,085.31
9813	11/21/2017	No	CHK	Eversource	Acct#5177 958 3004	No	\$6,471.19
9814	11/21/2017	No	CHK	Eversource	Acct#5136 648 3014	No	\$5,542.93
9815	11/21/2017	No	CHK	Eversource	Acct#57750480048	No	\$1,525.18
9816	11/21/2017	No	CHK	Eversource	Acct#5111 869 4017	No	\$208.01
9817	11/21/2017	No	CHK	Eversource	Acct#5147 148 3099	No	\$604.02
9818	11/21/2017	No	CHK	Ferguson & McGuire/APS	Renewal - Director and Officers; 110	No	\$3,298.00
9819	11/21/2017	No	CHK	Ford Motor Credit Company	Acct # 9366100 2016 Ford Transit	No	\$574.87
9820	11/21/2017	No	CHK	Frontier	Acct#203-881-2464-110206-5	No	\$615.66
9821	11/21/2017	No	CHK	Frontier	Acct#203 888 4579 123179-5	No	\$495.63
9822	11/21/2017	No	CHK	Frontier	Acct#203-881-0115-021194-5	No	\$151.80
9823	11/21/2017	No	CHK	Pride Cleaning Pros	Work order#40609 - Unit Cleaning,	No	\$420.00
9824	11/21/2017	No	CHK	Robert Lashin	RH unit #8	No	\$1,050.00
9825	11/21/2017	No	CHK	Seymour Janitorial Services	October 2017 Cleaning Service; Ray	No	\$1,437.00
9826	11/21/2017	No	CHK	Shell Credit Card Center	Acct#065 093 700 - September 2017	No	\$712.36
9827	11/21/2017	No	CHK	Smithfield Gardens Assisted Llvn	SHA September 2017 Rental	No	\$8,708.32
9828	11/21/2017	No	CHK	Sprint	Acct#453584322	No	\$293.76
9829	11/21/2017	Yes	CHK	St. Treasurer For Merfund	MERF 10-2017	No	\$11,375.47
9829	11/22/2017	No	VD	St. Treasurer For Merfund	The check produced was an overpal	No	(\$11,375.47)
9830	11/21/2017	No	CHK	Winter Bros Waste Systems	September 2017 Services - Ray Ho	No	\$811.02
9831	11/21/2017	No	CHK	Winter Bros Waste Systems	September 2017 Services - Callaha	No	\$853.64
9832	11/21/2017	No	CHK	Xerox Financial	October 2017 Expenses	No	\$451.88
9839	11/22/2017	No	VD	St. Treasurer For Merfund	Incorrect financial period	No	(\$6,065.63)
<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>
9840	11/22/2017	No	CHK	St. Treasurer For Merfund	MERF - 11-2017	No	\$6,065.63

*Minor Exhibit III*  
**Seymour Housing Authority**

**Vendor Accounting Cash Payment/Receipt Register**  
**Federal**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 11/1/2017 to 11/30/2017, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

**Posted Payments**

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
2038	11/08/2017	No	CHK	Callahan House Association	Advance for 11092017	No	\$2,692.30
2039	11/20/2017	No	CHK	Seymour Housing Authority	Advance for payroll 2017 - Federal	No	\$7,200.00
2040	11/20/2017	No	CHK	Callahan House Association	RSC Payment Advance for 1123201	No	\$2,692.30
2041	11/22/2017	No	CHK	Seymour Housing Authority	Advance for 11222017 - SHA Vendo	No	\$48,700.38
2042	11/29/2017	No	CHK	Susan McDuffie, LMFT	Mediation Services for and between	No	\$1,120.00

**Seymour Housing Authority**

**Vendor Accounting Cash Payment/Receipt Register**  
**Moderate Rental**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 11/1/2017 to 11/30/2017, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

**Posted Payments**

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1797	11/20/2017	No	CHK	Seymour Housing Authority	Advance rev fund for 11/23/2017 pa	No	\$5,500.00
1798	11/22/2017	No	CHK	Seymour Housing Authority	Advance for 11222017 - Vendor Bills	No	\$13,558.19

