

MINUTES

COPY RECEIVED
DATE: 9/9/2019
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TOWN CLERK'S OFFICE

1001st Meeting

The 1001st a Regular Meeting of the Seymour Housing Authority was held Wednesday August 7, 2019 at the Smithfield Gardens Assisted Living facility in the Multipurpose room located at 26 Smith St Seymour CT and was called the order at 5:36 PM by Chairperson White.

ROLL CALL

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

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

PUBLIC COMMENT

John Courtney, Apartment 2A spoke about resident interactions in the Smoking section in front of Callahan House. He stated that there is a lot of gossip, rumors and harassment that occurs their between and about residents of the Callahan House. He asked if there could be a letter sent to the residents about harassment.

The Executive Director responded that he could send out the Nature of Bad Behavior notice that he had sent before. He also said he could send the news letter with articles about harassment and peaceful enjoyment. He stated that these two communications are shared periodically and are also reviewed with new residents moving in.

Commissioner Bellucci commented on the matter as well drawing attention to gossip and complaints that come from the smoking area. He commented that some Public Housing Authorities have not provided a smoking area for residents in lieu of the smoke free public housing regulations. He stated the complaints that arrive from gossip in the smoking section are extreme.

Attorney Stamos cited an effort at Yale University to curb harassment and bullying. He stated that it is not the job of the Housing Authority to monitor people who are not being "nice" to one another. He did say that people who are picking on people and are engaged in loud altercation and inappropriate actions will be dealt with when properly reported and documented to the Seymour Housing Authority. He said that misbehavior as a remedy. A pre-termination notice would be issued to the offending individual for Lease violations concerning the peaceful enjoyment of the premises. He recommended that perhaps the Executive Director or assigned personnel can walk around the smoking section and engage in the conversation to assure it is healthy and not disruptive to peaceful enjoyment.

Commissioner Bellucci said the complaints about people's actions and lease violations have increased. He stated that he received a phone call at 10:30 P.M. about a complaint. He asked if a general letter could go out about the proper channels for resident complaints to be processed. Discussion followed about a communication to residents regarding not complaining to Commissioner Bellucci.

Commissioner Bellucci also complained about people smoking in the building. He stated that whenever the office is closed people smoke in their units and near the building outside. He said it is disturbing neighbors. He stated that one tenant is scaring people that he will fall asleep with a cigarette and causing a fire. He asked if a reminder letter about the smoke free environment could be sent.

Commissioner Dota requested a letter to the residents about parking in reserved spaces and in the drop off space. She stated that this has become an issue occurring with more frequency. She mentioned that there

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are violations whereby people are parking and taking advantage of the 30 minute drop off space. Discussion followed and the Executive Director was asked to communicate to the residents about parking violations.

PREVIOUS MEETING MINUTES

Chairperson White introduced the previous meetings minutes of the 1000th Meeting held on Wednesday July 10, 2019.

Commissioner Bellucci motioned to accept the minutes of the 1000th Regular meeting held on Wednesday July 10, 2019 as presented. Commissioner Dota seconded the motion. Commissioner White acknowledged the motion and its second and asked all those in favor of the motion to vote aye. Voting aye were commissioners Bellucci, Dota, Horelick and White. Commissioner Golebieski abstained from voting. Chairperson White declared the motion carried.

BILLS & COMMUNICATIONS

Commissioner White introduced the bills (See exhibit I).

After consideration and review and questions relative the Bills Listing Commissioner Horelick motioned to approve the bills as presented and to authorize payment of the bills. Commissioner Dota seconded in 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 reviewed his report. He added to the report by informing the Board that we are treating a dwelling for bed bugs. He stated that we are following the prescribed protocol in accordance with our Policy and the State Statutes.

He informed the Board that there was an Air Conditioner related leak at Smithfield Gardens Assisted Living and those ceilings on the "G" level and in the boiler room were water damaged. He stated that an insurance claim has been reported.

The Executive Director stated that there has been a problem with several thru wall dwelling unit air conditioners at Callahan House. He explained that new designs in thru wall air conditioners have been causing a leaking problem in dwellings at Callahan House. The condensate from the air conditioners are draining inside the unit instead of outside. We are working on several solutions, but the matter continues to be an issue. One resident concern is regarding an odor from the Air Conditioner. We have hired an environmental firm to test the air quality in the room.

At this point 6:06 P.M. Commissioner Horelick left the meeting in progress.

OLD BUSINESS

Chairperson White introduced RSC Office Request.

The Executive Director reported that he had asked HUD about the process for taking a dwelling unit off line to accommodate an office for the Resident Services Coordinator. He distributed the paperwork

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required and the PIH notice corresponding to the process. He stated that HUD can grant a dwelling unit to be taken off line for a period of up to three years. He stated that we would be working on this request to coincide with the application for the Ross Grant for the RSC program.

NEW BUSINESS

Chairperson White introduced the 2018 Capital Fund Project Budget. (Exhibit III)

The Executive Director explained the budget line items (BLI) in the 2018 Capital Fund Program Budget. He explained that we budgeted \$23,150 to complete the smoke detector replacement at the Norman Ray House he commented that this is to complete the rest of the units unfinished from the 2017 Capital Fund Program Budget shortfall. He added that he budgeted \$20,000 to replace horn strobe devices in Callahan House with LED devices that would be synced during alarms to accommodate resident who have been diagnosed with Epilepsy. He explained the Administrative Line items for Architectural fees, \$11,000 and admin costs for printing and publishing in the amount of \$2,209. He stated that he budgeted \$80,000 for the replacement of the failing building entry system at Callahan House. And finally, the cooling tower to the Co-Generator is reaching the end of its useful life. He stated he budgeted \$24,000 for the replacement of the cooling tower. He commented the entire 2018 CFP budget is \$160,359.00.

After some further brief discussion, Commissioner Bellucci motioned to adopt the proposed 2018 CFP Budget as presented and to authorize the Executive Director and any prior activities on his part related to this budget to submit it to HUD for approval. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and all in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Dota and Golebieski. Commissioners Bellucci and Dota abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

Chairperson White introduced the 2019 Capital Fund Project Budget. (Exhibit IV)

The Executive Director explained the budget line items (BLI) in the 2019 Capital Fund Program Budget. He explained that we budgeted \$50,000 to upgrade and bring to code the handrails to the ramp and stairwells at the Norman Ray. He added that he budgeted \$10,000 to replace/repair the back flow preventer for the sprinkler system at the Norman Ray House. He explained the Administrative Line items for Architectural fees, \$11,000 and admin costs for printing and publishing in the amount of \$2,500. He stated that he budgeted \$37,500 for the replacement of carpeting on the first floor of the Callahan House. He stated he budgeted \$40,692 for the replacement of the building entry system at the Norman Ray House. He stated that he budgeted \$3,000 for Operational funds of the Federal Program. He commented the entire 2019 CFP budget is \$154,692.00.

After some further brief discussion, Commissioner Bellucci motioned to adopt the proposed 2019 CFP Budget as presented and to authorize the Executive Director and any prior activities on his part related to this budget to submit it to HUD for approval. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and all in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Dota and Golebieski. Commissioners Bellucci and Dota abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

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Chairperson White introduced the Architectural/Engineering Contract for the Capital Fund Programs 2018 and 2019 (Exhibit V)

The Executive Director explained the Contract for Professional Design for the Capital Fund Programs 2018 and 2019 and the work items that would be included in design to prepare for bidding. He recommended Board Approval of the Contract with Donald W. Smith, Jr. P.E. for design work with an estimated construction budget of \$375,000 as described for a combined design total for both project years of \$23,000.

After some further brief discussion, Commissioner Dota motioned to approve of the Contract for Professional Design as presented and to authorize the Executive Director and any prior activities on his part to enter into contract with Donald W. Smith, Jr. P.E. for an amount of \$23,000. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and all in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Dota, Golebieski and White. Chairperson White declared the motion carried.

Chairperson White introduced Change Order 1 to the contract with Siemens Inc. for the annunciators and strobes at Callahan House and the balance of Smoke Detector replacements at Ray House (Exhibit VI).

