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Seymour Housing Authority

> 988th Meeting

The 988th a Special Meeting of the Seymour Housing Authority was held on Wednesday, June 13, 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 5:30 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 987th Special Meeting held on Wednesday May 9, 2018.

Commissioner Horelick motioned to accept the minutes 987th Meeting held on Wednesday May 9, 2018 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, 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 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, Golebieski, Horelick and White. Chairperson White declared the motion carried and the Bills approved for payment.

> Executive Director's Report

See Exhibit II

The Executive Director summarized the vacancy standings for Conventional Public Housing and Smithfield Gardens.

➤ Old Business

None

> New Business

Chairperson White introduced Contract Award, Roof Replacements - Moderate Rental.

The Executive Director explained his intent to apply for Critical Need funding through the recent NOFA for SSHP funding from the State of Connecticut. He stated that one of the work items considered to be a critical need is the roof replacements at Castle Heights, Smith Acres and Hofmann Heights. He stated that a Design Consultant, Donald W. Smith, Jr. drafted bid specifications and we solicited bids from the following roofing contractors:

Radovich Builders T. J. Nagy Roofing, LLC Shoreline Restoration A-Preferred Construction

The Executive Director described the bid results and the bid tabulation sheet (See Exhibit III). He reminded the Board that it is considered if a company chooses not to respond to the biding, that still results in the no-bid is considered as a bid.

The Executive Director discussed the recommendations of the design consultant, Donald W. Smith, Jr., PE and stated that the Board may choose the successful bidder and award the contract contingent upon the Seymour Housing Authority receiving the SSHP funding from the Department of Housing.

After some brief discussion Commissioner Bellucci motioned to acknowledge recommendations of the Design Consultant and to award the Roof Replacement work to A-Preferred Construction in the amount of \$312,000, Contingent upon receiving the SSHP Critical Needs funding from the Department of Housing and to authorize the Executive Director to sign contract documents and act as Construction Officer. 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, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

The Executive Director explained the second work item under the critical needs application is the oil tank replacements at Castle Heights, Smith Acres and Hofmann Heights. He stated that a Design Consultant, Donald W. Smith, Jr. drafted bid specifications and we solicited bids from the following HVAC/Plumbing contractors:

Radovich Builders Andy's Oil Service Alliance All Trades Edgerton, Inc. Buddy's Fuel

The Executive Director described the bid results and the bid tabulation sheet (See Exhibit IV).

The Executive Director discussed the recommendations of the design consultant, Donald W. Smith, Jr., PE and stated that the Board may choose the successful bidder and award the contract contingent upon the Seymour Housing Authority receiving the SSHP funding from the Department of Housing.

After some brief discussion Commissioner Dota motioned to acknowledge recommendations of the Design Consultant and to award the Oil Tank Replacement work to Buddy's Fuel in the amount of \$94,600, Contingent upon receiving the SSHP Critical Needs funding from the Department of Housing and to authorize the Executive Director to sign contract documents and act as Construction Officer. 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, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

> Executive Session

At 5:49 P.M. Commissioner Bellucci motioned to enter Executive Session to discuss current Litigation and to invite the entire Board of Commissioners, the Executive Director, and Attorney Stamos to join in the Session. 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.

At 5:53 P.M. Commissioner Bellucci motioned to leave Executive Session and return to the regular order of the Agenda. 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.

> Any Other Business

Commissioner Bellucci announced that the Great Hill Hose Fire Co., Ladies Auxiliary visited Norman Ray House on Saturday and 38 residents showed up for the event. He stated that they play special bingo's provide food and ice cream. He stated that they will be coming to the Callahan House on Saturday. He hopes the turn out will be good.

> Adjournment

Chairperson White asked for a motion to adjourn the 988th meeting of the Seymour Housing Authority. At 5:58 P.M. Commissioner Horlick motioned to adjourn the 988th Meeting of the Seymour Housing Authority. Commissioner Golebieski 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 988th Meeting, a Special Meeting, adjourned.