**Seymour Housing Authority**

**Vendor Accounting Cash Payment/Receipt Register**  
**Smithfield Gardens**

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: 11/1/2017 to 11/30/2017, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

**Posted Payments**

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
4597	11/03/2017	No	CHK	Fitz Vogt & Associates, LTD	Sept's Expense	No	\$27,492.47
4598	11/08/2017	No	CHK	Seymour Housing Authority	SG Pre Reimbursement - Payroll	No	\$26,000.00
4601	11/17/2017	Yes	CHK	Calvert Safe & Lock Ltd.	Keys	No	\$9.20
4601	11/17/2017	Yes	DD	SHA PAYROLL	Pre reimbursement for 11/23 payroll	No	\$14,000.00
4601	11/17/2017	No	VD	Calvert Safe & Lock Ltd.	Damage check	No	(\$9.20)
4601	11/17/2017	No	VD	SHA PAYROLL	Damage check	No	(\$14,000.00)
4602	11/17/2017	Yes	CHK	Comcast	Acct#8773 40 216 0069536	No	\$48.00
4602	11/17/2017	No	VD	Comcast	Damage check	No	(\$48.00)
4603	11/17/2017	Yes	CHK	Comcast	October cable	No	\$942.15
4603	11/17/2017	No	VD	Comcast	Damaged Check	No	(\$942.15)
4604	11/17/2017	Yes	CHK	Direct Energy Services, LLC	September 2017 Expense - Acct#72	No	\$2,054.59
4604	11/17/2017	No	VD	Direct Energy Services, LLC	Damaged Check	No	(\$2,054.59)
4605	11/17/2017	Yes	CHK	Eversource	Acct#51083234013	No	\$5,125.12
4605	11/17/2017	No	VD	Eversource	damaged check	No	(\$5,125.12)
4606	11/17/2017	Yes	CHK	Eversource	Acct#57669970055	No	\$1,740.71
4606	11/17/2017	No	VD	Eversource	damaged check	No	(\$1,740.71)
4607	11/17/2017	Yes	CHK	Frontier	October Phone charges	No	\$765.51
4607	11/17/2017	No	VD	Frontier	damaged check	No	(\$765.51)
4608	11/17/2017	Yes	CHK	Griffin Hospital Occupational Medi	Tox Screens	No	\$260.00
4608	11/17/2017	No	VD	Griffin Hospital Occupational Medi	damaged check	No	(\$260.00)
4609	11/17/2017	Yes	CHK	HD Supply	Cleaning /Laundry supplies - Octobe	No	\$386.92
4609	11/17/2017	No	VD	HD Supply	damaged check	No	(\$386.92)

