

## MINUTES

### **Seymour Housing Authority**

#### **➤ 991st Meeting**

The 991st a Regular Meeting of the Seymour Housing Authority was held on Wednesday, September 5, 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 and White.

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

#### **Public Comment**

Jeff, a representative from Bidpoint explained how his company works with vendors, specifically trash vendors. He stated that by using Tax Credits, he can negotiate up to a 23% savings with our current trash removal contractor, Winter Brothers.

Chairperson White asked Jeff if there could be any savings on any other products/services we receive. Jeff responded that Bidpoint can guarantee a 10% savings off most items, but right now, his company is concentrating on trash removal.

Jeff went on to say that Bidpoint clients include Shoprite, Trumbul and Bridgeport Housing Authority.

The Executive Director stated he would look further into Bidpoint and Jeff's proposal.

#### **➤ Previous Meeting Minutes**

Chairperson White introduced the previous meeting minutes of the 990<sup>th</sup> Meeting held on Wednesday August 8, 2018.

Commissioner Bellucci motioned to accept the minutes 990<sup>th</sup> Meeting held on Wednesday August 8, 2018 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 and White. Chairperson White declared the motion carried.

#### **➤ Bills & Communications**

## MINUTES

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 Dota seconded the motion. Chairperson White asked why there were so many voided checks. The Executive Director responded that a run of checks were jammed in the printer and got damaged. He stated they were voided and replaced with new checks. 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 and White. Chairperson White declared the motion carried and the Bills approved for payment.

The Executive Director discussed the correspondences from HUD regarding late submission. He reminded the Board that we have discussed making a change in Accounting Services. He informed the Board the he was in contact with Marilyn Ferris, our prior Fee Accountant. He stated that she is available again to work on our Accounting and she has joined the firm of Michaud, Accavallo, Woodbridge & Cusano, LLC.

After further brief discussion Commissioner Bellucci motioned to hire the firm of Michaud Accavallo Woodbridge and Cusano including the services of Marilyn Ferris to handle the Accounting for the Seymour Housing Authority. 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 and White. Chairperson White declared the motion carried.

Attorney Stamos recommended that the Board of Commissioners review a formal proposal before implementing a change in consultants. He also asked about the terms of agreement with Appicella Testa and Company.

The Executive Director stated that there is no form of agreement with Appicella Testa and Company. He stated that we operate month to month.

Attorney Stamos confirmed that the current arrangement for Accounting may be terminated with a 30 days notice.

### ➤ **Executive Director's Report**

See Exhibit II

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

### ➤ **Old Business**

## MINUTES

The Executive Director mentioned that the Snow Removal and Landscaping bid documents were being drafted. He commented that Donald Smith, Jr., Attorney Stamos and himself will have reviewed the bid documents prior to publication.

### ➤ **New Business**

None

### ➤ **Any Other Business**

None

### ➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 991st meeting of the Seymour Housing Authority. At 6:07 P.M. Commissioner Bellucci motioned to adjourn the 991st 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 and White. Chairperson White declared the motion carried and the 991st Meeting adjourned.

Submitted by



David J. Keyser, Secretary and  
Executive Director

Minutes  
Exhibit I

Seymour Housing Authority  
Vendor Accounting Cash Payment/Receipt Register  
Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 8/8/2018 to 8/31/2018, 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