Submitted by:

David J. Keyser, Secretary and Executive Director

Minutes Exhibit I Seymour Housing Authority

General Ledger Cash Payment/Receipt Register

Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 5/1/2018 to 5/31/2018, 3) Financial Period: May 2018, 4) Payments Over: All, 6) 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 Vailey Savings & Loan, Bank Account: 0615014177, GL Account: 1000

Posted Payme	• –	. Louii, Di		ount: 0615014177, GL Account: 10			
Doc Num	Payment Date	<u>Voided</u>	Type	Document Recipient	Document Description	<u>Cleared</u>	<u>Amount</u>
10	05/07/2018	No	DD	SHA PAYROLL	Payroli #10	Nο	\$26,458.17
11	05/21/2018	No	DD	SHA PAYROLL	Payroll #11	No	\$27,929.90
10203	05/02/2018	No	CHK	CONN NAHRO	2018 Employee Training & Networki	No	\$325.00
10204	05/24/2018	No	CHK	Jennifer Ciaralli	Contractor RSC JCiarlli 5/10-17/201	No	\$360.00
10205	05/24/2018	No	CHK	Liberty Bank	HSA Funding for K Crawford June 2	No	\$1,750.00
10206	05/24/2018	No	СНК	Liberty Bank	HSA Funding for K Brown June 201	No	\$1,750.00
10207	05/24/2018	No	CHK	Liberty Bank	HSA Funding for B Lavigne June 20	No	\$1,750.00
10208	05/24/2018	No	CHK	Liberty Bank	HSA Funding for D DeSantis June 2	No	\$1,750.00
10209	05/24/2018	No	CHK	Liberty Bank	HSA Funding for L Thomas June 20	No	\$1,750.00
10210	05/24/2018	No	CHK	Liberty Bank	HSA Funding for keyser June 2018	No	\$4,350.00
10211	05/24/2018	No	CHK	Ted's Lawn Care LLC	Snow Removal 4/2/2018 RH,CH,SG,	No	\$14,611.50
10212	05/29/2018	No	CHK	Advance Communications Inc	Message Service 5/2-5/29 Memorial	No	\$137.52
10213	05/29/2018	No	CHK	Aegis Energy Services, Inc.	Repairs- 32 Smith Street	No	\$4,151.08
10214	05/29/2018	No	CHK	Aetna	May 2018 Expense - Acct#8385132	No	\$7,431.47
10215	05/29/2018	No	CHK	AIG	Premium Installment 12/31/2017 -12	No	\$3,308.00
10216	05/29/2018	No	CHK	Allen's Plumbing Supply	BAS4BX ALSON ADJUST PIN	No	\$191.93
10217	05/29/2018	No	CHK	American Express	Acct#6-36005 - April 2018 Expenses	No	\$531.49
10218	05/29/2018	No	CHK	American Rooter LLC	Snake Bathroom Sink	No	\$916.50
10219	05/29/2018	No	CHK	Anthem Dental	May 2018 Billing	No	\$1,511.09
10220	05/29/2018	No	CHK	Aquarion Water Company	Acct#200317915, 28 Chamberlin Ro	No	\$23.62
10221	05/29/2018	No	CHK	Aquarion Water Company	Acct#200086434	No	\$758.55
10222	05/29/2018	No	CHK	Aquarion Water Company	Acct#200086423	No	\$1,263.13
10223	05/29/2018	No	CHK	Carter Hayes + Associates, P.C.	Audit FS Year End Dec 31, 2017	No	\$1,600.00
10224	05/29/2018	Nο	CHK	Comcast	Acct#8773 40 216 0256349	No	\$131.86
10225	05/29/2018	No	CHK	Comcast	Acct#8773 40 216 0D27070	No	\$1,360.59
10226	05/29/2018	No	CHK	Comcast	Acct#8773 40 216 0041287	No	\$695.07
10227	05/29/2018	No	CHK	Connecticut Housing Finance Aut	Loan 96089D payment SHA Hoffma	No	\$1,386.06
10228	05/29/2018	No	CHK	Creative Financial Staffing	Conversion fee for Brian Lavigne	No	\$3,360.00
10229	05/29/2018	No	CHK	Crystal Rock	2 Crystal Rock Premium water	No	\$53,24
10230	05/29/2018	No	CHK	Door Control, Inc.	Adjusted side entrance door - Callah	No	\$683.50
10231	05/29/2018	No	CHK	Eversource	2/28 Billing	No	\$11,558.12
10232	05/29/2018	No	CHK	Eversource	Acct#57750480048	No	\$1,535.36
10233	05/29/2018	No	CHK	Eversource	Acct# 5177 958 3004	No	\$17,456.51
10234	05/29/2018	No	CHK	Experian	Credit profile TTY Dual	No	\$256.08
10235	05/29/2018	No	CHK	Ford Motor Credit Company	Acct#9366100	No	\$585.22
10236	05/29/2018	No	CHK	Friends Of Fur LLC	April 2018 - General pest control ser	No	\$495.00
10237	05/29/2018	No	CHK	Frontier	Acct#203 881 2464 110206 5	No	\$274.14
10238	05/29/2018	No	CHK	Frontier	Acct#203 881 0115 021194 5	No	\$84.91
10239	05/29/2018	No	CHK	Frontier ·	Acct#203 888 4579 123179 5	No	\$260.38
10240	05/29/2018	No	CHK	Gregory Stamos	Legal fee Court times	No	\$1,231.50
10241	05/29/2018	No	СНК	Griffin Hospital Occupational Med	i Urine Tox Screen Collect & MRO	No	\$130.00
10242	05/29/2018	No	CHK		7 Air Conditions FFTA0833U1	No	\$3,465.00
10242	05/29/2018	No	CHK		Cleaning supplies	No	\$192.88
10244	05/29/2018	No	CHK		Subscription 09302017 - 09302018	No	\$1,105.60
10245	05/29/2018	No	CHK		MR Preventative Maintenance Septe	No	\$225.00
10246	05/29/2018	Yes	CHK	-	April Billing	No	\$760.28
10246	05/31/2018	No	VD	Lincoln National Life Insurance C	April Billing was already paid	No	(\$760.28)
10240	03/3/1/2010		····				\T/