*my note  
Exhibit D*

4610	11/17/2017	Yes	CHK	Oxford Lumber & Building Material	Duct tape	No	\$6.39
4610	11/17/2017	No	VD	Oxford Lumber & Building Material	damaged check	No	(\$6.39)
4611	11/17/2017	Yes	CHK	Pride Cleaning Pros	House keeping 10/4-10/18	No	\$2,000.00
4611	11/17/2017	No	VD	Pride Cleaning Pros	void damaged check	No	(\$2,000.00)
4612	11/17/2017	Yes	CHK	TPC Associates, Inc.	First QTR Billing 09012017 - 113020	No	\$804.25
4612	11/17/2017	No	VD	TPC Associates, Inc.	Damaged check	No	(\$804.25)
4613	11/17/2017	Yes	CHK	Valley Electric Supply Company	Light bulbs	No	\$154.70
4613	11/17/2017	No	VD	Valley Electric Supply Company	damaged check	No	(\$154.70)
4614	11/17/2017	Yes	CHK	Winter Bros Waste Systems	October trash pickup	No	\$450.18
4614	11/17/2017	No	VD	Winter Bros Waste Systems	damaged check	No	(\$450.18)
4615	11/20/2017	No	CHK	Aquarion Water Company Of CT	Water- 9/15-10/12	No	\$496.46
4616	11/20/2017	No	CHK	Calvert Safe & Lock Ltd.	Keys	No	\$9.20
4617	11/20/2017	No	CHK	Comcast	Acct#8773 40 216 0069536	No	\$48.00
4618	11/20/2017	No	CHK	Comcast	October cable	No	\$942.15
4619	11/20/2017	No	CHK	Direct Energy Services, LLC	September 2017 Expense - Acct#72	No	\$2,054.59
4620	11/20/2017	No	CHK	Eversource	Acct#57669970055	No	\$1,740.71
4621	11/20/2017	No	CHK	Eversource	Acct#51083234013	No	\$5,125.12
4622	11/20/2017	No	CHK	Frontier	October Phone charges	No	\$765.51
4623	11/20/2017	No	CHK	Griffin Hospital Occupational Medi	Tox Screens	No	\$260.00
4624	11/20/2017	No	CHK	HD Supply	Cleaning /Laundry supplies - Octobe	No	\$386.92
4625	11/20/2017	No	CHK	M. J. Daly, LLC	Fire Service- October	No	\$360.50
4626	11/20/2017	No	CHK	Oxford Lumber & Building Material	Duct tape	No	\$6.39
4627	11/20/2017	No	CHK	Pride Cleaning Pros	House keeping 10/4-10/18	No	\$2,000.00
4628	11/20/2017	No	CHK	Sha Revolving Fund	Advance for 11/23/2017 payroll	No	\$14,000.00
4629	11/20/2017	No	CHK	TPC Associates, Inc.	First QTR Billing 09012017 - 113020	No	\$804.25
4630	11/20/2017	No	CHK	Valley Electric Supply Company	Light bulbs	No	\$154.70
4631	11/20/2017	No	CHK	Winter Bros Waste Systems	October trash pickup	No	\$450.18
4632	11/21/2017	No	CHK	Fitz Vogt & Associates, LTD	October meals	No	\$28,410.05
4633	11/22/2017	No	CHK	Seymour Housing Authority	Advance for 11222017 - Vendor Bills	No	\$10,983.74