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
10283	08/14/2018	No	VD	Treasurer, State of Connecticut	No fingerprints needed for Susan Sa	No	(\$12.00)
10360	08/14/2018	No	CHK	CONN NAHRO	Conference convention 8/27/2018 -	No	\$2,520.00
10361	08/14/2018	No	CHK	American Express	Account ending 6-36005	No	\$1,613.55
10362	08/16/2018	No	DD	SHA PAYROLL	Payroll #17 ✓	No	\$32,835.17 ✓
10362	08/17/2018	No	CHK	Advance Communications Inc	6/27-7/24/2018 Service fee	No	\$727.81
10363	08/17/2018	No	CHK	Aegis Energy Services, Inc.	4th Payment	No	\$3,518.96
10364	08/17/2018	No	CHK	AIG	Premium Installment Wkrs Compen	No	\$3,328.00
10365	08/17/2018	No	CHK	Allen's Plumbing Supply	Propane refill for 20 lb style tank	No	\$200.99
10366	08/17/2018	No	CHK	Aquarion Water Company	Act 200086423 Callahan	No	\$2,982.05
10367	08/17/2018	No	CHK	Aquarion Water Company	WICA 200086455 Ray House	No	\$993.08
10368	08/17/2018	No	CHK	Aquarion Water Company	WICA # 200351557 20 Chamberlain	No	\$88.11
10369	08/17/2018	No	CHK	Banner Group Systems Inc.	ECO Toilet Tissue & Fold Towels	No	\$487.50
10370	08/17/2018	No	CHK	Bloxam Enterprises, LLC	Clean- Steam clean carpeting: unit P	No	\$175.00
10371	08/17/2018	No	CHK	Buddy's Fuel, LLC	Annual cleaning	No	\$1,355.00
10372	08/17/2018	No	CHK	Buddy's Fuel, LLC	Replaced nozzle, filter, and strainer	No	\$770.00
10373	08/17/2018	No	CHK	Chemsearch	Red Streak 12x32 oz	No	\$237.35
10374	08/17/2018	No	CHK	Cintas	Uniforms and cleanings	No	\$825.19
10375	08/17/2018	No	CHK	Creative Financial Staffing	Conversion fee for Brian Lavigne	No	\$3,360.00
10376	08/17/2018	No	CHK	Crystal Rock	Crystal Rock, Premium Water 5.0	No	\$187.54
10377	08/17/2018	No	CHK	Donald W. Smith, Jr. P.E	Prepare emergency egress drawing	No	\$785.00
10378	08/17/2018	No	CHK	Europa Enterprises, LLC	Repaint all house & kitchen cabinets	No	\$2,660.00
10379	08/17/2018	No	CHK	Experian	June 2018 Billing	No	\$212.64
10380	08/17/2018	No	CHK	Fire System Services, LLC	Sprinkler repair at Ray House	No	\$7,595.00
10381	08/17/2018	No	CHK	Friends Of Fur LLC	Spot treat	No	\$540.00
10382	08/17/2018	No	CHK	Ge Appliance	GE Stove; PO #2204	No	\$694.00
10383	08/17/2018	No	CHK	Gregory Stamos	July 2018 Retainer	No	\$1,050.00
10384	08/17/2018	No	CHK	Hallock's	Air conditioning orders model FFTAO	No	\$2,465.00
10385	08/17/2018	No	CHK	Home Depot Credit Services	Electrical Supplies - Building supplie	No	\$213.95
10386	08/17/2018	No	CHK	Hungerfords Pump Service	Preventative Maintenance June	No	\$250.00
10387	08/17/2018	No	CHK	Jeff's Appliance And Vacuums	Trip charge	No	\$323.03
10388	08/17/2018	No	CHK	Jennifer Ciaralli	Contractors RSC pay period JClarall	No	\$360.00
10389	08/17/2018	No	CHK	Jp Maguire Associates Inc.	Final- Mitigation	No	\$387.84
10390	08/17/2018	No	CHK	Langan	Professional Services from May 27,	No	\$1,647.61
10391	08/17/2018	No	CHK	Little River Power Equipment Inc	Tune up cleaned carb- Callahan	No	\$131.57
10392	08/17/2018	No	CHK	Management Computer Services I	Semi - Annual Support Fee; January	No	\$3,078.24
10393	08/17/2018	No	CHK	Network Synergy Systems Integra	Monthly Billing July 2018	No	\$3,775.50
10394	08/17/2018	No	CHK	Oxford Lumber & Building Materia	56 CT Cedar Shims	No	\$6.99
10395	08/17/2018	No	CHK	Peter E. Karpovich,	Service of Notice to Quit	No	\$297.57
10396	08/17/2018	No	CHK	Pleasant Point Partners (Proshred	First 36" Executive Console	No	\$55.00
10397	08/17/2018	No	CHK	Pride Cleaning Pros	Move in / out cleaning 38 Chamberla	No	\$200.00
10398	08/17/2018	No	CHK	Proforma	Business cards	No	\$296.26
10399	08/17/2018	No	CHK	Radovich Builders, LLP	Supply & Install new garage door	No	\$15,500.95
10400	08/17/2018	No	CHK	Robert Lashin	Paint for Ray House Apt. 15	No	\$1,384.77
10401	08/17/2018	No	CHK	Seymour Janitorial Services	Monthly service charge for July 2018	No	\$523.50
10402	08/17/2018	No	CHK	Shell Credit Card Center	Gas for vehicles Acct. #065093700	No	\$91.41
10403	08/17/2018	No	CHK	Sherwin Williams	Paints: Jersey, dover, contented, sa	No	\$1,138.14
10404	08/17/2018	No	CHK	Sprague Operating Resources LL	Act 72003843 Yankee Gas	No	\$5,303.57

