

MINUTES

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DATE: 2/7/2018
TIME: 8:55 am
TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 983rd Meeting

The 983rd Meeting, a Regular meeting of the Seymour Housing Authority, was held on Wednesday, January 10, 2018 at the Smithfield Gardens Assisted Living Facility, in the Multipurpose Room Located at 26 Smith Street Seymour, Connecticut and was called to order at 5:39 P.M. by Chairperson White.

➤ Roll Call

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

Also present was Secretary and Executive Director David Keyser.

Public Comment

None

➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 981st Annual Meeting held on Wednesday December 6, 2017.

Commissioner Horelick motioned to accept the minutes as presented. Commissioner Bellucci 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. Chairperson White declared the motion carried.

Chairperson White introduced the previous meeting minutes of the 982nd Regular Meeting held on Wednesday December 6, 2017.

Commissioner Horelick motioned to accept the minutes as presented. Commissioner Bellucci 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. 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.

MINUTES

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, Horelick and White. Chairperson White declared the motion carried and the Bills approved for payment.

➤ Executive Director's Report

See Exhibit II

➤ Old Business

None

➤ New Business

Chairperson White introduced the 2018 Flat Rent Increase. (See Exhibit III)

The Executive Director explained that in accordance with HUD Regulation, the amount set for Flat Rent in a subsidized dwelling must be set at 80% of Area Fair Market Rent. He described that the posted Fair Market Rents are \$913 for a zero bedroom Efficiency Apartment and \$1,063 for a one bedroom apartment. He stated the new Flat Rents would be \$730 for an Efficiency and \$850 for a One Bedroom.

Chairperson White introduced Resolution #415 concerning Board Approval to change the Base Rents for Rev. Callahan House CT035-000001 and Norman Ray House CT035-000002 adoption of Flat Rent for 2018.

Commissioner Horelick motioned to adopt Resolution #415 concerning Board Approval to change the Base Rents for Rev. Callahan House CT035-000001 and Norman Ray House CT035-000002 adoption of Flat Rent for 2018. Commissioner Bellucci seconded the motion.

Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

Commissioner	Vote		
	Aye	Nay	Abstain
Bellucci			X
Horelick	X		
White	X		

Chairperson White declared the motion carried and Resolution #415 duly adopted.

MINUTES

➤ **Executive Session**

None

➤ **Any Other Business**

None

➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 983rd meeting of the Seymour Housing Authority. At 5:59 P.M. Commissioner Belucci motioned to adjourn the 983rd 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, Horelick and White. Chairperson White declared the motion carried and the 983rd Meeting, a Special Meeting, adjourned.

Submitted by:

David J. Keyser, Secretary and
Executive Director

Printer Exhibit
Seymour Housing Authority

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

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 12/1/2017 to 12/31/2017, 3) Financial Period: December 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: Yes, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0815014177, GL Account: 1000