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Minuter Exhibit I

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

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 5/1/2018 to 5/31/2018, 3) Financial Period: May 2018, 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: 0615014177, GL Account: 1000 Posted Payments Doc Num Payment Date Voided Type Document Recipient Document Description Cleared Amount 05/29/2018 No CHK Management Computer Services I Computer Support Jan 2018 10247 Νo \$3,078.24 10248 05/29/2018 No CHK Network Synergy Systems Integra Agreement Silver level Workstation \$468.00 No 10249 05/29/2018 No CHK Oxford Lumber & Building Materia BM Ultra spec 500 SW1361 Paint ca Νo \$173.54 Pleasant Point Partners (Proshred First 36" Executive Control 05/29/2018 Nα CHK 10250 No \$69.00 10251 05/29/2018 No CHK Radovich Builders, LLP Work order#41402 - Replaced count No \$1,696.00 10252 05/29/2018 No CHK Radovich Builders, LLP Work order#41481 - Replaced water No \$722.50 10253 05/29/2018 Νo CHK Radovich Builders, LLP Work order#41168 - Installed new til Νo \$10,102.25 10254 05/29/2018 No CHK Robert Lashin Work order#41515 - Painted entire u No \$2,575.00 10255 05/29/2018 No CHK Seymour Janitorial Services April 2018 Cleaning Services - Ray No \$2,258.50 Seymour Water Pollution Control 10256 05/29/2018 No CHK Water/Sewer No \$8,010.08 10257 05/29/2018 No CHK Shell Credit Card Center Gas for vehicles No \$328.23 05/29/2018 Νo CHK Siemens Industry Inc 10258 Siemens Fire test & inspect contract No \$4,233.75 10259 05/29/2018 No CHK Sofie's Bookkeeping LLC Week 4/2/18 thru 4/6/2018 No \$438.73 No CHK Sprague Operating Resources LL Acct#72003843 05/29/2018 10260 No \$3,053.08