*Minutes  
Exhibit II*

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR  
PROJECT - CALAHAN HOUSE  
BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2016 ACTUAL OPERATING	2017 ANNUALIZED OPERATING	2017 APPROVED BUDGET	2018 PROPOSED BUDGET
<b>INCOME</b>				
060 3110 DWELLING RENTAL	369,029	375,162	355,000	372,000
100 3610 INTEREST ON GENERAL FUND INVESTMENTS	1,121	1,114	1,100	1,100
130 3690 OTHER INCOME	42,316	53,512	42,024	42,374
720 8020 CURRENT YEAR OPERATING SUBSIDY	206,155	199,220	205,000	200,000
<b>GROSS INCOME</b>	<b>618,621</b>	<b>629,008</b>	<b>603,124</b>	<b>615,474</b>
<b>EXPENSES</b>				
180 4110 ADMINISTRATION SALARIES	113,929	111,292	123,285	112,623
180 4120 COMPENSATED ABSENCES	(548)	5,494	6,178	5,702
190 4130 LEGAL EXPENSES	7,068	11,390	6,675	6,675
210 4150 TRAVEL	1,508	2,162	2,123	2,123
220 4170 ACCOUNTING AND AUDITING FEES	17,476	12,494	24,600	17,600
223 4190 SUNDRY	57,878	55,872	53,026	53,026
4210 TENANT SERVICES	15,446	29,972	13,109	13,637
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>212,757</b>	<b>228,676</b>	<b>228,996</b>	<b>211,385</b>
290 4310 WATER & SEWER	34,033	36,784	27,000	27,000
300 4320 ELECTRICITY	59,012	88,602	37,000	55,000
300 4330 GAS	77,708	81,644	75,000	72,000
300 4340 CABLE	(13,143)	(7,682)	(12,000)	(6,000)
<b>TOTAL UTILITIES</b>	<b>157,610</b>	<b>199,348</b>	<b>127,000</b>	<b>148,000</b>
360 4410 LABOR	25,152	24,424	27,425	25,107
370 4420 MATERIALS	10,436	15,584	11,700	11,970
380 4430 CONTRACT COSTS	99,860	196,760	98,750	99,150
<b>TOTAL ORDINARY MAINTENANCE</b>	<b>135,448</b>	<b>236,768</b>	<b>137,875</b>	<b>136,227</b>
440 4510 INSURANCE	22,227	21,312	24,848	28,811
450 4520 PAYMENT IN LIEU OF TAXES	19,828	16,802	22,800	22,400
470 4540 EMPLOYEE BENEFIT CONTRIBUTIONS	48,157	51,642	54,314	57,109
480 4620 CASUALTY/COLLECTION LOSSES	0	2,000	2,000	2,000
710 4610 EXTRAORDINARY MAINTENANCE	10,435	12,396	5,000	5,000
<b>TOTAL GENERAL EXPENSES</b>	<b>100,647</b>	<b>104,152</b>	<b>108,962</b>	<b>115,320</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>606,462</b>	<b>768,944</b>	<b>602,833</b>	<b>610,932</b>
580 7520 REPLACEMENT OF NONEXPENDABLE EQUIP	0	0	0	0
590 7540 PROPERTY BETTERMENTS & ADDITIONS	0	0	0	0
<b>TOTAL</b>	<b>606,462</b>	<b>768,944</b>	<b>602,833</b>	<b>610,932</b>
810 6100 EXTRAORDINARY INCOME	0	0	0	0
<b>TOTAL</b>	<b>606,462</b>	<b>768,944</b>	<b>602,833</b>	<b>610,932</b>
770 PROVISION FOR OPERATING RESERVE	12,159	(139,936)	291	4,542

*Minutes  
Exhibit III*

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR  
PROJECT - RAY HOUSE  
BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2016 ACTUAL OPERATING	2017 ANNUALIZED OPERATING	2017 APPROVED BUDGET	2018 PROPOSED BUDGET
INCOME				
3110 DWELLING RENTAL	140,134	132,884	130,000	130,000
3620 TENANT CHARGES	2,136	1,910	2,200	2,200
3690 OTHER INCOME	27,291	26,506	30,074	30,274
8020 CURRENT YEAR OPERATING SUBSIDY	<u>107,357</u>	<u>100,488</u>	<u>107,000</u>	<u>98,000</u>
TOTAL INCOME	276,918	261,788	269,274	260,474
EXPENSES				
4110 ADMINISTRATIVE SALARIES	56,953	55,632	61,642	56,311
4120 COMPENSATED ABSENCES	(256)	2,494	2,822	2,578
4130 LEGAL AND OTHER SERVICES	2,869	1,488	4,588	4,588
4150 TRAVEL	1,098	1,046	623	623
4170 ACCOUNTING AND AUDITING FEES	8,708	9,736	11,300	9,000
4190 SUNDRY	26,116	25,772	27,163	27,163
4210 TENANT SERVICES	<u>1,335</u>	<u>2,300</u>	<u>1,000</u>	<u>1,000</u>
TOTAL MANAGEMENT EXPENSES	96,823	98,468	109,138	101,262
4310 WATER	10,272	7,574	9,000	9,000
4320 ELECTRICITY	36,670	37,026	33,000	28,000
4350 BULK CABLE TELEVISION	<u>(8,187)</u>	<u>(6,534)</u>	<u>(7,500)</u>	<u>(7,500)</u>
TOTAL SERVICES/UTILITY EXPENSE	38,755	38,066	34,500	29,500
4410 MAINTENANCE WAGES	11,041	10,758	12,132	11,076
4420 MATERIALS AND SUPPLIES	4,237	4,296	4,320	3,945
4430 CONTRACTUAL SERVICES	<u>57,249</u>	<u>92,758</u>	<u>62,300</u>	<u>62,350</u>
TOTAL MAINTENANCE EXPENSE	72,527	107,812	78,752	77,371
4711 INSURANCE	10,037	9,390	10,993	12,573
4540 EMPLOYEE BENEFITS	23,904	25,734	26,044	27,363
4620 COLLECTION LOSSES	24	-	-	-
4610 EXTRAORDINARY MAINTENANCE	3,955	2,130	500	500
4715 PAYMENTS TO MUNICIPALITIES IN LIEU OF TAXES	<u>9,319</u>	<u>8,828</u>	<u>8,800</u>	<u>9,300</u>
TOTAL OTHER EXPENSE	47,239	46,082	46,337	49,736
4820 PROVISION FOR VACANCY AND COLLECTION LOSS	-	-	-	-
6100 EXTRAORDINARY (INCOME) EXPENSE	-	-	-	-
7520 REPLACEMENT OF NONEXPENDABLE EQ	-	-	500	500
TOTAL EXPENSES	<u>255,344</u>	<u>290,428</u>	<u>269,227</u>	<u>258,370</u>
PROVISION FOR OPERATING RESERVE	<u>\$ 21,574</u>	<u>\$ (28,640)</u>	<u>\$ 47</u>	<u>\$ 2,104</u>