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
25	12/07/2017	No	DD	SHA PAYROLL	Payroll #25	Yes	\$26,260.17
26	12/21/2017	No	CHK	SHA PAYROLL	Payroll #26	Yes	\$29,544.53
9833	12/01/2017	No	CHK	Aetna	Coverage Period 12012017 - 123120	Yes	\$4,882.97
9834	12/01/2017	No	CHK	Allac Attn: Remittance Processing	October 2017 Expense Acct# DHF8	Yes	\$725.72
9835	12/01/2017	No	CHK	AIG	Workers Comp Insurance - Decemb	Yes	\$2,934.00
9836	12/01/2017	No	CHK	Anthem Dental	December 2017 Expense	Yes	\$824.16
9837	12/01/2017	No	CHK	Connecticut Housing Finance Aut	November Payment Proj.# 98089D	Yes	\$482.02
9838	12/01/2017	No	CHK	Lincoln National Life Insurance C	December 2017 Life Insurance Expe	Yes	\$430.73
9839	12/01/2017	Yes	CHK	St. Treasurer For Mertund	MERF - 11-2017	Yes	\$8,065.63
9841	12/07/2017	No	CHK	Radovich Builders, LLP	All work associated with water dama	No	\$7,150.00
9842	12/07/2017	No	CHK	Radovich Builders, LLP	work order 40728. Removed and ins	Yes	\$15,489.75
9843	12/14/2017	No	CHK	Advance Communications Inc	September 2017 - After hour answer	Yes	\$504.70
9844	12/14/2017	Yes	CHK	Aegis Energy Services, Inc.	4th Payment	Yes	\$6,044.67
9844	12/15/2017	No	VD	Aegis Energy Services, Inc.	Distribution of payment in the next c	Yes	(\$6,044.67)
9845	12/14/2017	No	CHK	AIG	Workers Comp Insurance - January	Yes	\$7,419.00
9846	12/14/2017	No	CHK	Allen's Plumbing Supply	Toilet Supplies - MR	Yes	\$298.15
9847	12/14/2017	No	CHK	American Express	Acct#6-35007	Yes	\$871.74
9848	12/14/2017	No	CHK	American Rooter LLC	Work order#40779 - Snaked bathroo	Yes	\$505.50
9849	12/14/2017	Yes	CHK	Apicella, Testa & Company, P.C.	September Expense 2017 - Client#2	Yes	\$2,860.00
9849	12/15/2017	No	VD	Apicella, Testa & Company, P.C.	Will pay in next cycle	Yes	(\$2,860.00)
9850	12/14/2017	No	CHK	Aquarion Water Company	Acct#200086423	Yes	\$961.88
9851	12/14/2017	No	CHK	Aquarion Water Company	Acct#200086434	Yes	\$541.87
9852	12/14/2017	No	CHK	Aquarion Water Company	Acct#200336476	Yes	\$14.98
9853	12/14/2017	No	CHK	Banner Group Systems Inc.	Sept's Expense	Yes	\$619.20
9854	12/14/2017	No	CHK	Bloxam Enterprises, LLC	Steam clean carpet 3d	No	\$175.00
9855	12/14/2017	No	CHK	Buddy's Fuel, LLC	Work order#40858 - Replaced broke	Yes	\$3,213.00
9856	12/14/2017	No	CHK	Callahan House Tenants Associat	October 2017 Expenses	No	\$50.00
9857	12/14/2017	No	CHK	Calvert Safe & Lock Ltd.	3 Key for 3R	Yes	\$12.60
9858	12/14/2017	No	CHK	Cbs Bloom's Business Systems	Contract coverage charge - 0820201	Yes	\$350.57
9859	12/14/2017	No	CHK	Chemsearch	Red streak	Yes	\$237.35
9860	12/14/2017	No	CHK	Colonial Business Forms	Regular Envelopes - JOB #12021	Yes	\$575.23
9861	12/14/2017	No	CHK	Comcast	Internet - Callahan	No	\$1,362.78
9862	12/14/2017	No	CHK	Comcast	877402160174468 11/08/17	No	\$92.27
9863	12/14/2017	No	CHK	Comcast	Work order#8773 40 216 0178014	Yes	\$416.40
9864	12/14/2017	No	CHK	Comcast	TV RH	Yes	\$696.27
9865	12/14/2017	No	CHK	Connecticut Housing Finance Aut	chfa payment	Yes	\$924.04
9866	12/14/2017	No	CHK	Creative Financial Staffing	Allen, Mary Ann - Week ending, 110	Yes	\$4,696.25
9867	12/14/2017	No	CHK	Cumulus Bridgeport - CT	Advertisement	Yes	\$545.00
9868	12/14/2017	No	CHK	Daddio's New Auto Parts, Inc	Battery for Truck	Yes	\$321.98
9869	12/14/2017	No	CHK	David Keyser	Parking - Gary Blow's Court Date	No	\$134.95
9870	12/14/2017	No	CHK	Direct Energy	Cal gas - Nov 2017	No	\$4,930.64
9871	12/14/2017	No	CHK	Donald W. Smith, Jr. P.E	Professional lawn and snow removal	No	\$1,785.00
9872	12/14/2017	No	CHK	Europa Enterprises, LLC	Repainted 3 G, Callahan House	Yes	\$620.00
9873	12/14/2017	No	CHK	Eversource	51457764090 - December	No	\$3,456.24
9874	12/14/2017	No	CHK	Eversource	51645464017 - Decembar	No	\$332.95
9875	12/14/2017	Yes	CHK	Eversource	Acct 57750480048	Yes	\$7,746.90
9875	12/18/2017	No	VD	Eversource	to be paid in next ck cycle	Yes	(\$7,746.90)