Cell service and equipment

Group#3001995 - March 2018 and A

Life Ins policy 06/01/2018 6/30/2018

MERF 04-2018

Office Supplies

office supplies

May 2018 Service

May 2018 Service

No

Νo

No

No

No

No

No

No

\$275.47

\$106.00

\$125.72

\$554.60

\$465.59

\$441.10

\$431.91

\$5,784.44

10261

10262

10263

10264

10265

10266

10267

10268

05/29/2018

05/29/2018

05/29/2018

05/29/2018

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Winter Bros Waste Systems

Winter Bros Waste Systems

Lincoln National Life Insurance C

Staples Credit Plan

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 5/1/2018 to 5/31/2018, 3) Financial Period: May 2018, 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 Payme	nts						
Doc Num	Payment Date	<u>Voided</u>	<u>Type</u>	Document Recipient	Document Description	Cleared	Amount
2080	05/07/2018	No	CHK	Seymour Housing Authority	Fund Payroli # 10 Pay date 5/10/201	No	\$9,000.00
2081	05/07/2018	No	CHK	Seymour Housing Authority	Anthem BB Premium April 2018	No	\$2,325.17
2082	05/07/2018	No	CHK	Callahan House Tenants Associat	RSC pay period ending 05/04/2018	No	\$2,692.30
2083	05/15/2018	No	CHK	Donald W. Smith, Jr. P.E	Invoice for Professional Services Rel	No	\$4,000.00
2084	05/21/2018	No	CHK	Seymour Housing Authority	Fund Payroll #11 Paydate 5/24/2018	No	\$9,000.00
2085	05/21/2018	No	CHK	Callahan House Association	RSC Payment Advance Payroll Endi	No	\$2,692.30
2086	05/24/2018	Yes	CHK	Seymour Housing Authority	Funding HSA June 2018 DK DD BL	No	\$13,100.00
2087	05/24/2018	No	CHK	Seymour Housing Authority	Reimburse Fed 05242018	No	\$13,308.61
2088	05/31/2018	No	CHK	Cheever, Teila	Epson Ink, Mouse Pad and Rolodex	No	\$103.87
2089	05/31/2018	No	CHK	Seymour Housing Authority	Reimburse Callahan AP 5/30/2018	No	\$35,125.94

Minuter I Exhibit I

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

Filter Criteria Includes: 1) Project: Mr - State Moderate Rental, 2) Payment Date: 5/1/2018 to 5/31/2018, 3) Financial Period: May 2018, 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 1818 05/07/2018 No CHK Seymour Housing Authority Fund Payroll # 10 Pay date 5/10/201 Nο \$6,100.00 05/07/2018 CHK 1819 No Seymour Housing Authority Anthem BB Premium April 2018 No \$1,710,73 1820 05/14/2018 No CHK Belletti's Tree Service Removal of ash trees - 23 Chamberli Νo \$5,325.00 CHK 1821 05/21/2018 No Seymour Housing Authority Fund Payroll #11 Paydate 5/24/2018 Νo \$6,100.00 05/24/2018 CHK Seymour Housing Authority Yes Funding Ted's Lawn Care & J Ciara 1822 No \$14,971.50 1823 05/24/2018 Νo CHK Seymour Housing Authority Reimburses MR 05242018 Νo \$6,678.25 05/31/2018 Νo CHK Seymour Housing Authority Riembure MR A/P 5/30/2018 1824 No \$13,475.78

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

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: 5/1/2018 to 5/31/2018, 3) Financial Period: May 2018, 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: 4318164011, GL Account: 1120.1