**Seymour Housing Authority**  
**Vendor Accounting Cash Payment/Receipt Register**  
**Revolving Fund**

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 8/8/2018 to 8/31/2018, 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

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10405	08/17/2018	No	CHK	Sprint	Bill period for Jun 07-July 06, 2018	No	\$571.34
10406	08/17/2018	No	CHK	St. Treasurer For Merfund	MERF 08-2018	No	\$5,823.47
10407	08/17/2018	No	CHK	Ted's Lawn Care LLC	Monthly landscaping charge	No	\$3,230.00
10408	08/17/2018	No	CHK	Treasurer, State of Connecticut	Fingerprints: Susan Santiago	No	\$12.00
10409	08/17/2018	No	CHK	Valley Electric Supply Company	Credit for inv 315084	No	\$142.90
10410	08/17/2018	No	CHK	WB Mason	paper, clips stapler miscellaneous s	No	\$1,360.79
10411	08/17/2018	No	CHK	Winter Bros Waste Systems	June service: Callahan- Trash remo	No	\$1,405.72
10412	08/17/2018	No	CHK	Winter Bros Waste Systems	July Service: Ray- Trash removal an	No	\$1,331.77
10413	08/17/2018	No	CHK	Xerox Financial	Billing Period 04/30 -05/29 Contract	No	\$1,481.60
10414	08/17/2018	No	CHK	Comcast	Acct#8773 40 216 0174468	No	\$169.80
10415	08/17/2018	Yes	CHK	Comcast	Acct#8773 40 216 0256349	No	\$272.20
10415	08/17/2018	No	VD	Comcast	Wrong check number	No	(\$272.20)
10416	08/17/2018	Yes	CHK	Comcast	Acct# 8773 40 216 0069528	No	\$169.85
10416	08/17/2018	No	VD	Comcast	Wrong check number	No	(\$169.85)
10417	08/17/2018	Yes	CHK	Comcast	Acct#8773 40 216 0027070	No	\$2,964.79
10417	08/17/2018	No	VD	Comcast	Wrong check number	No	(\$2,964.79)
10418	08/17/2018	Yes	CHK	Comcast	Acct#8773 40 216 0041287	No	\$2,140.67
10418	08/17/2018	No	VD	Comcast	Wrong check number	No	(\$2,140.67)
10419	08/17/2018	No	CHK	Comcast	Acct# 8773 40 216 0069528	No	\$169.85
10420	08/17/2018	No	CHK	Comcast	Acct#8773 40 216 0256349	No	\$272.20
10421	08/17/2018	No	CHK	Comcast	Acct#8773 40 216 0027070	No	\$2,964.79
10422	08/17/2018	No	CHK	Comcast	Acct#8773 40 216 0041287	No	\$2,140.67
10423	08/17/2018	No	CHK	Eversource	Act 5111 869 4017 Statement Date	No	\$90.93
10424	08/17/2018	No	CHK	Eversource	Act 5129 446 4060 Statement 06/18/	No	\$47.93
10425	08/17/2018	No	CHK	Eversource	Act 5136 648 3014 State date 06/29/	No	\$2,961.04
10426	08/17/2018	No	CHK	Eversource	Act 5145 776 4090 Statement Date	No	\$1,380.01
10427	08/17/2018	No	CHK	Eversource	Act 57750480048 Statement date 07	No	\$3,008.96
10428	08/17/2018	No	CHK	Eversource	Act 51376664074 Statement date 07	No	\$34.95
10429	08/17/2018	No	CHK	Eversource	Act 5177 958 3004 Statement date 0	No	\$10,084.46
10430	08/17/2018	No	CHK	Frontier	Acct#203-888-4579-123179-5	No	\$277.20
10431	08/17/2018	No	CHK	Frontier	Acct#203 881 2464 110206 5	No	\$317.79
10432	08/23/2018	No	CHK	Brian Lavigne	Nahro Ct Training Aug 26-29, 20148	No	\$120.00
10433	08/23/2018	No	CHK	Cody Taylor	Nahro Ct Training Aug 26-29, 20148	No	\$120.00
10434	08/23/2018	No	CHK	David Keyser	Nahro Ct Training Aug 26-29, 20148	No	\$210.00
10435	08/23/2018	No	CHK	Desiree Stewart	Nahro Ct Training Aug 26-29, 20148	No	\$180.00
10436	08/23/2018	No	CHK	Diane Fredericks	Nahro Ct Training Aug 26-29, 20148	No	\$120.00
10437	08/23/2018	No	CHK	Taila Cheever	Nahro Ct Training Aug 26-29, 20148	No	\$60.00
10438	08/30/2018	No	CHK	Jennifer Clarail	Consultant 8/13-8/24 RSC assisting	No	\$270.00
10439	08/31/2018	No	DD	SHA PAYROLL	Payroll #18	No	\$27,747.74
						Cleared: 0	\$0.00
						Uncleared: 86	\$175,268.75
						Total Payments: 86	\$175,268.75