The Executive Director explained the Contract for the smoke alarm work at Ray House and Annunciators in the one bedroom units at Callahan House was approved in April of 2018 by the Board of Commissioners, but recently signed. This change order is to provide the balance of the smoke alarm replacements at Ray House and to change out the strobes and horns in common areas at Callahan House. The combined change order is in the amount of \$43,150 and has been provided for in the 2018 Capital Fund Budget. He discussed the recommendation letter from Donald W. Smith, Jr., P.E.

After some further brief discussion, Commissioner Golebieski motioned to approve of the Contract Change Order 1 in the amount of \$43,150 to Siemens Inc. as presented and to authorize the Executive Director and any prior activities on his part to enter into contract change order with Siemens Inc. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and all in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Dota, Golebieski and White. Chairperson White declared the motion carried.

Chairperson White introduced Seymour Housing Authority By-Laws Update.

The Executive Director referred to the latest copy of the Seymour Housing Authority By-Laws. He stated that there has been recent discussion about adding an alternate Board Member.

Attorney Stamos recommended not taking action at this time until such time that he can check out the State Statutes relative to Housing Authority Board of Commissioners.

ANY OTHER BUSINESS PERTAINING TO THE BOARD

None.

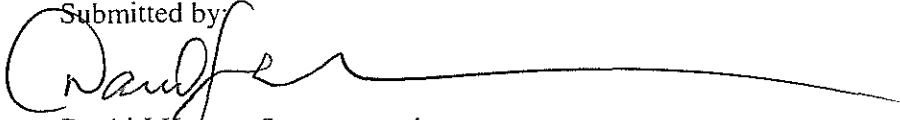
ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1001st meeting of the Seymour Housing Authority. At 6:22 PM Commissioner Bellucci motioned to adjourn the 1001st meeting of the Seymour Housing Authority. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its

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second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Golebieski Horelick and White. Chairperson White declared the motion carried and the 1001st meeting adjourned.

Submitted by:

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

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: All 3) Financial Period: July 2019 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

<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>
14	07/03/2019	No	DD	SHA PAYROLL	Payroll #14	No	\$29,211.06
15	07/19/2019	No	DD	SHA PAYROLL	Payroll #15	No	\$30,293.37
16	07/29/2019	No	DD	SHA PAYROLL	Payroll #16	No	\$29,497.44
11053	07/01/2019	Yes	CHK	Housing Insurance Services Inc	Policy No HAPI - 794-191213-2019	No	\$31,003.00
11053	07/01/2019	No	VD	Housing Insurance Services Inc.	Wrong invoice and amount	No	(\$31,003.00)
11054	07/01/2019	Yes	CHK	Housing Authority Risk Retention	Policy HARRG-794-191214-2019 06	No	\$12,979.00
11054	07/03/2019	No	VD	Housing Authority Risk Retention	Wrong amount	No	(\$12,979.00)
11055	07/01/2019	Yes	CHK	Housing Insurance Services Inc	Policy No HAPI - 794-191213-2019	No	\$18,024.00
11055	07/03/2019	No	VD	Housing Insurance Services Inc	Wrong amount	No	(\$18,024.00)
11056	07/02/2019	No	CHK	VSP	July 2019 billing 30 019995 0001	No	\$73.01
11057	07/11/2019	No	CHK	Seymour Housing Authority	SGAL Workers Comp Premium Refu	No	\$5,633.04
11058	07/11/2019	No	CHK	Seymour Housing Authority	MR Workers Comp Premium Refund	No	\$1,285.20
11059	07/11/2019	No	CHK	Seymour Housing Authority	FED Workers Comp Premium Refun	No	\$1,481.76
11060	07/11/2019	Yes	CHK	Seymour Housing Authority	Fed Oxford Management Fees Mar	No	\$9,999.00
11060	07/11/2019	No	VD	Seymour Housing Authority	Wrong amount	No	(\$9,999.00)
11061	07/11/2019	No	CHK	Seymour Housing Authority	Fed Oxford Management Fees Mar	No	\$7,799.22
11062	07/11/2019	No	CHK	Seymour Housing Authority	SGAL Oxford Management Fee Mar	No	\$2,199.78
11063	07/12/2019	No	CHK	Radovich Builders, LLP	WO#42208 - Replaced pull chain an	No	\$97.50
11064	07/12/2019	No	CHK	Radovich Builders, LLP	Repair cooling tower and fan belt. S	No	\$4,981.00
11065	07/19/2019	No	CHK	Acm Resources, Inc	Consulting Service US HUD Ross 1	No	\$536.25
11066	07/19/2019	No	CHK	Advance Communications Inc	Message service 5/26/19 - 6/25/19	No	\$324.06
11067	07/19/2019	No	CHK	Aflac Attn: Remittance Processing	Policy DHF89 June	No	\$301.44
11068	07/19/2019	No	CHK	American Express	Account ending 6-36005	No	\$782.22
11069	07/19/2019	No	CHK	American Rooter LLC	Snaked bathroom sink at 34 Ray	No	\$337.00
11070	07/19/2019	No	CHK	AmTrust North America	Workers Comp Premium 27061737-	No	\$1,714.00
11071	07/19/2019	No	CHK	Anthem Blue Cross and Blue Shie	Premium 08/01/2019 - 09/01/2019 A	No	\$4,965.57
11072	07/19/2019	No	CHK	Apicella, Testa & Company, P.C.	For Professional Services Rendered	No	\$6,110.00
11073	07/19/2019	No	CHK	Arrow Window Shade Mfg. Co	Shades for 40 Ray	No	\$472.19
11074	07/19/2019	No	CHK	Buddy's Fuel, LLC	Service call at 15 Seymour for noise	No	\$110.00
11075	07/19/2019	No	CHK	Buel Cpa, P.C.	First half Dec. 2018 audit payment	No	\$5,190.00
11076	07/19/2019	No	CHK	Cbs Bloom's Business Systems	Contract rate charge Supply Freight	No	\$66.69
11077	07/19/2019	No	CHK	Chemsearch	DR ZYME mold and mildew remover	No	\$289.95
11078	07/19/2019	No	CHK	Crystal Rock	Crystal Rock Premium water and cu	No	\$81.51
11079	07/19/2019	No	CHK	Europa Enterprises, LLC	Paint 2T - WO# 43051	No	\$3,950.00
11080	07/19/2019	No	CHK	Experian	May 2019 - TCTA-6906070	No	\$204.57
11081	07/19/2019	No	CHK	Ferrari's Appliance	Service Call - A/C leaking in 4E	No	\$3,885.67
11082	07/19/2019	No	CHK	Fire System Services, LLC	Fire extinguisher inspection	No	\$1,438.40
11083	07/19/2019	No	CHK	Ford Motor Credit Company	2016 Ford Transit Connect XL Dec	No	\$574.87
11084	07/19/2019	No	CHK	Friends Of Fur LLC	Spray for ants in 1H	No	\$505.00
11085	07/19/2019	No	CHK	Gregory Stamos	Legal fees and court time	No	\$1,542.50
11086	07/19/2019	No	CHK	HD Supply	Filters for SGAL and Callahan	No	\$820.12
11087	07/19/2019	No	CHK	Home Depot Credit Services	Toilet seats	No	\$153.80
11088	07/19/2019	No	CHK	Hungerfords Pump Service	Commercial Check up Preventative	No	\$250.00
11089	07/19/2019	No	CHK	Industrial Chem Labs	Sewer Cleaner	No	\$223.77
11090	07/19/2019	No	CHK	Jeff's Appliance And Vacuums	Fixed burners on stove at 9 Ray	No	\$248.06
11091	07/19/2019	No	CHK	KardasLarson LLC	Human resource consulting - March	No	\$480.00
11092	07/19/2019	No	CHK	La Voz Hispana de Connecticut	1/4 Page Ad Legal Notice	No	\$485.00

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Exhibit I

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

Filter Criteria Includes 1) Project: Revolving Fund 2) Payment Date: All 3) Financial Period: July 2019 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