Posted Payme	nts			•			
Doc Num	Payment Date	<u>Voided</u>	Type	Document Recipient	Document Description	Cleared	Amount
90019	05/07/2018	No	CHK	Seymour Housing Authority	Fund Payroll #10 pay date 5/10/201	No	\$14,000.00
90020	05/07/2018	No	CHK	Cura Hospitality, LLC	Meal Service - March 2018	No	\$26,392.80
90021	05/07/2018	No	CHK	Seymour Housing Authority	Anthem BB Premium April 2018	No	\$2,189.46
90022	05/21/2018	Na	CHK	Seymour Housing Authority	Fund Payroll #11 Paydate 5/24/2018	No	\$14,000.00
90023	05/24/2018	No	CHK	Frontier	Acct#203 888 5093 092806 5	No	\$386.07
90024	05/24/2018	No	CHK	Seymour Housing Authority	Riemburse SGAL 05242018	No	\$8,084.64
90025	05/30/2018	No	CHK	Aquarion Water Company Of CT	Acct 200204656 Private Fire Service	No	\$686.74
90026	05/30/2018	No	CHK	Arrow Line Painting	Blackout layout Stencil 32 Smith Str	No	\$300.00
90027	05/30/2018	No	CHK	Carter Hayes + Associates, P.C.	In progress billing audit FS Dec 31 2	No	\$3,985.00
90028	05/30/2018	No	CHK	Comcast	Act 8773402160069510 billing date	No	\$1,881.48
90029	05/30/2018	No	CHK	Comcast	Act 8773 40 216 0069536 Billing dat	No	\$113.90
90030	05/30/2018	No	CHK	Cura Hospitality, LLC	April 2018 Food Service	No	\$26,240.27
90031	05/30/2018	No	CHK	Eversource	Account 5766997055 Gas 2/28 - 3/3	No	\$2,972.00
90032	05/30/2018	No	CHK	Goclowski, David	1 Hour Performance	No	\$125.00
90033	05/30/2018	No	CHK	HD Supply	Janitorial supplies	No	\$408.95
90034	05/30/2018	No	CHK	Malangone Heating, A/C & Refrig	Work order#41495 - Shut down elect	No	\$280.00
90035	05/30/2018	No	CHK	NDC Housing & Development	October - December 2017 and Janu	No	\$2,016.00
90036	05/30/2018	No	CHK	Oxford Lumber & Building Materia	Muresco ceiling chip brush2	No	\$14.89
90037	05/30/2018	No	CHK	Radovich Builders, LLP	Work order#41425 - Installed new fl	No	\$1,400.00
90038	05/30/2018	No	CHK	Republican-American	Adv. Pub Index 03101/18-03/31/18	No	\$580.00
90039	05/30/2018	No	CHK	Sprague Operating Resources LL	Acct#72003843	No	\$3,227.91
90040	05/30/2018	No	CHK	Theo Pro	File approval March 2018 SGAL 127	No	\$44.00
90041	05/30/2018	No	CHK	Tony Castle Entertainment	Tony Castle Entertainment	No	\$135.00
90042	05/30/2018	No	CHK	Valley Electric Supply Company	7777143516 FPI 8058 EG240 Len o	No	\$43.26
90043	05/30/2018	No	CHK	Winter Bros Waste Systems	May 2018 Services	No	\$476.01
90044	05/31/2018	No	CHK	Seymour Housing Authority	Reimburse SGAL AP 053018	No	\$9,695.61

June 2018

Minuter Exhibit IT

Housing Authority of the Town of Seymour

Executive Director's Report

Minutes Exhibit IE

Section

Occupancy

Rev. Callahan House

2018 Year-to-Date Vacancies

Callahan House experienced 3 move ins and 2 move outs during May 2018. Callahan House has experienced 174 vacancy days since January 1, 2018 and has averaged 15.81 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: 80 units X 365 days = 29,200 days available; 174 days/ 29200 days available = .5958% percentage through May 31, 2018.

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 328 vacancy days and 20 vacancy days to use for the balance of the Subsidy year ending June 30, 2018.