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

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: 8/8/2018 to 8/31/2018, 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

Bank: TD Banknorth, Bank Account: 4318164011, GL Account: 1120.1

**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>
90091	08/09/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 17 pay date 8/	No	\$15,000.00
90093	08/14/2018	No	CHK	Seymour Housing Authority	Fund Payroll #17-2 pay date 8/16/20	No	\$1,203.00
90094	08/14/2018	No	CHK	Seymour Housing Authority	AP SGAL 08/14/2018 Reimburse	No	\$674.81
90095	08/17/2018	No	CHK	Aquarian Water Company Of CT	WICA # 2000204656	No	\$817.97
90096	08/17/2018	Yes	CHK	Buddy's Fuel, LLC	Replace compressor; additional equi	No	\$3,500.00
90096	08/17/2018	No	VD	Buddy's Fuel, LLC	Wrong check number	No	(\$3,500.00)
90097	08/17/2018	Yes	CHK	Buddy's Fuel, LLC	Seymour Housing Smithfield Genera	No	\$681.60
90097	08/17/2018	No	VD	Buddy's Fuel, LLC	Wrong check number	No	(\$681.60)
90098	08/17/2018	Yes	CHK	Comcast	Acct#8773 40 216 0069536	No	\$119.33
90098	08/17/2018	No	VD	Comcast	Wrong check number	No	(\$119.33)
90099	08/17/2018	Yes	CHK	Comcast	Acct#8773 40 216 0069510	No	\$2,057.40
90099	08/17/2018	No	VD	Comcast	Wrong check number	No	(\$2,057.40)
90100	08/17/2018	Yes	CHK	Danaher Lagnese, PC	BP 06/01/2018 - 06/30/2018 defens	No	\$2,172.18
90100	08/17/2018	No	VD	Danaher Lagnese, PC	Wrong check number	No	(\$2,172.18)
90101	08/17/2018	Yes	CHK	Environmental Systems Corporati	025-Service Performed - Work order	No	\$1,453.50
90101	08/17/2018	No	VD	Environmental Systems Corporati	Wrong check number	No	(\$1,453.50)
90102	08/17/2018	Yes	CHK	Europa Enterprises, LLC	Work order#39980 - Painted unit 22	No	\$700.00
90102	08/17/2018	No	VD	Europa Enterprises, LLC	Wrong check number	No	(\$700.00)
90103	08/17/2018	Yes	CHK	Eversource	Act 5147 148 3099 Statement Date	No	\$519.35
90103	08/17/2018	No	VD	Eversource	Wrong check number	No	(\$519.35)
90104	08/17/2018	Yes	CHK	Eversource	Act. #57476540034 Statement Date:	No	\$3,075.58
90104	08/17/2018	No	VD	Eversource	Wrong check number	No	(\$3,075.58)
90105	08/17/2018	Yes	CHK	Eversource	Act 51083234013 Statement date 07	No	\$4,359.07