*Mitchell
Exhibit D*
Seymour Housing Authority

Vendor Accounting Cash Payment/Receipt Register
Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 12/1/2017 to 12/31/2017, 3) Financial Period: December 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: Yes, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0815014177, GL Account: 1000

Posted Payments

Doc Num	Payment Date	Valid	Type	Document Receipt	Document Description	Cleared	Amount
9876	12/14/2017	No	CHK	Eversource	57750480048 12/4	No	\$1,559.37
9877	12/14/2017	No	CHK	Experian	September 2017 - TCTA - 6906070	Yes	\$363.20
9878	12/14/2017	Yes	CHK	F. Pepe Construction, Llc	17 & 27 Seymour Ave	No	\$7,035.00
9878	12/15/2017	No	VD	F. Pepe Construction, Llc	Will pay with next pay cycle	No	(\$7,035.00)
9879	12/14/2017	No	CHK	FEMA	Policy#2009901071	No	\$1,424.00
9880	12/14/2017	No	CHK	Ford Motor Credit Company	Acct#9366100 - Ford Transit Van	Yes	\$574.87
9881	12/14/2017	No	CHK	Friends Of Fur LLC	7 Seymour Ave	No	\$870.00
9882	12/14/2017	No	CHK	Frontier	Acct 2038845791231795	No	\$254.61
9883	12/14/2017	No	CHK	Frontier	20388101150211945 11/29/17	No	\$85.97
9884	12/14/2017	No	CHK	Gregory Stamos	September 2017 Expense - Retainer	No	\$5,502.50
9885	12/14/2017	No	CHK	Griffin Hospital Occupational Medi	Tox Screen	No	\$130.00
9886	12/14/2017	No	CHK	HD Supply	Smoke Detector - MR	Yes	\$2,202.41
9887	12/14/2017	No	CHK	Home Depot Credit Services	Maintenance Supplies - MR	Yes	\$807.79
9888	12/14/2017	No	CHK	Housing And Development Law In	HDLI Membership Dues - 2017-201	No	\$495.00
9889	12/14/2017	No	CHK	Hungerfords Pump Service	Preventive Maintenance	Yes	\$225.00
9890	12/14/2017	No	CHK	Kona Inc	Maintenance coverage - 09.01.2017	Yes	\$1,367.40
9891	12/14/2017	No	CHK	M. J. Daly, LLC	Emergency calls	Yes	\$1,391.85
9892	12/14/2017	Yes	CHK	Management Computer Services	September 2017 Portion	Yes	\$2,904.00
9892	12/15/2017	No	VD	Management Computer Services	will pay in next cycle	Yes	(\$2,904.00)
9893	12/14/2017	No	CHK	Network Synergy Systems Integra	Monthly workstation monitoring - Se	Yes	\$936.00
9894	12/14/2017	No	CHK	Norman Ray Tenant Association	October 2017 Expenses	No	\$50.00
9895	12/14/2017	No	CHK	Oxford Lumber & Building Materia	Maintenance Supplies - Ray House	Yes	\$289.98
9896	12/14/2017	No	CHK	Peter E. Karpovich,	SHA vd. Barton; Service Summons	Yes	\$1,024.50
9897	12/14/2017	No	CHK	Pitney Bowes Global Financial Se	08.01.2017-09.30.2017	No	\$327.90
9898	12/14/2017	No	CHK	Pleasant Point Partners	First 36" Executive Console	No	\$55.00
9899	12/14/2017	No	CHK	Precision Glass LLC	Repair screen, 18 Chamberlin Road	No	\$40.00
9900	12/14/2017	No	CHK	Proforma	Item#9379-SS	Yes	\$100.72
9901	12/14/2017	No	CHK	Purchase Power	Acct#8000-9090-0768-8851	No	\$1,520.99
9902	12/14/2017	Yes	CHK	Radovich Builders, LLP	Work order#40695 - Replaced phon	Yes	\$7,083.50
9902	12/15/2017	No	VD	Radovich Builders, LLP	will be paid next cycle	Yes	(\$7,083.50)
9903	12/14/2017	No	CHK	Robert Lashin	Paint apt 26	Yes	\$1,400.00
9904	12/14/2017	No	CHK	Seymour Janitorial Services	Monthly serv chg for RH	Yes	\$1,702.30
9905	12/14/2017	Yes	CHK	Seymour Water Pollution Control	Seymour Water Pollution Control - 1	Yes	\$7,810.80
9905	12/18/2017	No	VD	Seymour Water Pollution Control	Will pay in next cycle	Yes	(\$7,810.80)
9906	12/14/2017	No	CHK	Sherwin Williams	Paint supplies - RH and Call	Yes	\$802.93
9907	12/14/2017	No	CHK	Smithfield Gardens Assisted Livin	SHA November 2017 Rental	Yes	\$8,708.32
9908	12/14/2017	No	CHK	Sprint	December 2017 Service	No	\$313.73
9909	12/14/2017	No	CHK	Ted's Lawn Care LLC	September 2017 Landscaping Servi	Yes	\$3,694.50
9910	12/14/2017	No	CHK	Theo Pro	File approvals October	No	\$22.00
9911	12/14/2017	No	CHK	Valley Electric Supply Company	Electrical supplies	Yes	\$89.25
9912	12/14/2017	No	CHK	Willis of New York, Inc.	Renewal Business Commercial Auto	No	\$5,181.00
9913	12/14/2017	No	CHK	Winter Bros Waste Systems	acct 02213880 December	Yes	\$459.56
9914	12/14/2017	No	CHK	Winter Bros Waste Systems	Refuse pickup - Nov 2017	Yes	\$1,287.83
9915	12/14/2017	No	CHK	Xerox Financial	Lease payment	No	\$1,619.43
9916	12/18/2017	No	CHK	Ferguson & McGuire/APS	Public Official Liability Insurance ren	Yes	\$4,718.00
9917	12/18/2017	Yes	CHK	Aflac Attn: Remittance Processing	December 2017 Expense Acct# DH	Yes	\$333.94
9917	12/18/2017	No	VD	Aflac Attn: Remittance Processing	Printed twice	Yes	(\$333.94)