<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>
11093	07/19/2019	No	CHK	Lincoln National Life Insurance C	Premium 08/01/2019 - 08/31/2019	No	\$388.08
11094	07/19/2019	No	CHK	MAWC, LLC	Monthly accounting services for Jan.	No	\$8,198.75
11095	07/19/2019	No	CHK	Network Synergy Systems Integra	Agreement Silver level Workstation	No	\$438.00
11096	07/19/2019	No	CHK	Oak Ridge Hauling, LLC	June 19 Trash Service	No	\$886.52
11097	07/19/2019	No	CHK	Oak Ridge Hauling, LLC	June 19 Trash Service	No	\$482.44
11098	07/19/2019	No	CHK	Peter E. Karpovich	SHA vs Proto, Service of Summons	No	\$590.32
11099	07/19/2019	No	CHK	Pitney Bowes Global Financial Se	leased equipment 3/30/19 - 6/29/19	No	\$163.95
11100	07/19/2019	No	CHK	Pitney Bowes Inc	Red ink cartridges	No	\$254.97
11101	07/19/2019	No	CHK	Pleasant Point Partners (Proshred	First 36' Execute Console	No	\$55.00
11102	07/19/2019	No	CHK	Precision Glass LLC	Screens fabricated for 40 Chamberl	No	\$239.00
11103	07/19/2019	No	CHK	Proforma	Laser Voucher Check	No	\$134.09
11104	07/19/2019	No	CHK	Purchase Power	Postage meter activity act # 8000-	No	\$1,954.13
11105	07/19/2019	No	CHK	Seymour Janitorial Services	Weekly and Biweekly cleanings of C	No	\$1,727.00
11106	07/19/2019	No	CHK	Sherwin Williams	Paint for MR	No	\$636.05
11107	07/19/2019	No	CHK	Sprague Operating Resources LL	Acct#72003843	No	\$6,813.20
11108	07/19/2019	No	CHK	St. Treasurer For Merfund	MERF 06-2019	No	\$6,427.65
11109	07/19/2019	No	CHK	WB Mason	office supplies	No	\$252.15
11110	07/19/2019	No	CHK	WEX BANK	Act# 72003843	No	\$377.19
11111	07/19/2019	No	CHK	Callahan House Tenants Associat	Monthly Association fee	No	\$25.00
11112	07/19/2019	No	CHK	Management Computer Services I	Monthly support fee	No	\$1,262.79
11113	07/19/2019	No	CHK	Norman Ray Tenant Association	Monthly Association fee	No	\$25.00
11114	07/29/2019	No	CHK	American Express	Account ending 6-36005	No	\$1,150.54

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

Filter Criteria Includes 1) Project: All 2) Payment Date: All 3) Financial Period: July 2019 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: Liberty, Bank Account: 6576750468, GL Account: 1111.KM

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>
115	07/01/2019	No	CHK	Jennifer Ciaralli	Pay period week ending 06/29/19	No	\$441.00
116	07/16/2019	No	CHK	Jennifer Ciaralli	RSC Pay period ending 7/13/19	No	\$531.00
117	07/18/2019	No	CHK	American Association of Service	AASC 2019 Conference	No	\$825.00
118	07/29/2019	No	CHK	Jennifer Ciaralli	RSC period ending 7/27/2019	No	\$666.00
119	07/30/2019	No	CHK	American Express	AASC Class Jennifer Chiarelli	No	\$203.00

Minutes
Exhibit I

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
20086	07/02/2019	No	CHK	Seymour Housing Authority	AP Fed 07/02/2019 reimbursement	No	\$27 26
20087	07/09/2019	No	CHK	Housing Authority Risk Retention	Commercial Liability HARRG-794-19	No	\$3,244 00
20088	07/09/2019	No	CHK	Housing Insurance Services Inc	Property Insurance - HAPI-794-1912	No	\$4,506 00
20089	07/11/2019	No	CHK	Seymour Housing Authority	Federal pays rent to SGAL Apr May	No	\$7,837.50
20090	07/12/2019	No	CHK	Seymour Housing Authority	AP FED Reimbursement Radovich	No	\$2,037 50
20091	07/16/2019	No	CHK	Town Of Seymour Police Dept	Fingerprint fee for Robert Marcinczy	No	\$10 00
20092	07/19/2019	No	CHK	Seymour Housing Authority	Fund Payroll # 14 & 15 reimburseme	No	\$18,392 23
20093	07/19/2019	No	CHK	Seymour Housing Authority	AP Fed 07/19/2019 reimbursement	No	\$41,109 22
20094	07/23/2019	No	CHK	Seymour Housing Authority	eLOCCS CFP CT26P035501-17 mo	No	\$5,750 00
20095	07/30/2019	No	CHK	Seymour Housing Authority	Fed pay rent split by program To SG	No	\$2,612 50
20096	07/31/2019	No	CHK	Seymour Housing Authority	Fed Amex ck 11114 reimbursement	No	\$831 89

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

Filter Criteria Includes 1) Project: All 2) Payment Date: All 3) Financial Period: July 2019 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

<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>
40084	07/02/2019	No	CHK	Connecticut Housing Finance Aut	Loan 96089D Payment SHA	No	\$462 02
40085	07/02/2019	No	CHK	Seymour Housing Authority	AP MR 07/02/2019 reimbursement	No	\$20 06
40086	07/08/2019	No	CHK	Charles Payne Jr	Sand and poly floors at 4 Chamberla	No	\$6,352 90
40087	07/11/2019	No	CHK	Seymour Housing Authority	Adjust 1st quarter management fees	No	\$5,714 25
40088	07/11/2019	No	CHK	Seymour Housing Authority	MR pays rent to SGAL Apr May Jun	No	\$5,225 01
40089	07/19/2019	No	CHK	Seymour Housing Authority	Fund Payroll # 14 & 15 reimburseme	No	\$12,670 83
40090	07/19/2019	No	CHK	Buddy's Fuel, LLC	Replaced oil tank at 8 Bros	No	\$2,400 00
40091	07/19/2019	No	CHK	Buddy's Fuel, LLC	Delivered 150 gallons to 8 Bros	No	\$339 12
40092	07/19/2019	No	CHK	Hearst Media Services	SHA MR posting in CT Post	No	\$1,688 60
40093	07/19/2019	No	CHK	Housing Authority Risk Retention	Commercial Liability HARRG-794-	No	\$5,109 00
40094	07/19/2019	No	CHK	Housing Insurance Services Inc	Policy No HAPI-794-190927-2019	No	\$14,449 00
40095	07/19/2019	No	CHK	Network Synergy Systems Integra	HP computer and monitor	No	\$1,235 50
40096	07/19/2019	No	CHK	Seymour Housing Authority	AP MR 07/19/2019 reimbursement	No	\$14,462 45
40097	07/30/2019	No	CHK	Seymour Housing Authority	MR pay rent to SGAL	No	\$1,741 67
40098	07/31/2019	No	CHK	Seymour Housing Authority	AP MR Amex ck 11114 reimbursem	No	\$238 39