90105	08/17/2018	No	VD	Eversource	Wrong check number	No	(\$4,359.07)
90106	08/17/2018	Yes	CHK	Eversource	Act 57669970055 Statement date 08	No	\$216.95
90106	08/17/2018	No	VD	Eversource	Wrong check number	No	(\$216.95)
90107	08/17/2018	Yes	CHK	Fire System Services, LLC	Semi-annual inspection	No	\$180.00
90107	08/17/2018	No	VD	Fire System Services, LLC	Wrong check number	No	(\$180.00)
90108	08/17/2018	Yes	CHK	Friends Of Fur LLC	Yellow Jacket & Wasp extermination	No	\$400.00
90108	08/17/2018	No	VD	Friends Of Fur LLC	Wrong check number	No	(\$400.00)
90109	08/17/2018	Yes	CHK	Frontier	Acct#203-888-5093-092806-5	No	\$402.72
90109	08/17/2018	No	VD	Frontier	Wrong check number	No	(\$402.72)
90110	08/17/2018	Yes	CHK	Griffin Hospital Occupational Medi	Urine Tox Screen, Collect & MRO	No	\$260.00
90110	08/17/2018	No	VD	Griffin Hospital Occupational Medi	Wrong check number	No	(\$260.00)
90111	08/17/2018	Yes	CHK	HD Supply	Cleaning supplies; PO 2217	No	\$416.19
90111	08/17/2018	No	VD	HD Supply	Wrong check number	No	(\$416.19)
90112	08/17/2018	Yes	CHK	Home Depot Credit Services	Act. #6035 3225 3195 8431 Misc. S	No	\$108.23
90112	08/17/2018	No	VD	Home Depot Credit Services	Wrong check number	No	(\$108.23)
90113	08/17/2018	Yes	CHK	Malangone Heating, A/C & Refrig	Copeland overload	No	\$366.00
90113	08/17/2018	No	VD	Malangone Heating, A/C & Refrig	Wrong check number	No	(\$366.00)
90114	08/17/2018	Yes	CHK	NDC Housing & Development	Asset Management Fee_ April-June	No	\$1,008.00
90114	08/17/2018	No	VD	NDC Housing & Development	Wrong check number	No	(\$1,008.00)
90115	08/17/2018	Yes	CHK	Precision Glass LLC	26 x 30 screen & labor	No	\$121.00
90115	08/17/2018	No	VD	Precision Glass LLC	Wrong amont and account	No	(\$121.00)
90116	08/17/2018	Yes	CHK	Radovich Builders, LLP	Bathroom floor replaced	No	\$3,656.50
90116	08/17/2018	No	VD	Radovich Builders, LLP	Wrong check number	No	(\$3,656.50)
90117	08/17/2018	Yes	CHK	Robert Lashin	Paint in Denesz's Office	No	\$400.00

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

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Bank: TD Banknorth, Bank Account: 4318164011, GL Account: 1120.1