Minister
Exhibit T
Seymour Housing Authority

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

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 12/1/2017 to 12/31/2017, 3) Financial Period: December 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: Yes, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0815014177, GL Account: 1000

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
9918	12/18/2017	Yes	CHK	F. Pepe Construction, Lic	17 & 27 Seymour Ave	Yes	\$450.00
9918	12/18/2017	No	VD	F. Pepe Construction, Lic	Printed twice	Yes	(\$450.00)
9919	12/18/2017	Yes	CHK	St. Treasurer For Merfund	MERF 11-2017	Yes	\$5,309.84
9919	12/18/2017	No	VD	St. Treasurer For Merfund	printed twice	Yes	(\$5,309.84)
9920	12/18/2017	No	CHK	Allac Aitn: Remittance Processing	December 2017 Expense Acct# DH	Yes	\$333.94
9921	12/18/2017	No	CHK	F. Pepe Construction, Lic	17 & 27 Seymour Ave	Yes	\$450.00
9922	12/18/2017	No	CHK	St. Treasurer For Merfund	MERF 11-2017	Yes	\$5,309.84
9923	12/20/2017	No	CHK	Anthem Dental	January 2018 Expense	Yes	\$824.16
9924	12/20/2017	No	CHK	Lincoln National Life Insurance C	January 2018 Life Insurance Expens	No	\$430.73
9925	12/22/2017	No	CHK	Aetna	Coverage Period 01012017 -013120	Yes	\$4,882.87
9926	12/22/2017	No	CHK	Seymour Ambulance Association	In memory of Mable White	No	\$150.00
9927	12/28/2017	No	CHK	Jamie Pew	Tuition reimb	Yes	\$401.00