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Exhibit I

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

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living 2) Payment Date: All 3) Financial Period: July 2019 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>
90469	07/01/2019	No	CHK	Seymour Housing Authority	Payment to Revolving Fund from S	No	\$3,041.00
90470	07/02/2019	No	CHK	Aquarion Water Company Of CT	Act# 200204664	No	\$1,555.29
90471	07/02/2019	No	CHK	Frontier	Act# 203-888-5093-092806-5	No	\$374.79
90472	07/02/2019	No	CHK	Seymour Housing Authority	AP SGAL 07/02/2019 reimbursemen	No	\$25.69
90473	07/09/2019	No	CHK	Eversource	Act# 5766 9997 0055	No	\$245.30
90474	07/11/2019	No	CHK	Seymour Housing Authority	SGAL pays Federal Management Fe	No	\$14,895.00
90475	07/19/2019	No	CHK	Seymour Housing Authority	SGAL Payroll # 14 & 15 reimbursem	No	\$28,441.37
90479	07/19/2019	No	CHK	Advance Communications Inc	Message service 6/26 - 7/23/19	No	\$125.28
90480	07/19/2019	No	CHK	Aegis Energy Services Inc	Cogeneration Maintenance	No	\$4,554.94
90481	07/19/2019	No	CHK	CT Web Factory, LLC	Smithfield Gardens - Website Devel	No	\$1,139.00
90482	07/19/2019	No	CHK	Cura Hospitality, LLC	Meal Services - May 2019	No	\$29,560.48
90483	07/19/2019	No	CHK	Danaher Lagnese, PC	Services rendered thru 8/31/18 Rem	No	\$2,828.24
90484	07/19/2019	No	CHK	Donald W. Smith, Jr. P E	Planning and prep for storm drainag	No	\$865.00
90485	07/19/2019	No	CHK	Fire System Services, LLC	Sprinkler repair	No	\$2,778.00
90486	07/19/2019	No	CHK	Jeff's Appliance And Vacuums	Fan motor and tech time apt 106	No	\$229.00
90487	07/19/2019	No	CHK	Oak Ridge Hauling, LLC	May 19 Trash Service	No	\$952.02
90488	07/19/2019	No	CHK	Proforma	Laser Voucher Check	No	\$95.58
90489	07/19/2019	No	CHK	Seymour Janitorial Services	Cleaning SGAL bathrooms and lock	No	\$84.00
90490	07/19/2019	No	CHK	SMD Inc	Single-button water resistant	No	\$697.23
90491	07/19/2019	No	CHK	Theo Pro	File approval May	No	\$22.00
90492	07/19/2019	No	CHK	WB Mason	Toner, paper, pens, laundry deterge	No	\$206.75
90493	07/19/2019	No	CHK	Seymour Housing Authority	AP SGAL 07/19/2019 reimbursemen	No	\$11,802.25
90494	07/30/2019	No	CHK	Seymour Housing Authority	SGAL pays Federal management fe	No	\$4,965.00
90495	07/31/2019	No	CHK	Seymour Housing Authority	AP SGAL Amex ck 11114 reimburse	No	\$80.26
90496	08/01/2019	No	CHK	Robert Brian Gillie	One Hour Performance 08-08-19	No	\$150.00

AUGUST 2019

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

Executive Director's Report

Occupancy

REV. CALLAHAN HOUSE

2019 YEAR TO DATE VACANCIES 7

Callahan House experienced one move out and one move in during July 2019. We expect one move out for July. Callahan House has experienced 123 days vacant since January 1, 2019 and has averaged 17.57 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; 123 days/29200 days available = 0.4212% percentage through July 31, 2019.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 mos. =960 unit months available (UMA). $960 \times 3\% = 29$ UMA or 348 days. For 2020 FYE Budget we used 9 days and have 339 days remaining to use. For 2019 FYE Budget we have used 177 vacancy days and have a balance of 171 vacancy days to use. In 2017 we used 203 vacancy days and in 2018 we used 329 vacancy days.

CALLAHAN HOUSE		VACANCY/TURNOVER DAYS			
Federal Elderly		VACANCY/TURNOVER DAYS		2019	
UNIT	PRIOR RESIDENT	MOVE OUT	RESIDENT	NEXT IN-DATE	NO.OF DAYS
2X	Dixon	1/3/2019	Hayden	1/17/2019	14
4A	Hayden	1/17/2018	Bellucci	3/1/2019	43
2T	Leavitt	1/30/2019	Mooney	2/8/2019	9
4M	Bellucci	3/1/2019	Casci	4/1/2019	30
2H	Lamond	3/1/2019	Wheway	3/7/2019	6
3G	Casci	4/1/2019	Posh	4/12/2019	12
1N	Proto	7/08/2019	Crosby	07/17/2019	9

Average number of vacancy days per vacancy

17.57

Norman Ray House experienced one transfer and two move outs during July 2019. Norman Ray House has experienced 191 days vacant since January 1, 2019 and has averaged 21.22 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 = 14,600 days available; 191 days/14,600 days available = 1.308% percentage through July 31, 2019.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 mos. =480 unit months available (UMA). $480 \times 3\% = 14.4$ UMA or 168 days. For 202 FYE Budget we used 60 days and have 104 vacancy days remaining. For 2019 FYE Budget we have used 240 vacancy days and have exceeded UMA by 72 days. In 2017 we used 39 vacancy days and in 2018 we used 164 vacancy days.

RAY HOUSE		VACANCY/TURNOVER DAYS			
Federal Elderly		VACANCY/TURNOVER DAYS		2019	
UNIT	PRIOR RESIDENT	MOVE OUT	RESIDENT	NEXT IN-DATE	NO.OF DAYS
5	Schwartz	1/30/2019	Farizo	2/20/2019	21
39	Simmonds	3/8/2019	Hannon	4/22/2019	45
18	Garafano	4/8/2018	Sheehy	5/3/2019	25
23	MacDonald	5/3/2019	Cetrone	5/17/2019	14
25	Galezowski	4/22/2019	Figueroa	5/8/2019	26
40	Listro	5/30/2019	West	6/20/2019	21
19	West	6/20/2019	West	7/8/2019	18
16	Magyar	6/30/2019	Johnson	7/16/2019	17
40	West	7/08/2019	Tuozzola	7/12/2019	4

Average number of vacancy days per vacancy 21.22

The Moderate Rental program experienced one move in and two moves out during July 2019 and one unit remained vacant. The Moderate Rental Program has experienced 221 days vacant since January 1, 2019 and has averaged 36.83 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: 81 units X 365 days = 29,565 days available; 221 days/29,565 days available = 0.7475% percentage through July 31, 2019.

MODERATE RENTAL		VACANCY/TURNOVER DAYS				
State Moderate Rental		VACANCY/TURNOVER DAYS			2019	
Base Rent	UNIT	PRIOR RESIDENT	MOVE OUT	RESIDENT	NEXT IN-DATE	NO.OF DAYS
\$ 475	25S	Dalvano-Burling	11/6/2018	Guzman	1/15/2019	15
\$ 482	28S	Speigel	4/8/2019	Wilson	5/3/2019	25
\$ 475	4C	Wilson	5/3/2019	Umpierre	7/01/2019	59
\$ 485	8B	Hannon	4/22/2018	Nieves	6/20/2019	59
\$ 485	34C	Piper	6/30/2019	Vacant		32
\$ 475	23S	Begnoche	07/01/2109	Vacant		31

Average number of vacancy days per vacancy: 36.85

We have experienced \$3,553 in vacancy Loss since January 1, 2019. We have budgeted \$2,916.16 for vacancy loss through July 31, 2019.

Smithfield Gardens experienced two move ins and two move outs during July 2019. Smithfield Gardens has experienced 490 days vacant since January 1, 2019 and has averaged 49.00 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: 56 units X 365 days = 20,440 days available; 490days/20,440 days available = 2.3972% percentage through July 31, 2019.

Smithfield Gardens

Assited Living

VACANCY/TURNOVER DAYS

SGAL		VACANCY/TURNOVER DAYS		2019	
UNIT	PRIOR RESIDENT	MOVE OUT	RESIDENT	NEXT IN-DATE	NO.OF DAYS
210	Pucci	11/6/2019	Finnell	1/18/2019	12
128	Forcier	1/21/2019	Pollman	4/10/2018	51
222	Hersh	1/28/2019	Muldoon	3/30/2019	31
127	Howard	2/4/2019	Carroll	5/7/2019	99
206	Turek	2/28/2019	Casinghino	5/13/2019	75
120	Dobson	4/30/2019	Franklin	6/30/2019	61
119	Sweat	6/12/2019	Szostek	07/08/19	26
209	Moseley	6/13/2019	St. George	07/08/2017	25
127	Carroll	07/03/2019	Vacant		28
212	Glynn	07/09/2019	Vacant		22

Average number of vacancy days per vacancy: 49.00

We have experienced \$16,267 vacancy loss since January 1, 2019. We have budgeted \$18,536 for vacancy through July 31, 2019.

GENERAL INFORMATION

Complaints

Callahan House

A resident complained that a neighboring tenant is constantly using loud profanity and talking to himself loudly during night hours. A Pretermination notice has been sent to the offending resident.

A tenant from the 3rd floor complained that a tenant from the 2nd floor has been pounding on his ceiling with a broom at night time. The tenant below on the second floor is complaining that the 3rd floor tenant harassing her and calling the police for no reason. She states she has not banged on the ceiling and she is being harassed. Both residents have received a preterm notice and a grievance hearing was held this month. The hearing officer advised that no court action be taken against either resident, rather the residents work it out. However, the hearing officer warned that if unsubstantiated complaints occur in the future that summary process may continue against the resident of the 3rd floor.