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90117	08/17/2018	No	VD	Robert Lashin	Wrong check number	No	(\$400.00)
90118	08/17/2018	Yes	CHK	Sherwin Williams	Paint	No	\$165.35
90118	08/17/2018	No	VD	Sherwin Williams	Wrong check number	No	(\$165.35)
90119	08/17/2018	Yes	CHK	Smart Music	Music, 1 hour; 2:00-3:00	No	\$100.00
90119	08/17/2018	No	VD	Smart Music	Wrong check number	No	(\$100.00)
90120	08/17/2018	Yes	CHK	Theo Pro	File Approval- July 2018	No	\$22.00
90120	08/17/2018	No	VD	Theo Pro	Wrong check number	No	(\$22.00)
90121	08/17/2018	Yes	CHK	TPC Associates, Inc.	Check BPS trouble on fire panel	No	\$339.00
90121	08/17/2018	No	VD	TPC Associates, Inc.	Wrong check number	No	(\$339.00)
90122	08/17/2018	Yes	CHK	Valley Electric Supply Company	Various Bulbs Invoice # 345937	No	\$581.64
90122	08/17/2018	No	VD	Valley Electric Supply Company	Wrong check number	No	(\$581.64)
90123	08/17/2018	No	CHK	Buddy's Fuel, LLC	Replace compressor; additional equi	No	\$3,500.00
90124	08/17/2018	No	CHK	Buddy's Fuel, LLC	Seymour Housing Smithfield Genera	No	\$681.60
90125	08/17/2018	No	CHK	Comcast	Acct#8773 40 216 0069536	No	\$119.33
90126	08/17/2018	No	CHK	Comcast	Acct#8773 40 216 0069510	No	\$2,067.40
90127	08/17/2018	No	CHK	Danaher Lagnese, PC	BP 06/01/2018 - 06/30/2018 defens	No	\$2,172.18
90128	08/17/2018	No	CHK	Environmental Systems Corporati	025-Service Performed - Work order	No	\$1,453.50
90129	08/17/2018	No	CHK	Europa Enterprises, LLC	Work order#39980 - Painted unit 22	No	\$700.00
90130	08/17/2018	No	CHK	Eversource	Act 51083234013 Statement date 07	No	\$4,359.07
90131	08/17/2018	No	CHK	Eversource	Act 57669970055 Statement date 08	No	\$216.95
90132	08/17/2018	No	CHK	Eversource	Act 5147 148 3099 Statement Date	No	\$519.35
90133	08/17/2018	No	CHK	Eversource	Act. #57476540034 Statement Date:	No	\$3,075.58
90134	08/17/2018	No	CHK	Fire System Services, LLC	Semi-annual inspection	No	\$180.00
90135	08/17/2018	No	CHK	Friends Of Fur LLC	Yellow Jacket & Wasp extermination	No	\$400.00
90136	08/17/2018	No	CHK	Frontier	Acct#203-888-5093-092806-5	No	\$402.72
90137	08/17/2018	No	CHK	Griffin Hospital Occupational Medi	Urine Tox Screen, Collect & MRO	No	\$260.00
90138	08/17/2018	No	CHK	HD Supply	Cleaning supplies; PO 2217	No	\$416.19
90139	08/17/2018	No	CHK	Home Depot Credit Services	Act. #6035 3225 3195 8431 Misc. S	No	\$108.23
90140	08/17/2018	No	CHK	Malangone Heating, A/C & Refrig	Copeland overload	No	\$366.00
90141	08/17/2018	No	CHK	NDC Housing & Development	Asset Management Fee_ April-June	No	\$1,008.00
90142	08/17/2018	No	CHK	Precision Glass LLC	26 x 30 screen & labor	No	\$121.00
90143	08/17/2018	No	CHK	Radovich Builders, LLP	Bathroom floor replaced	No	\$3,656.50
90144	08/17/2018	No	CHK	Robert Lashin	Paint in Denesz's Office	No	\$400.00
90145	08/17/2018	No	CHK	Sherwin Williams	Paint	No	\$165.35
90146	08/17/2018	No	CHK	Smart Music	Music, 1 hour; 2:00-3:00	No	\$100.00
90147	08/17/2018	No	CHK	Theo Pro	File Approval- July 2018	No	\$22.00
90148	08/17/2018	No	CHK	TPC Associates, Inc.	Check BPS trouble on fire panel	No	\$339.00
90149	08/17/2018	No	CHK	Valley Electric Supply Company	Various Bulbs Invoice # 345937	No	\$581.64
90150	08/20/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$6,066.08
90151	08/23/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$16,500.00