Minister
Exhibit 1
Seymour Housing Authority

Vendor Accounting Cash Payment/Receipt Register
Moderate Rental

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 12/1/2017 to 12/31/2017, 3) Financial Period: December 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: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1111.2

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
1799	12/01/2017	No	CHK	Seymour Housing Authority	Reimbursement for 12072017 Payr	Yes	\$8,000.00
1800	12/07/2017	Yes	CHK	Seymour Housing Authority	Reimbursement to Revolving Fund -	Yes	\$22,639.75
1800	12/07/2017	No	VD	Seymour Housing Authority	The amount is not entirely - MR	Yes	(\$22,639.75)
1801	12/07/2017	No	CHK	Seymour Housing Authority	Reimbursement to Revolving Fund -	Yes	\$15,489.75
1802	12/15/2017	No	CHK	Seymour Housing Authority	Reimb revolving fund for 12/21 payr	Yes	\$6,460.00
1803	12/19/2017	No	CHK	Seymour Housing Authority	To reimb revolving fund for vendor p	Yes	\$28,000.00
1804	12/28/2017	No	CHK	Seymour Housing Authority	Reimb for payroll	Yes	\$5,500.00

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Federal

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 12/1/2017 to 12/31/2017, 3) Financial Period: December 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: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 424-0200579, GL Account: 1111.4

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
2043	12/01/2017	No	CHK	Seymour Housing Authority	Reimbursement for 12072017 Payr	No	\$8,000.00
2044	12/04/2017	No	CHK	Boswell, John	December 2017 - Processing - Fing	No	\$10.00
2045	12/04/2017	No	CHK	Treasurer, State of Connecticut	December 2017 - Processing - Fing	No	\$15.00
2048	12/05/2017	No	CHK	Buel Cpa, P.C.	Second payment audit contract 2017	No	\$4,930.00
2047	12/05/2017	No	CHK	Callehan House Association	RSC Payment Advance for 1207201	No	\$2,892.30
2048	12/07/2017	No	CHK	Seymour Housing Authority	Reimbursement to Revolving Fund -	No	\$7,150.00
2050	12/15/2017	No	CHK	Seymour Housing Authority	Reimb revolving fund for 12/21/17	No	\$8,586.00
314103	12/19/2017	Yes	CHK	Seymour Housing Authority	Reimb revolving fund for vendor py	No	\$48,000.00
314103	12/28/2017	No	VD	Seymour Housing Authority	diff of ck amt and invoice amt	No	(\$48,000.00)
314103	12/28/2017	No	CHK	Seymour Housing Authority	Reimb revolving fund for vendor py	No	\$40,000.00
314104	12/21/2017	No	CHK	Callehan House Association	RSC payment advance for 12/21/17	No	\$2,892.30
314105	12/22/2017	No	CHK	Treasurer, State of Connecticut	Finger prints	No	\$12.00
314105	12/28/2017	No	CHK	Seymour Housing Authority	to reimb for payroll	No	\$7,000.00

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
SHA Development Corporation

Filter Criteria Includes: 1) Project: SHA Development Corporation, 2) Payment Date: 12/1/2017 to 12/31/2017, 3) Financial Period: December 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: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 12345, GL Account: 1000

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
318	12/04/2017	No	CHK	Leigh Henry Music, LLC	2017 Xmas - Holiday Gathering	Yes	\$350.00
319	12/20/2017	No	CHK	David Keyser	Seymour housing authority offsite m	Yes	\$178.63

minutes
Exhibit 1

Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Smithfield Gardens

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: 12/1/2017 to 12/31/2017, 3) Financial Period: December 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: Yes, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 615009067, GL Account: 1120

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
4635	12/01/2017	No	CHK	Seymour Housing Authority	Reimbursement for 12072017 Payr	Yes	\$10,000.00
4636	12/05/2017	No	CHK	Seymour Housing Authority	Reimbursement for 12072017 - Payr	Yes	\$3,185.38
4637	12/15/2017	No	CHK	Sha Revolving Fund	To reimb SHA for 11/22/17 Vendor b	Yes	\$10,983.74
4638	12/15/2017	No	CHK	Seymour Housing Authority	To reimburse SEYHOU for 12/21 pa	Yes	\$14,028.00
4639	12/19/2017	No	CHK	Seymour Housing Authority	To reimb Revolving fund for vendor	Yes	\$15,000.00
4640	12/20/2017	No	CHK	Fitz Vogl & Associates, LTD	November 2017 Meals	Yes	\$26,249.88
4641	12/28/2017	No	CHK	Seymour Housing Authority	Reimb for payroll	Yes	\$13,200.00