A resident from the 3rd floor complained that another resident of the 3rd floor was harassing him based on his disability. A pre-termination notice was mailed. Mediation is schedule for August 13, 2019

A resident from the 3rd floor allegedly verbally threatened to punch another resident in the face. This was not put in writing to the Seymour Housing Authority. The RSC and Executive Director spoke with the resident who allegedly made the comment and reminded him of the possible lease violation and criminal charges that could occur if the resident follows through with this action.

Norman Ray House

A resident of Norman Ray House has complained that a fellow residence is making noise disturbance and that there are strangers entering the building and her unit. Banging on the side entrance door all times of the day and night and slamming doors. He thinks more than one person is living there. We are doing fact finding at this time. We have installed a camera in the side door area and will be reviewing dates and times of people allegedly entering the side door. A pre-termination letter has been sent to the resident with the many visitors. A court date is set for August 21, 2019

Moderate Rental

None

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
07/31/2017

Part I: Summary					
PHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program Grant No. CT26P03550118 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)(3)				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 20)	\$13,209.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465 1 Dwelling Equipment-Nonexpendable				

(1) To be completed for the Performance and Evaluation Report

(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations

(4) RHF funds shall be include here

Minutes
 Exhibit III

Part I: Summary					
PIHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program Grant No. CT26P03550118 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling equipment				
14	1480 General Capital Fund	\$147,150.00			
15	1485 Demolition				
16	1492 Moving to Work Demonstration				
17	1495 1 Relocation Costs				
18a	1499 Development Activities (4)				
18ba	1501 Collateralization or Debt Service paid by the PIHA				
19	9000 Collateralization or Debt Service paid via System of Direct Payment				
20	1502 Contingency (may not exceed 8% of line 20)				
21	Amount of Annual Grant (sum of lines 2-20)	\$160,359.00			

(1) To be completed for the Performance and Evaluation Report

(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(3) PIHAs with under 250 units in management may use 100% of CFFP Grants for operations

(4) RHF funds shall be include here

Minute
 Exhibit III

Part I: Summary					
PIHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program Grant No. CT26P03550118 Replacement Housing Factor Grant No. Date of CFFP:			FFY of Grant: FFY of Grant Approval:
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of Line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Activities				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

Minutes
Exhibit 11

Signature of Executive Director <i>S. Alonzo</i>	Date <i>07/29/2019</i>	Signature of Public Housing Director	Date
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(1) To be completed for the Performance and Evaluation Report
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 (3) PIHAs with under 250 units in management may use 100% of CFFP Grants for operations
 (4) RHH funds shall be include here

Part II: Supporting Pages								
PIA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program Grant No. CT26P03550118 Replacement Housing Factor Grant No. CFEP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PIA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
CT035000002 - NORMAN RAY HOUSE	Smoke Detector Replacement & upgrade - Norman Ray House (Dwelling Unit-Interior (1480))	1480		\$23,150.00				
CT035000001 - REV ALBERT A CALLAHAN	Add and replace Horn Strobe devices with LED devices that also seynronize strobes (Dwelling Unit-Interior (1480))	1480		\$20,000.00				
Not associated with any specific development	Architectural/Engineering Fees (Administration (1410))	1410		\$11,000.00				
Not associated with any specific development	Admun Costs - Bid Publication & printing (Administration (1410))	1410		\$2,209.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

*Miafer
Exhibit 111*

Part II: Supporting Pages									
PIA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. (Y/N)		CT26003550118		Federal FY of Grant:			
Development Number Name/PIA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work	
				Original	Revised (1)	Funds Obligated	Funds Expended		
CT035000001 - REV ALBERT A CALLAHAN	Building Entry System Replacement (Dwelling Unit-Interior (1480))	1480		\$80,000.00					
CT035000001 - REV ALBERT A CALLAHAN	Cooling Tower Replacement (Dwelling Unit-Exterior (1480))	1480		\$24,000.00					
	Total			\$160,359.00					

Minutes
Exhibit III

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
(2) To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
PIA Name: Housing Authority of the Town of Seymour					Federal FFY of Grant:
Development Number Name/PIA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ⁽¹⁾
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

*PHIA-FA,
 Exhibit III*

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937 as amended

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
07/31/2017

Part I: Summary			
PHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program Grant No. C126P03550119 Replacement Housing Factor Grant No. Date of CFP:	
Type of Grant		FY of Grant: FY of Grant Approval:	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Revised Annual Statement (Revision No:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	
		Original	Revised (2)
		Total Actual Cost (1)	
		Obligated	Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 20)(3)	\$3,000.00	
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 20)	\$13,500.00	
5	1411 Audit		
6	1415 Unaudited Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465 1 Dwelling Equipment-Nonexpendable		

Minute
Exh. b, d, TV

(1) To be completed for the Performance and Evaluation Report
(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
(3) PHAs with under 250 units in management may use 10% of CFP Grants for operations
(4) RHF funds shall be include here

Part I: Summary					
PIHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program Grant No. CT26P03550119 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling equipment				
14	1480 General Capital Fund	\$138,192.00			
15	1485 Demolition				
16	1492 Moving to Work Demonstration				
17	1495 1 Relocation Costs				
18a	1499 Development Activities (4)				
18ba	1501 Collateralization or Debt Service paid by the PHA				
19	9000 Collateralization or Debt Service paid via System of Direct Payment				
20	1502 Contingency (may not exceed 8% of line 20)				
21	Amount of Annual Grant (sum of lines 2-20)	\$154,692.00			

(1) To be completed for the Performance and Evaluation Report
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 (3) PIHAs with under 250 units in management may use 100% of CFFP Grants for operations
 (4) RIF funds shall be include here

Minutes
 Exhibit III

Part I: Summary					
PHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program Grant No. C126P03550119 Replacement Housing Factor Grant No. Date of CFEP:			FFY of Grant: FFY of Grant Approval:
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Includes
 Exhibit IV

Signature of Executive Director - S 3168706	Date 07 29 2019	Signature of Public Housing Director	Date
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- (1) To be completed for the Performance and Evaluation Report
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 (3) PHAs with under 250 units in management may use 100% of CFEP Grants for operations
 (4) RHF funds shall be include here

Part II: Supporting Pages								
PHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program Grant No. CT26P03550119 Replacement Housing Factor Grant No. CFEP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
Not associated with any specific development	Admin Costs - Bid Publication & printing (Administration (1410))	1410		\$2,500.00				
Not associated with any specific development	Architectural/Engineering Fees (Administration (1410))	1410		\$11,000.00				
CT035000002 - NORMAN RAY HOUSE	Ramp Handrail Modifications to meet Building Code (Dwelling Unit-Exterior (1480))	1480		\$50,000.00				
CT035000002 - NORMAN RAY HOUSE	Sprinkler System Back Flow Preventer replacement (Dwelling Unit-Exterior (1480))	1480		\$10,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

*PHAs
Exhibit IV*

Part II: Supporting Pages								
PHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program Grant No. CT26P03550119 Replacement Housing Factor Grant No. CFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
CT035000001 - REV ALBERT A CALLAHAN	Common Hallway Carpeting Replacement (Dwelling Unit-Exterior (1480))	1480		\$37,500.00				
CT035000002 - NORMAN RAY HOUSE	Building Entry System Replacement (Dwelling Unit-Interior (1480))	1480		\$40,692.00				
Not associated with any specific development	Operating (Operations (1406))	1406		\$3,000.00				
	Total			\$154,692.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

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Echibid ID

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of the Town of Seymour					Federal FFY of Grant:
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ⁽¹⁾
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

*much
 Exhibit IV*

Model Form of Agreement Between Owner and Design Professional

CFP #: CT 26P03550118 & CT 26P03550119

Fire Alarm System Improvements
Mechanical System Improvements
Video Entry Systems &
Railing System Improvements

At The
Rev. Albert Callahan House
And The
Norman L. Ray House

June 21, 2019

Model Form of Agreement Between Owner and Design Professional

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing

*Minutes
Exhibit V*

OMB Approval No. 2577-0157
(exp. 11/30/2008)

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

These contracts between a HUD grantee (housing agency (HA)) and an architect/engineer (A/E) for design and construction services do not require either party to submit any materials to HUD. The forms provide a contractual agreement for the services to be provided by the A/E and establishes responsibilities of both parties pursuant to the contract. The regulatory authority is 24 CFR 85.36. These contractual agreements are required by Federal law or regulation pursuant to 24 CFR Part 85.36. Signing of the contracts is required to obtain or retain benefits. The contracts do not lend themselves to confidentiality.