**Seymour Housing Authority**  
**Vendor Accounting Cash Payment/Receipt Register**  
**Moderate Rental**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 8/8/2018 to 8/31/2018, 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

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

*Posted Payments*

<i>Doc Num</i>	<i>Payment Date</i>	<i>Voided</i>	<i>Type</i>	<i>Document Recipient</i>	<i>Document Description</i>	<i>Cleared</i>	<i>Amount</i>
1840	08/09/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 17 pay date 8/	No	\$8,700.00
1841	08/14/2018	No	CHK	Seymour Housing Authority	Fund Payroll #17-2 pay date 8/16/18	No	\$524.00
1842	08/14/2018	No	CHK	Seymour Housing Authority	AP MR 08/14/2018 Reimburse	No	\$966.67
1843	08/20/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$9,360.22
1844	08/23/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$7,500.00

**Seymour Housing Authority**  
**Vendor Accounting Cash Payment/Receipt Register**  
**Federal**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 8/8/2018 to 8/31/2018, 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

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

*Posted Payments*

<i>Doc Num</i>	<i>Payment Date</i>	<i>Voided</i>	<i>Type</i>	<i>Document Recipient</i>	<i>Document Description</i>	<i>Cleared</i>	<i>Amount</i>
20007	08/09/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 17 pay date 8/	No	\$9,900.00
20008	08/13/2018	No	CHK	Callahan House Tenants Associat	RSC Payment Advance pay Period	No	\$2,692.30
20009	08/14/2018	No	CHK	Seymour Housing Authority	Fund Payroll #17-2 pay date 8/16/20	No	\$773.00
20010	08/14/2018	No	CHK	Seymour Housing Authority	AP Callahan & Fed 08/14/2018 Rel	No	\$2,492.07
20011	08/20/2018	No	CHK	Seymour Housing Authority	Reimb revolving for vendor payment	No	\$26,807.74
20012	08/23/2018	No	CHK	Seymour Housing Authority	Reimburse Payroll # 18 pay date 8/	No	\$11,000.00
20013	08/23/2018	No	CHK	Callahan House Tenants Associat	CRS pay period ending 8/25/2018	No	\$2,692.30

September 2018

Minutes  
Exhibit II

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# **Housing Authority of the Town of Seymour**

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Executive Director's Report

## Occupancy

### Rev. Callahan House 2018 Year-to-Date Vacancies 12

Callahan House experienced 1 move out and one move in during August 2018. Callahan House has experienced 196 vacancy days since January 1, 2018 and has averaged 16.33 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; 196 days/ 29200 days available = .6712% percentage through August 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 329 vacancy days and 19 vacancy days to use for the balance of the Subsidy year. For 2019 FYE Budget we have used 22 vacancy days and have a balance of 326 vacancy days to use.

CALLAHAN HOUSE		VACANCY/TURNOVER DAYS			###
FEDERAL ELDERLY		Vacancy Turnover Days 2018			
UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. o Days
3D	Najda	11/15/2017	Stotz	1/2/2018	2
2B	Furfaro	11/30/2017	Mahan	1/19/2018	19
3G	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
2M	Cegelka	8/2/2018	Elia	08/24/18	22

Average number of vacancy days per vacancy

16.33

Norman Ray House remained fully occupied during August 2018. Norman Ray House has experienced 133 vacancy days since January 1, 2018 and has averaged 26.6 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; 133days/ 14600 days available = 0.9109% percentage through August 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 164 days and have 4 days left to use. For the 2019 budget fiscal year we used 9 days and have 159 days to use.

**NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2018**  
**FEDERAL ELDERLY**

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
26	Gillison, 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	Garafano	6/4/218	20
14	Thorpe	5/30/2018	Negron	6/15/2018	16
15	Negron	6/15/2018	Mastropietro	7/9/2018	24

Average number of vacancy days per vacancy: 26.6

**State Moderate Rental 2018 Year-to-Date Vacancies 5**

Moderate Rental experienced one move in during August 2018. Moderate Rental has experienced 150 vacancy days since January 1, 2018 and averaged 30 days per vacancy through August 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; 150 days/ 29565 days available = .5073% percentages through August 31,2018.

**STATE MODERATE RENTAL VACANCY/TURNOVER DAYS 2018**  
**FAMILY HOUSING**

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of 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	Abreu-Scheffler	5/30/2018	Riley	6/15/2018	16
20C	482	Buster	7/3/2018	Catalan-Mayen	8/2/2018	30

Average number of vacancy days per vacancy: 30

We have experienced \$2,452 vacancy loss since January 1, 2018. We have budgeted \$3,332 for vacancy loss through August 31, 2018.

# Monthly Report for Smithfield Gardens

09/01/2018

## Occupancy Statistics:

- 98% (55 of 56 units) occupied as of 08/31/18
- Five applications in processing
- Two move-ins in August; no move-outs in August
- 5 applicants on waiting list for 60% units (\$1,000 rent)
- 13 applicants on waiting list for 50% units (\$840 rent)
- Average age is 86.2; age range is 68 - 101
- Average length of tenancy is 30.39 months

## Budgeting Statistics:

- 19 of 19 units rented at \$825/\$840
- 36 of 37 units rented at \$985/\$1,000
- 55 of 55 occupied units participating in the meal plan

## Other:

- MRC/ALSA meetings 08/01, 08/08, 08/15, 08/22, 08/29 (attended by MRC Director, RSC, & RNs)  
55 residents' statuses reviewed each week; one resident out at rehab as of 08/31/18
- Resident Council Meeting held 07/26/18; next meeting 08/30/18
- August Fire Drill completed 08/24/18 (first shift)
- Rent Increase for 2018 in effect as of 01/01/18
- NDC site visit took place on 06/20/18; awaiting follow-up letter

## 2018 Move-Ins/Outs

Apt	Income Limit	Resident	Move Out Date	New Resident	Move In Date	Vacancy Days	Vacancy Loss	Cumulative Loss
220	60%	Mililli, Ida	10/14/17	Lombard, Nicholas	02/01/18	109	-\$3,530	-\$3,530
127	60%	Greene, Florence	11/06/17	DeRienzo, Antoinette	03/21/18	134	-\$4,339	-\$7,869
208	60%	Kronick, Anita	11/21/17	Goyette, Elizabeth	05/31/18	190	-\$6,247	-\$14,116
110	50%	Minuto, Nicholas	11/22/17	Rosa, Joyce	01/13/18	51	-\$1,408	-\$15,524
203	60%	DeFreitas, Maria	01/03/18	Kirk, Herman	06/08/18	155	-\$5,096	-\$20,620
112	50%	Baker, Josephine	01/10/18	Keller, Shirley	03/03/18	51	-\$1,408	-\$22,029
205	50%	Larkins, Marion	02/10/18	Coppola, Beatrice	04/06/18	54	-\$1,491	-\$23,520
223	50%	Firkey, George Frederick	03/30/18	Messier, Rolande	06/15/18	76	-\$2,099	-\$25,619
201	60%	Torello, Joyce	06/15/18	Roman, Antoinette	08/15/18	60	-\$1,973	-\$27,591
127	60%	DeRienzo, Antoinette	06/17/18	Briggs, Francis				
115	50%	Tomascak, Elizabeth	07/20/18	DiZazzo, Flora	08/10/18	20	-\$552	-\$28,144

## Application Processing:

Roman, Antoinette	Moved In
DiZazzo, Flora	Moved In
Briggs, Francis	SGAL paperwork in progress, CHCPE pending, ALSA to be scheduled
Howard, Lillian	SGAL paperwork in progress, CHCPE pending, ALSA to be scheduled
Finnell, Cecelia	SGAL interview to be scheduled
Ieronimo, June	SGAL interview to be scheduled
Renzulli, Theresa	SGAL interview to be scheduled