*Master  
Exhibit IV*

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

	2016 ACTUAL OPERATING	2017 ANNUALIZED OPERATING	2017 APPROVED BUDGET	2018 PROPOSED BUDGET Current Rent	2018 PROPOSED BUDGET +\$15 Base +1% Eff 7/1/18
<b>INCOME</b>					
3100 RENTAL INCOME - BASE	440,688	445,548	450,408	450,408	462,558
3100 RENTAL INCOME - EXCESS OF BASE	79,626	72,630	72,962	60,324	67,438
3210 DWELLING VACANCY LOSS	(1,726)	(5,298)	(5,000)	(5,000)	(5,000)
NET RENTAL INCOME	518,588	512,880	518,370	505,732	524,996
3510 SALES AND SERVICES TO TENANTS	1,355	3,970	3,000	3,000	3,000
3610 INTEREST INCOME	132	130	100	100	100
3620 OTHER INCOME	35,716	32,664	36,632	36,632	36,632
TOTAL INCOME	555,791	549,644	558,102	545,464	564,728
<b>EXPENSES</b>					
4120 SALARIES - OFFICE	115,320	112,026	124,787	113,990	113,990
4120 COMPENSATED ABSENCES	(505)	5,546	6,286	5,744	5,744
4130 LEGAL	11,121	6,386	9,215	9,215	9,215
4131 ACCOUNTING FEES	7,190	9,676	8,500	8,500	8,500
4151 OFFICE SUPPLIES	5,980	4,594	5,609	7,344	7,344
4152 RENTS	20,900	20,900	20,900	20,900	20,900
4153 TRAVEL	2,259	720	2,363	630	630
4159 OTHER OFFICE EXPENSE	20,266	28,416	30,031	30,028	30,028
4160 PENSIONS AND OTHER FUNDS	37,102	40,426	43,426	47,185	47,185
4161 PAYROLL TAXES	12,640	13,092	14,287	13,359	13,359
TOTAL MANAGEMENT EXPENSES	232,273	241,782	265,404	256,896	256,896
4310 WATER	101	152	400	200	200
4320 ELECTRICITY	1,726	2,352	1,500	1,700	1,700
4340 FUEL	563	1,780	1,500	1,500	1,500
TOTAL UTILITY EXPENSE	2,390	4,284	3,400	3,400	3,400
4410 MAINTENANCE WAGES	36,593	34,276	39,557	36,183	36,183
4420 MATERIALS AND SUPPLIES	15,201	14,524	18,000	18,450	18,450
4430 CONTRACTUAL SERVICES	175,773	107,720	124,200	124,600	124,600
4440 MAINTENANCE SHOP AND EQUIPMENT EXPE	0	0	0	0	0
TOTAL MAINTENANCE EXPENSE	227,567	156,520	181,757	179,233	179,233
4711 INSURANCE	26,878	27,286	31,317	34,115	34,115
4717 INTEREST & PRINCIPAL PAYMENTS	20,801	5,544	5,544	5,544	5,544
4715 PAYMENT IN LIEU OF TAXES ( 75% / 100% )	12,692	22,104	25,749	22,350	39,120
TOTAL OTHER EXPENSE	60,371	54,934	62,610	62,009	78,779
4810 PROVISION FOR REPAIRS AND REPL	40,640	40,640	36,931	35,926	38,421
4820 PROVISION FOR VACANCY AND COLL LOSS	3,497	8,000	8,000	8,000	8,000
TOTAL PROVISIONS	44,137	48,640	44,931	43,926	46,421
6100 EXTRAORDINARY (INCOME) EXPENSE	0	(3,116)	0	0	0
TOTAL EXPENSES	566,738	503,044	558,102	545,464	564,728
NET SURPLUS/(DEFICIT) FOR PERIOD	(10,947)	46,600	0	0	0
PROVISION PER UNIT MONTH	31	42	38	37	40