CALLA	HAN HOUSE	V	acaney/tur	noverdays	###
FEDE	RALIELDERLY		Vacancy Tur	nover Days, 2018.	
	PRIOR	Aprilla Maria Mari	Status Mallor Wills of Selected Annie of the	NEXT	No. c
UNIT	RESIDENT	MOVE-OUT	RESIDENT	IN-DATE	Days
3D	Najda	11/15/2017	Stotz	1/2/2018	2
2B	Furfaro	11/30/2017	Mahan	1/19/2018	19
3 G	Wilhelmy	1/2/2018	Casci	1/18/2018	16
2H	Shortell	1/8/2018	Lamond	2/2/2018	24
3T	Madore	2/5/2018	Gargiulo	2/22/2018	17
3D	Stotz	2/19/2018	Rios	4/1/2018	41
3E	Gazi	2/22/2018	Faircloth	3/6/2018	12
2K	Yocher	4/1/2018	Solanch	4/6/2018	5
4X	Salzano	4/30/2018	Perugini	5/10/2018	11
2P	Perugini	5/10/2018	Eaton	5/30/2018	20
4N	DiFederico	5/10/2018	Brown	5/17/2018	7
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	in the second se			:	

Average number of vacancy days per vacancy

15,81

Minutes It Exhibit It

Norman Ray House

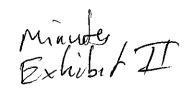
2018 Year-to-Date Vacancies

Norman Ray House experienced two move outs during May 2018. Norman Ray House has experienced 90 vacancy days since January 1, 2018 and has averaged 22.5 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; 90 days/ 14600 days available = 0.6164% percentage through May 31, 2018.

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 2016 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. For the 2018 subsidy calculation we used 131 days and have 37 days left to use through June 30, 2018.

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and the second designation appropriate the Management of Second	PRIOR	ton cannot see the seem to the seem of the seem of the seem of the seems of the see	The same of the sa	NEXT	
JNIT	RESIDENT	MOVE-OUT	RESIDENT	IN-DATE	NO. OI
26	Gillson,F	2/28/2018	Siksay	4/24/2018	39
7	Gillison, H	2/28/2018	Weinstein	4/3/2018	34
18	Storo	5/15/2018	Ē	ar per de la company de la	16
14	Thorpe	5/31/2018	ne-the second second	maquid-farmamanana******************************	
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Average number of vacancy days per vacancy:



State Moderate Rental

2018 Year-to-Date Vacancies

4

Moderate Rental experienced two move outs and one move in during May 2018. Moderate Rental has experienced 105 vacancy days since January 1, 2018 and averaged 26.25 days per vacancy through May 31, 2018. 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; 105 days/ 29565 days available = .3551% percentages through May 31,2018.

STAT	E MODI	ERATE RENTAL	V	ACANCY/TURI	NOVER DAYS	2018
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UNIT	Rent	RESIDENT	MOVE-OUT	TENANT	IN-DATE	Days
6C	460	Veras	12/15/2017	Speciale	2/1/2018	32
28C	470	Garcia	12/28/2017	Brown	2/21/2018	52
37C	470	Rivera	5/1/2018	Ortiz	5/21/2018	20
30C	470	Abrue-Shefler	5/30/2018	ì		1
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Average number of vacancy days per vacancy: 26.25

We have experienced \$1,634 vacancy loss since January 1, 2018. We have budgeted \$2,682.50 for vacancy loss through May 31, 2018.

Minutes Exhibit I



General Information

Complaints

Callahan House

We received a complaint that a resident on the 3rd floor was being noisy, dropping things, kicking things, making noise in the middle of the night. A pre-termination letter was sent to the resident of the 3rd floor. A grievance hearing was held and we are waiting on the Hearing Officer's decision.

We received a complaint that a resident of the 4^{th} floor was playing loud music at night and the complainant could not sleep. A pre-termination letter was sent to the resident of the 4^{th} floor. A grievance hearing was held and we are waiting on the Hearing Officer's decision.

We received a complaint that a resident has been speaking to and about the complainant in a manner that is an invasion of privacy. The comments are for no good or lawfuol reason or purpose other than to distress the persion. These comments are not condoned and may be considered as violations of the Lease. They cause substantial emotional distress for the resident. They could result in a civil harassment suit. For this reason, we have set up a mediation to see if the issue may be resolved and to inform both residents about the seriousness of their discussions.