Minutes
Exhibit II

January 2018

Housing Authority of the Town of Seymour

Executive Director's Report

Section

1

Occupancy

Rev. Callahan House

2017 Year-to-Date Vacancies 12

Two apartments remained vacant at Callahan House during December 2017. Callahan House has experienced 273 vacancy days since January 1, 2017 and has averaged 22.75 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; 273 days/ 29200 days available = .9349% percentage through December 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, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. For 2017 subsidy calculation, we used 203 days and have 145 days to use for the balance of the Subsidy year. For 2018 we used 154 vacancy days and 194 vacancy days to use for the balance of the Subsidy year.

CALLAHAN HOUSE				VACANCY/TURNOVER DAYS		###
FEDERAL ELDERLY				Vacancy/Turnover Days 2017		
UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days	
3M	Tuckett	1/30/2017	Ortiz	2/14/2017	15	
1G	Frano	2/14/2017	Lyons	3/2/2017	16	
2U	Orrell	3/31/2017	Hunte	5/2/2017	32	
3S	Hylwa	4/30/2017	Petersen	6/9/2017	40	
3P	Rich	6/14/2017	Rowe	6/20/2017	6	
4G	Moen	6/20/2017	Iacovelli	6/29/2017	9	
2N	O'Dell	6/20/2017	Krouch	6/21/2017	1	
1C	Klonoski	7/12/2017	Reyes	8/10/2017	29	
3R	Reyes	8/10/2017	Dellarocco	8/30/2017	20	
2N	Krouch	11/1/2017	Platt	11/28/2017	28	
3D	Najda	11/15/2017			46	
2B	Furfaro	11/30/2017			31	

Average number of vacancy days per vacancy

22.75

Minutes
Exhibit II

Smithfield Gardens

2017 Year-to-Date Vacancies

17

Smithfield Gardens Assisted Living experienced 2 move outs during October 2017. Smithfield Gardens has experienced 771 vacancy days since January 1, 2017 and averaged 45.35 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; 771 days/ 20,440 days available = 3.772% percentage through December 31, 2017.

SMITHFIELD GARDENS			VACANCY/TURNOVER/DAYS			2017
ASSISTED LIVING						
CR	Rent	PRIOR			NEXT	No Of
UNIT	%	RESIDENT	MOVE-OUT	TENANT	IN-DATE	Days
207	60%	985 Fowler	9/26/2016	Kubilius	1/1/2017	
221	50%	825 Abamonte	11/17/2016	Nowak	1/27/2017	27
116	50%	825 Legge	12/16/2016	Stanley	3/3/2017	59
218	60%	985 Scarazzini	12/29/2016	Cohen	1/27/2017	27
111	50%	825 Watkins	2/17/2017	Smith	4/11/2017	55
102	60%	985 Wade	2/20/2017	Owens	5/17/2017	87
122	50%	825 Kinkel	5/26/2017	Brewer	7/2/2017	38
207	60%	985 Kubilius	6/16/2017	Zulpa	7/1/2017	16
223	60%	985 Spadaccino	7/3/2017	Firkey	9/6/2017	65
106	60%	985 Pond	7/28/2017	Leeney	9/9/2017	43
213	60%	985 Demanchyk	8/2/2017	Dunnuck	9/9/2017	38
227	50%	825 Krueger	8/22/2017	Boland	9/22/2017	31
126	60%	985 DelPrincipe	10/6/2017	Jerome	12/15/2017	71
220	60%	985 Millili	10/14/2017			79
127	60%	985 Greene	11/6/2017			55
208	60%	985 Kronick	11/21/2017			40
110	50%	825 Minuto	11/22/2017			39

Average number of vacancy days per vacancy: 45.35

The vacancy loss is approximately \$21,657 since January 1, 2017. We have budgeted \$31,272 for vacancy loss through December 31, 2017.