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

*Minuter  
Exhibit II*

	2016 ACTUAL OPERATING	2017 ANNUALIZED OPERATING	2017 APPROVED BUDGET	2018 PROPOSED BUDGET
Rent Revenue- Tenant Rental Payment	625,440	625,440	625,440	630,285
Rent Revenue- RAP Income	535,247	541,798	538,272	553,056
Apartments- Vacancy	(31,336)	(17,934)	(31,272)	(25,211)
Net Rental Revenue	1,129,351	1,149,304	1,132,440	1,158,130
Miscellaneous Revenue - Office Rent (Net)	55,330	43,542	52,250	52,250
Miscellaneous Revenue - NSF, Damages, Interest	12,994	9,168	11,050	11,050
Total Miscellaneous Revenue	68,324	52,710	63,300	63,300
Core Services Revenue	203,688	203,012	214,241	218,586
ALSA Personal Services Revenue	1,152,588	1,008,092	1,200,000	1,008,000
Dietary Services/Meals Revenue	323,125	318,070	318,060	318,060
Elderly Service Income (See Separate Schedule)	1,679,401	1,529,174	1,732,301	1,544,646
Total Other Revenue	1,747,725	1,581,884	1,795,601	1,607,946
TOTAL REVENUE	2,877,076	2,731,188	2,928,041	2,766,076
Conventions & Meetings	1,559	1,700	1,634	1,634
Advertising & Marketing	3,290	1,500	2,981	2,181
Office Salaries	51,400	46,022	54,012	46,443
Office Expenses	26,079	26,356	21,510	21,510
Management Fee	59,580	59,580	59,235	60,519
Manager or Superintendent Salary	67,570	70,676	69,376	72,783
Legal Expense- Project	5,650	2,112	3,223	2,223
Audit Expense	9,100	15,674	8,000	13,000
Bookkeeping Fees/Accounting Services	7,043	13,318	8,500	10,000
Bad Debts	0	0	0	0
Miscellaneous Administrative Expenses (Tax Compl)	501	132	550	550
Total Administrative Expenses	231,772	237,070	229,021	230,843
Electricity	39,186	33,306	35,000	32,000
Water	8,899	6,726	8,000	8,000
Gas	64,186	89,242	64,000	73,000
Total Utilities Expense	112,271	129,274	107,000	113,000
Maint./Repairs Payroll	21,383	19,188	22,059	20,139
Hskp./Cleaning Payroll	2,950	3,138	3,133	4,275
Cleaning/Decorating/Grounds/Repairs Supplies	14,923	20,584	22,820	22,950
Contract Costs	84,737	58,158	66,150	60,550
Garbage & Trash Removal	5,311	5,402	5,300	6,000
Heating/Cooling Repairs & Maintenance	54,062	11,882	20,000	20,000
Snow Removal	8,423	58,664	25,000	44,000
Cable	13,628	13,718	13,300	13,800
Miscellaneous Operating (Casualty Loss)	0	0	0	0
Total Operating & Maintenance Expenses	205,417	190,734	177,762	191,714
Real Estate Tax	13,920	13,920	13,920	13,920
Payroll Taxes (project share)	11,643	12,050	12,957	12,779
Property & Liability Insurance	59,544	45,000	51,981	55,200
Fidelity Bond Insurance	5,417	4,050	3,628	3,662
Workmen's Compensation	3,180	3,946	4,299	4,146
Health Insurance & Other Benefits & Comp Abs	31,601	39,358	40,821	44,691
Miscellaneous Taxes, Licenses, Permits	0	500	800	800
Total Taxes & Insurance	125,305	118,824	128,406	135,198
Core Services Expenses	257,828	279,510	265,292	261,720
Personal Services Expenses	1,152,588	1,008,092	1,200,000	1,008,000
Dietary Services/Meals Expenses	358,175	338,010	363,628	363,628
Elderly Service Expense (See Separate Schedule)	1,768,591	1,625,612	1,828,920	1,633,348
TOTAL OPERATING EXPENSES	2,443,356	2,301,514	2,471,109	2,304,102
OPERATING INCOME (LOSS)	433,720	429,674	456,932	461,974
Mortgage Principal & Interest- CHFA Debt	370,501	421,420	421,420	421,420
Asset Management Fee (NDC)	4,032	4,032	0	4,100
Replacement Reserve Deposits	35,352	35,352	35,352	35,352
NET PROJECTED CASH FLOW	23,835	(31,130)	160	1,101