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*Minute
Exhibit*

Introduction to Agreement

Minutes
Exhibit V

Agreement

made as of the 19th day of July in the year (yyyy) of 2019

Between the **Owner** (Name & Address) Housing Authority of the Town of Seymour
28 Smith Street
Seymour CT. 06483

and the **Design Professional** (Name, Address and Discipline)
Donald W. Smith, JR. P.E.
Consulting Engineer
56 Greenwood Circle
Seymour CT. 06483

For the following **Project** (Include detailed description of Project, Location, Address, Scope and Program Designation)

CFP #: CT 26P03550118 & CT 26P03550119
Fire Alarm System Improvements, Mechanical System Improvements
Video Entry Systems & Railing System Improvements at the
Rev. Albert Callahan House and the Norman L. Ray House.
See Attached Scope of Work and Project Schedule

The Owner and Design Professional agree as set forth below.

Article A: Services

A 1.0 Design Professional's Basic Services

A. 1.1 Areas of Professional's Basic Services. Unless revised in a written addendum or amendment to this Agreement, in planning, designing and administering construction or rehabilitation of the Project, the Design Professional shall provide the Owner with professional services in the following areas:

- o Architecture
- o Site Planning
- o Structural Engineering
- o Mechanical Engineering
- o Electrical Engineering
- o Civil Engineering
- o Landscape Architecture
- o Cost Estimating
- o Construction Contract Administration

A 1.2 Phases and Descriptions of Basic Services.

A. 1.2.1 Schematic Design/Preliminary Study Phase. After receipt of a Notice to Proceed from the Owner, the Design Professional shall prepare and deliver Schematic Design/Preliminary Study Documents. These documents shall consist of a presentation of the complete concept of the Project, including all major elements of the building(s), and site design(s), planned to promote economy both in construction and in administration and to comply with current program and cost limitations. The Design Professional shall revise these documents consistent with the requirements and criteria established by the Owner to secure the Owner's written approval. Additionally, the Design Professional shall make an independent assessment of the accuracy of the information provided by the Owner concerning existing conditions. Documents in this phase shall include:

- o Site plan(s)
- o Schedule of building types, unit distribution and bedroom count
- o Scale plan of all buildings, and typical dwelling units
- o Wall sections and elevations
- o Outline specifications
- o Preliminary construction cost estimates
- o Project specific analysis of codes, ordinances and regulations
- o Three dimensional line drawings

A. 1.2.2 Design Development Phase. After receipt of written approval of Schematic Design/Preliminary Study Documents, the Design Professional shall prepare and submit to the Owner Design Development Documents. The Design Professional shall revise these documents consistent with the requirements and criteria established by the Owner to secure the Owner's written approval. These documents shall include the following:

- o Drawings sufficient to fix and illustrate project scope and character in all essential design elements
- o Outline specifications
- o Cost estimates and analysis
- o ~~Recommendations for phasing of construction~~
- o Site plan(s)
- o Landscape plan
- o Floor plans
- o Elevations, building and wall sections
- o Updated three dimensional line drawings
- o Engineering drawings

A. 1.2.3 Bidding, Construction and Contract Document Phase. After receipt of the Owner's written approval of Design Development Documents, the Design Professional shall prepare Construction Documents. After consultation with the Owner and Owner's attorney, if requested by the owner, the Design Professional shall also prepare and assemble all bidding and contract documents. The Design Professional shall revise these Bidding, Construction and Contract documents consistent with the requirements and criteria established by the Owner to secure the Owner's written approval. They shall, include in a detailed, manner all work to be performed; all material; workmanship; finishes and equipment required for the architectural, structural, mechanical, electrical, and site work; survey maps furnished by Owner; and direct reproduction of any logs and subsurface soil investigations. These documents shall include:

- o Solicitation for Bids
 - o Form of Contract
 - o Special Conditions
 - o General Conditions
 - o Technical Specifications
 - o Plans and drawings
 - o Updated cost estimates
- Four (4) sets of Bidding and Const. documents will be prepared. Fire Alarm, Mechanical, Entry Sys. & Railing system

A. 1.2.4 Bidding and Award Phase. After written approval of Bidding, Construction and Contract Documents from the Owner, the Design Professional shall assist in administering the bidding and award of the Construction Contract. This shall include:

- o Responding to inquiries
- o Drafting and issuing addendum approved by Owner
- o Attending prebid conference(s)
- o Attending public bid openings
- o Reviewing and tabulating bids
- o Recommending list of eligible bids
- o Recommending award
- o Altering drawings and specifications as often as required to award within the Estimated Construction Contract Cost

These services will be rendered on three (3) construction contracts.

A. 1.2.5 Construction Phase. After execution of the Construction Contract, the Design Professional shall in a prompt and timely manner administer the Construction Contract and all work required by the Bidding, Construction and Contract Documents. The Design Professional shall endeavor to protect the Owner against defects and deficiencies in the execution and performance of the work. The Design Professional shall:

- o Administer the Construction Contract.
- o Conduct pre-construction conference and attend dispute resolution conferences and other meetings when requested by the Owner.
- o Review and approve contractor's shop drawings and other submittals for conformance to the requirements of the contract documents.
- o At the Owner's written request, and as Additional Service, procure testing from qualified parties.
- o Monitor the quality and progress of the work and furnish a written field report weekly, semi monthly, monthly, or X Fifteen (15) Total This service shall be limited to a period amounting to 110% of the construction period as originally established under the construction contract unless construction has been delayed due to the Design professional's failure to properly perform its duties and responsibilities. The Owner may direct additional monitoring but only as Additional Services.
- o Require any sub-consultant to provide the services listed in this section where and as applicable and to visit the Project during the time that construction is occurring on the portion of the work related to its discipline and report in writing to the Design Professional.
- o Review, approve and submit to Owner the Contractor Requests for Payment.
- o Conduct all job meetings and record action in a set of minutes which are to be provided to the Owner.
- o Make modifications to Construction Contract Documents to correct errors, clarify intent or to accommodate change orders.
- o Make recommendations to Owner for solutions to special problems or changes necessitated by conditions encountered in the course of construction.
- o Promptly notify Owner in writing of any defects or deficiencies in the work or of any matter of dispute with the Contractor.
- o Negotiate, prepare cost or price analysis for and counter-sign change orders.
- o Prepare written punch list, certificates of completion and other necessary construction close out documents.
- o Prepare a set of reproducible record prints of Drawings showing significant changes in the work made during construction, including the locations of underground utilities and appurtenances referenced to permanent surface improvements, based on marked-up prints, drawings and other data furnished by the contractor to the Design Professional.

These services will be rendered on three (3) construction contracts.

Minute Exhibit v
A. 1.2.6 Post Completion/Warranty Phase. After execution of the Certificate of Completion by the Owner, the Design Professional shall:

- o Consult with and make recommendations to Owner during warranties regarding construction, and equipment warranties.
- o Perform an inspection of construction work, material, systems and equipment no earlier than nine months and no later than ten months after completion of the construction contract and make a written report to the Owner. At the Owner's request, and by Amendment to the Additional Services section of this contract, conduct additional warranty inspections as Additional Services.
- o Advise and assist Owner in construction matters for a period up to eighteen months after completion of the project, but such assistance is not to exceed forty hours of service and one nonwarranty trip away from the place of business of the Design Professional.

These services will be rendered on three (3) construction contracts.