We received a complaint that a resident has interfered with another resident's employment by limiting the use of the washers and dryers. We will also hold a mediation with these two residents.

We received an excessive noise complaint about a resident on the 3^{rd} floor. A pre-termination notice was submitted to the resident alledged to be making noise. We are still fact finding in this matter.

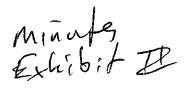
Norman Ray House

We have received several complaints regarding smoking at the Norman Ray House. We will follow up on these complaints.

During April and May we were working on a complaint about doors slamming and someone's mail mis-delivered. The complainant had taken steps that we believed threaten and harassed and disturbed the peaceful enjoyment of each and every resident of the building. A pre-termination notice was issued to the complainant and as a result, the complainant moved out.

Moderate Rental

None



Rev. Callahan House

- 6 Annual Inspections for 2018 have been completed.
- We experienced power failure as a result of the Tornado that occurred during May. Power
 was out for 3 days. Building systems were down including the elevator. A stand alone
 generator provided power for some common area lighting and a few outlets in common
 areas.

An effort to provide food for the residents of Callahan House and the Norman Ray House was met with great success. The day after the tornado, Liz and Ted (Sr.) Holley of Seymour Janitorial provided a chicken dinner for all the residents of Callahan House and Norman Ray House. Meals for the residents of both buildings were provided by TEAM and the Area Agency on Aging. This was an amazing response to the emergency situation.

Norman Ray House

• As a result of the power being out due to the tornados during May, we have experienced a failure of the dry sprinkler system at the Norman Ray House. The system has a compressor that maintains a balance of air and water. Since there was no power to the compressor for 3 days, it caused a failure. The system will not reset and as a result, the building is not protected at this time with the sprinkler system. The work to repair this system was estimated at \$7,600. The backflow preventor to the system was also affected and will not hold the water back. The repair to this is estimated at an additional \$7,500.

Moderate Rental

As a result of a recent regular maintenance of the Pump Ejection septic system at Seymour Ave.
 we have been informed of certain pump replacement issues. The work is estimated at \$3600.

Seymour Housing Authority Smith Acres MR-19, Hofmann Heights MR-008 and Castle Heights MR-19A ROOF REPLACEMENT PROJECT

Date: June 13, 2018

Time: 3:05 pm

In Attendance: D. Smith, jr., D. Keyser, AND, HAFALE (A-Presented CONST)

Firm	Project Base Bid	Non- Collusive Affidavit	UNIT PRICE Reroof MR-19A type A	UNIT PRICE Reroof MR-19A type C	UNIT PRICE Concrete Chimney Cap	UNIT PRICE 3/4" or 1/2 " roof deck replacement	Addendum #1 4 2
SHORELINE RESTORATION 176 TYLER ST EAST HAUGN, CT OGSIZ	393,827-		8580/	8650/ 8650	850 / 1250	62/sht/ 62/sht	
A-PREFERENCE CONST. GOZ NORTH AUG BRIDGEPORT, CT 06606	312,000	~	6,000	7,000	300 / 250	3.50/sF/	1 only
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Seymour Housing Authority Smith Acres MR-19, Hofmann Heights MR-008 and Castle Heights MR-19A OIL TANK REPLACMENT PROJECT

Date: June 13, 2018

Time: 3:05 pm

In Attendance: D. Smith, jr., D. Keyser, & Brown

Firm	Project Base Bid	Non- Collusive Affidavit	UNIT PRICE Add 275 gal tank install	UNIT PRICE Deduct 275 gal tak install	Addendum #1	
ANDY'S OIL SERVICE 329 WAINUT ST WTBY, CT 06704	96,250-	/	1750-	1575-	~	N Z Z
Alliance All Trapes 401 McMahon Dr THOMASTON, CT 06787	118,400 -		2153,58		<i>i</i>	white of
Edgenton Inc. P.O. Box 304 MONROE, CT 06468	140,650-					A
BUDDY'S FUEL, LLC & OCD FARM ROAD OXFORD, CT 0648 78	94,600-	1	_			