*minutes*  
*Exhibit VII*

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

	AMENDED 2017 PROPOSED BUDGET +\$10 Base +1% Eff 7/1/17
<b>INCOME</b>	
3100 RENTAL INCOME - BASE	450,408
3100 RENTAL INCOME - EXCESS OF BASE	72,962
3210 DWELLING VACANCY LOSS	(5,000)
NET RENTAL INCOME	518,370
3510 SALES AND SERVICES TO TENANTS	3,000
3610 INTEREST INCOME	100
3620 OTHER INCOME	36,632
TOTAL INCOME	558,102
<b>EXPENSES</b>	
4120 SALARIES - OFFICE	112,787
4120 COMPENSATED ABSENCES	5,286
4130 LEGAL	6,215
4131 ACCOUNTING FEES	8,500
4151 OFFICE SUPPLIES	7,344
4152 RENTS	20,900
4153 TRAVEL	630
4159 OTHER OFFICE EXPENSE	24,028
4160 PENSIONS AND OTHER FUNDS	41,426
4161 PAYROLL TAXES	12,287
TOTAL MANAGEMENT EXPENSES	265,404
4310 WATER	400
4320 ELECTRICITY	1,500
4340 FUEL	1,500
TOTAL UTILITY EXPENSE	3,400
4410 MAINTENANCE WAGES	33,557
4420 MATERIALS AND SUPPLIES	12,000
4430 CONTRACTUAL SERVICES	124,200
4440 MAINTENANCE SHOP AND EQUIPMENT EXPENSE	0
TOTAL MAINTENANCE EXPENSE	181,757
4711 INSURANCE	25,317
4717 INTEREST & PRINCIPAL PAYMENTS	5,544
4715 PAYMENT IN LIEU OF TAXES ( 25% / 100% )	25,749
TOTAL OTHER EXPENSE	62,610
4810 PROVISION FOR REPAIRS AND REPL	80,931
4820 PROVISION FOR VACANCY AND COLL LOSS	8,000
TOTAL PROVISIONS	44,931
6100 EXTRAORDINARY (INCOME) EXPENSE	0
TOTAL EXPENSES	558,102
NET SURPLUS/(DEFICIT) FOR PERIOD	0
PROVISION PER UNIT MONTH	83