A. 1.3 Time of Performance. The Design Professional's schedule for preparing, delivering and obtaining Owner's approval for Basic Services shall be as follows:

- o Schematic Design/Preliminary Study Documents within 30 calendar days for the date of the receipt of a Notice to Proceed.
- o Design Development Documents within 30 calendar days from the date of receipt of written approval by the Owner of Schematic Design/Preliminary Study documents.
- o Bidding, Construction and Contract Documents within 30 calendar days from the date of receipt of written approval by the Owner of Design Development Documents.

A. 2.0 Design Professional's Additional Services

A. 2.1 Description of Additional Services. Additional Services are all those services provided by the Design Professional on the Project for the Owner that are not defined as Basic Services in Article A, Section 1.2 or otherwise required to be performed by the Design Professional under this Agreement. They include major revisions in the scope of work of previously approved drawings, specifications and other documents due to causes beyond the control of the Design Professional and not due to any errors, omissions, or failures on the part of the Design Professional to carry out obligations otherwise set out in this Agreement.

A. 2.2 Written Addendum or Contract Amendment. All additional services not already expressly required by this agreement shall be agreed to through either a written addendum or amendment to this Agreement.

Article B: Compensation and Payment

B. 1.0 Basic Services

B. 1.1 Fixed Fee for Basic Services. The Owner will pay the Design Professional for Basic Services performed as defined by A.1.2, a Fixed Fee (stipulated sum) of \$ \$23,000.00 plus Reimbursable Expenses identified in Article B.2.0. Such

payment shall be compensation for all Basic Services required, performed, or accepted under this Contract.

B. 1.2 Payment Schedule. Progress payments for Basic Services for each phase of work shall be made in proportion to services performed as follows:

Phase	Amount
Schematic Design/Preliminary Study Phase	\$ 4,000.00
Design Development Phase	\$ 4,000.00
Bidding, Construction & Contract Document Phase	\$ 4,000.00
Bidding & Award Phase	\$ 1,500.00
Construction Phase	\$ 9,000.00
Post Completion/ Warranty Phase	\$ 500.00
Total Basic Services	\$ 23,000.00

B. 2.0 Reimbursables

B. 2.1 Reimbursable Expenses. The Owner will pay the Design Professional for the Reimbursable Expenses listed below up to a Maximum Amount of \$ 500.00. Reimbursable Expenses are in addition to the Fixed Fee for Basic Services and are for certain actual expenses incurred by the Design Professional in connection with the Project as enumerated below.

B. 2.1.1 Travel Costs. The reasonable expense of travel costs incurred by the Design Professional when requested by Owner to travel to a location that lies outside of a 45 mile radius of either the Project site, Design Professional's office (s), and Owner's office.

B. 2.1.2 Long Distance Telephone Costs. Long distance telephone calls and long distance telefax costs.

B. 2.1.3 Delivery Costs. Courier services and overnight delivery costs.

B. 2.1.4 Reproduction Costs. Reproduction and postage costs of required drawings, specifications, Bidding and Contract documents, excluding the cost of reproductions for the Design Professional or Subcontractor's own use.

B. 2.1.5 Additional Reimbursables. The Design Professional and Owner may agree in an addendum or amendment to this Agreement to include certain other expenses not enumerated above as Reimbursable Expenses. These Reimbursables shall not be limited by the Maximum Amount agreed to above. A separate Maximum Amount for these Reimbursables shall be established.

B. 3.0 Additional Services

B. 3.1 Payment for Additional Services. The Owner will pay the Design Professional only for Additional Services agreed to in an addendum or amendment to this Agreement executed by the Owner and the Design Professional pursuant to A.2. Payment for all such Additional Services shall be in an amount and upon the terms set out in such amendment or addendum and agreed upon by the parties. Each such amendment or addendum shall provide for a fixed price or, where payment for such Additional Services is to be on an hourly basis or other unit pricing method, for a

maximum amount; each such amendment or addendum shall also provide for a method of payment, including, at a minimum, whether payment will be made in partial payments or in lump sum and whether it will be based upon percentage of completion or services billed for.

B. 4.0 Invoicing and Payments

B. 4.1 Invoices. All payments shall require a written invoice from the Design Professional. Invoices shall be made no more frequently than on a monthly basis. Payments for Basic Services shall be in proportion to services completed within each phase of work. When requesting such payment, the invoice shall identify the phase and the portion completed. All invoices shall state the Agreement, name and address to which payment shall be made, the services completed and the dates of completion, and whether the invoice requests payment for Basic Services, Reimbursable or Additional Services. Invoices seeking payment for Reimbursable or Additional Services must provide detailed documentation.

B. 4.2 Time of Payment. Upon the Design Professional's proper submission of invoices for work performed or reimbursable expenses, the Owner shall review and, if the work is in conformity with the terms of the Agreement, make payment within thirty days of the Owner's receipt of the invoice.

Article C: Responsibilities

C. 1.0 Design Professional's Responsibilities

C. 1.1 Basic Services. The Design Professionals shall provide the Basic Service set out in Article A.1.0.

C. 1.2 Additional Services. When required under this Agreement or agreed to as set out in A.2.0, the Design Professional shall provide Additional Services on the Project.

C. 1.3 General Responsibilities. The Design Professional shall be responsible for the professional quality, technical accuracy, and coordination of all designs, drawings, specifications, and other services, furnished by the Design Professional under this Agreement. The Owner's review, approval, acceptance of, or payment for Design Professional services shall not be construed as a waiver of any rights under this Agreement or of any cause of action for damages caused by Design Professional's negligent performance under this Agreement. Furthermore, this Agreement does not restrict or limit any rights or remedies otherwise afforded the Owner or Design Professional by law.

C. 1.4 Designing Within Funding Limitations. The Design Professional shall perform services required under this Contract in such a manner so as to cause an award of a Construction Contract(s) that does not exceed (1) \$ 281,000.00 or (2) an amount to be provided by the Owner in writing to the Design Professional prior to the commencement of Design Professional services. This fixed limit shall be called the Maximum Construction Contract Cost. The amount may be increased by the Owner, but only with written notice to the Design Professional. If the increase results in a change to the scope of work, an amendment to this Agreement will be required. The Design Professional and the Owner may mutually agree to decrease the Maximum Construction Contract Cost, but only by signing a written amendment to this Agreement. Should bids for the Construction Contract(s) exceed the Maximum Construction Contract Cost, the Owner has the right to require the Design Profes-

sional to perform redesigns, rebids and other services necessary to cause an award of the Construction Contract within the Maximum Construction Contract Cost without additional compensation or reimbursement.

C. 1.5 Compliance with Laws, Codes, Ordinances and Regulations. The Design Professional shall perform services that conform to all applicable Federal, State and local laws, codes, ordinances and regulations except as modified by any waivers which may be obtained with the approval of the Owner. If the Project is within an Indian reservation, tribal laws, codes and regulations shall be substituted for state and local laws, codes, ordinances and regulations. However, on such a Native American Projects, the Owner may additionally designate that some or all state and local codes shall apply. In some of these circumstances, a model national building code may be selected by the Indian or Native American Owner. The Design Professional shall certify that Contract Documents will conform to all applicable laws, codes, ordinances and regulations. The Design Professional shall prepare all construction documents required for approval by all governmental agencies having jurisdiction over the project. The Design professional shall make all changes in the Bidding and Construction Documents necessary to obtain governmental approval without additional compensation or reimbursement, except in the following situations. If subsequent to the date the Owner issues a notice to proceed, revisions are made to applicable codes or non-federal regulations, the Design Professional shall be entitled to additional compensation and reimbursements for any additional cost resulting from such changes. The Design Professional, however, is obligated to notify the Owner of all significant code or regulatory changes within sixty (60) days of their change, and such notification shall be required in order for the Design Professional to be entitled to any additional compensation or reimbursement.

C. 1.6 Seal. Licensed Design Professionals shall affix their seals and signatures to drawings and specifications produced under this Agreement when required by law or when the project is located on an Indian Reservation.

C. 1.7 Attendance at Conferences. The Design Professional or designated representative shall attend project conferences and meetings involving matters related to basic services covered under this contract. Attendance at community wide meetings shall be considered an additional service.