Smithfield Gardens Assisted Living

Occupancy Statistics:

- 93% (52 of 56 units) occupied as of 12/31/17
- Six applications in processing
- One move-in in December; no move-outs in December
- 9 applicants on waiting list for 60% units (\$1,000 rent)
- 9 applicants on waiting list for 50% units (\$840 rent)
- Average age is 84.9; age range is 67 - 100
- Average length of tenancy is 29.83 months

Budgeting Statistics:

- 18 of 19 units rented at \$825/\$840
- 34 of 37 units rented at \$985/\$1,000
- 52 of 52 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 12/6, 12/13, 12/20, 12/27 (attended by MRC Director, RSC & RNs)
52 residents' statuses reviewed each week; four residents out at rehab as of 12/31/17
 - Resident Council Meeting held 11/30/17— minutes follow; next meeting 12/28/17
 - December Fire Drill completed 12/28/17 (second shift)
 - Rent Increase for 2018 in effect as of 01/01/18
-

Minutes
Exhibit III

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579
FAX (203) 888-2086
E-MAIL admin@seymourhousing.org
TDD (203) 888-2942

Resolution #415

A resolution concerning board approval to change the base rents for Rev. Callahan House CT035-000001 and Norman Ray House CT035-000002 adoption of Flat rent of 2018.

Whereas, HUD regulations require us to set Flat rents by calculating the 2018 Fair Market Rents for each bedroom size and multiplying by 80%.

Whereas, the Flat rents for 2018 have calculated to:

2018 Base Rent Proposals	
Efficiency	One-Bedroom
\$730	\$850

Now Therefore, Be It Resolved that the Board of Commissioners here by adopt and set the Flat rents as proposed to be implemented on March 1, 2018.

Brenda A White- Chairperson

Date

(SEAL)

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

David J. Keyser, PHM
Executive Director
and Secretary



An Equal Opportunity Employer



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*Minor
Exhibit HT*



FY 2018 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2018 FMRs for All Bedroom Sizes

Final FY 2018 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2018 FMR	\$913	\$1,063	\$1,310	\$1,542	\$1,942
FY 2017 FMR	\$986	\$1,046	\$1,295	\$1,620	\$1,897

Seymour town, Connecticut is part of the Milford-Ansonia-Seymour, CT HUD Metro FMR Area, which consists of the following towns: Ansonia town (New Haven County), CT; Beacon Falls town (New Haven County), CT; Derby town (New Haven County), CT; Milford town (New Haven County), CT; Oxford town (New Haven County), CT; and Seymour town (New Haven County), CT. All information here applies to the entirety of the Milford-Ansonia-Seymour, CT HUD Metro FMR Area.

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2011-2015 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2018 provided the estimate is statistically reliable. For FY2018, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2011-2015 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2018 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, the estimate State for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area is used as the basis for FY2018.

2. HUD calculates a recent mover adjustment factor by comparing a 2015 1-year 40th percentile recent mover 2-bedroom rent to the 2011-2015 5-year 40th percentile adjusted standard quality gross rent. If either the recent mover and non-recent mover rent estimates are not reliable, HUD uses the recent mover adjustment for a larger geography. For metropolitan areas, the order of geographies examined is: FMR Area, Entire Metropolitan Area (for Metropolitan Sub-Areas), State Metropolitan Portion, Entire State, and Entire US; for non-metropolitan areas, the order of geographies examined is: FMR Area, State Non-Metropolitan Portion, Entire State, and Entire US. The recent mover adjustment factor is floored at one.
3. HUD calculates the appropriate recent mover adjustment factor between the 5-year data and the 1-year data and applies this to the 5-year base rent estimate.
4. Rents are calculated as of 2016 using the relevant (regional or local) change in gross rent Consumer Price Index (CPI) from annual 2015 to annual 2016.
5. All estimates are then inflated from 2016 to FY2018 using a trend factor based on the forecast of gross rent changes through FY2018.
6. FY2018 FMRs are then compared to a State minimum rent, and any area whose preliminary FMR falls below this