C. 2.0 Owner's Responsibilities

C. 2.1 Information. The Owner shall provide information regarding requirements for the project, including a program that shall set forth the Owner's objectives and schedule. The Owner shall also establish and update the Maximum Construction Cost. This shall include the Owner's giving notice of work to be performed by the Owner or others and not included in the Construction Contract for the Project. The Design Professional, however, shall be responsible to ascertain and know federal requirements and limitations placed on the Project.

C. 2.2 Notice of Defects. If the Owner observes or otherwise becomes aware of any fault or defect in the construction of the project or nonconformance with the Construction Contract, the Owner shall give prompt written notice of those faults, defects or nonconformance to the Design Professional.

minutes Exhibit D
C.2.3 Contract Officer. The Owner shall designate a Contract Officer authorized to act on its behalf with respect to the design and construction of the Project. The Contract Officer shall examine documents submitted by the Design Professional and shall promptly render decisions pertaining to those documents so as to avoid unreasonably delaying the progress of the Design Professional's work.

C. 2.4 Duties to Furnish. The Owner shall provide the Design Professional the items listed below.

C. 2.4.1 Survey and Property Restrictions. The Owner shall furnish topographic, property line and utility information as and where required. The Owner may at its election require the Design Professional to furnish any of these items as an Additional Service.

C. 2.4.2 Existing Conditions. The Owner shall provide the Design Professional any available "as built" drawings of buildings or properties, architect surveys, test reports, and any other written information that it may have in its possession and that it might reasonably assume affects the work.

C. 2.4.3 Waivers. The Owner shall provide the Design Professional information it may have obtained on any waivers of local codes, ordinances, or regulations or standards affecting the design of the Project.

C. 2.4.4 Minimum Wage Rates. The Owner shall furnish the Design Professional the schedule of minimum wage rates approved by the U.S. Secretary of Labor for inclusion in the solicitation and Contract Documents.

C. 2.4.5 Tests. When expressly agreed to in writing by both the Owner and the Design Professional, the Owner shall furnish the Design Professional all necessary structural, mechanical, chemical or other laboratory tests, inspections and reports required for the Project.

C. 2.4.6 Contract Terms. The Owner or its legal counsel may provide the Design Professional text to be incorporated into Bidding and Construction Contract Documents.

Article D: Contract Administration

D. 1.0 Prohibition of Assignment. The Design Professional shall not assign, subcontract, or transfer any services, obligations, or interest in this Agreement without the prior written consent of the Owner. Such consent shall not unreasonably be withheld when such assignment is for financing the Design Professional's performance.

D. 1.1 Ownership of Documents. All drawings, specifications, studies and other materials prepared under this contract shall be the property of the Owner and at the termination or completion of the Design Professional's services shall be promptly delivered to the Owner. The Design Professional shall have no claim for further employment or additional compensation as a result of exercise by the Owner of its full rights of ownership. It is understood, however, that the Design Professional does not represent such data to be suitable for re-use on any other project or for any other purpose. If the Owner re-uses the subject data without the Design Professional's written verification, such re-use will be at the sole risk of the Owner without liability to the Design Professional.

D. 1.2 Substitutions.

A. The Design Professional shall identify in writing principals and professional level employees and shall not substitute or replace principals or professional level employees without the prior approval of the Owner which shall not unreasonably be withheld.

B. The Design Professional's personnel identified below are considered to be essential to the work effort. Prior to diverting or substituting any of the specified individuals, the Design Professional shall notify the Owner reasonably in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact on the contract. No diversion or substitution of such key personnel shall be made by the Design professional without the prior written consent of the Owner.

Donald W. Smith

Karl D. Kregling

D. 1.3 Suspension. The Owner may give written notice to the Design Professional to suspend work on the project or any part thereof. The Owner shall not be obligated to consider a claim for additional compensation if the Design Professional is given written notice to resume work within 120 calendar days. If notice to resume work is not given within 120 calendar days, the Design Professional shall be entitled to an equitable adjustment in compensation.

D. 1.4 Subcontracts. The Design Professional will cause all applicable provisions of this Agreement to be inserted in all its subcontracts.

D. 1.5 Disputes. In the event of a dispute arising under this Agreement, the Design Professional shall notify the Owner promptly in writing and submit its claim in a timely manner. The Owner shall respond to the claim in writing in a timely manner. The Design Professional shall proceed with its work hereunder in compliance with the instructions of the Owner, but such compliance shall not be a waiver of the Design Professional's rights to make such a claim. Any dispute not resolved by this procedure may be determined by a court of competent jurisdiction or by consent of the Owner and Design Professional by other dispute resolution methods.

D. 1.6 Termination. The Owner may terminate this Agreement for the Owner's convenience or for failure of the Design Professional to fulfill contract obligations. The Owner shall terminate by delivering to the Design Professional a Notice of Termination specifying the reason therefore and the effective date of termination. Upon receipt of such notice, the Design Professional shall immediately discontinue all services affected and deliver to the Owner all information, reports, papers, and other materials accumulated or generated in performing this contract whether completed or in process. If the termination is for convenience of the Owner, the Owner shall be liable only for payment for accepted services rendered before the effective date of termination.

D. 1.7 Insurance. The Design professional shall carry Commercial or Comprehensive General Liability Insurance, Professional Liability Insurance (for a period extending two years past the date of completion of construction), and other insurance as are required by law, all in minimum amounts as set forth below. The Design Professional shall furnish the Owner certificates of insurance and they shall state that a thirty day notice of prior cancellation or change will be provided to the Owner. Additionally, the Owner shall be an additional insured on all Commercial or Comprehensive General liability policies.

Insurance

Limits or Amount

Auto	
Workers Compensation	State of CT limit
General Liability	1,000,000.00
Errors and Omissions	500,000.00

D. 1.8 Retention of Rights. Neither the Owner's review, approval or acceptance of, nor payment for, the services required under this contract shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the Design Professional shall be and remain liable to the Owner in accordance with the applicable law for all damages to the Owner caused by the Design professional's negligent performance of any of the services furnished under this contract.

Article E: Additional Requirements

E. 1.0 Contract Provisions Required by Federal Law or Owner Contract with the U.S. Department of Housing and Urban Development (HUD).

E. 1.1 Contract Adjustments. Notwithstanding any other term or condition of this Agreement, any settlement or equitable adjustment due to termination, suspension or delays by the Owner shall be negotiated based on the cost principles stated at 48 CFR Subpart 31.2 and conform to the Contract pricing provisions of 24 CFR 85.36 (f).

E. 1.2 Additional Services. The Owner shall perform a cost or price analysis as required by 24 CFR 85.36 (f) prior to the issuance of a contract modification/amendment for Additional Services. Such Additional Services shall be within the general scope of services covered by this Agreement. The Design Professional shall provide supporting cost information in sufficient detail to permit the Owner to perform the required cost or price analysis.

E. 1.3 Restrictive Drawings and Specifications. In accordance with 24 CFR 85.36(c)(3)(i) and contract agreements between the Owner and HUD, the Design Professional shall not require the use of materials, products, or services that unduly restrict competition.

E. 1.4 Design Certification. Where the Owner is required by federal regulations to provide HUD a Design Professional certification regarding the design of the Projects (24 CFR 968.235), the Design Professional shall provide such a certification to the Owner.

E. 1.5 Retention and Inspection of Records. Pursuant to 24 CFR 85.26(i)(10) and (11), access shall be given by the Design Professional to the Owner, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of the Design Professional which are directly pertinent to that specific Contract for the purpose of making an audit, examination, excerpts, and transcriptions. All required records shall be retained for three years after the Owner or Design Professional and other subgrantees make final payments and all other pending matters are closed.

E. 1.6 Copyrights and Rights in Data. HUD has no regulations pertaining to copyrights or rights in data as provided in 24 CFR 85.36. HUD requirements, Article 45 of the General Conditions to the Contract for Construction (form HUD-5370) requires that contractors pay all royalties and license fees. All drawings and specifications prepared by the Design Professional pursuant to this contract will identify any applicable patents to enable the general contractor to fulfil the requirements of the construction contract.

E. 1.7 Conflicts of Interest. Based in part on federal regulations (24 CFR 85.36(b)) and Contract agreement between the Owner and HUD, no employee, officer, or agent of the Owner (HUD grantee) shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when:

- (i) The employee, officer or agent,
- (ii) Any member of his or her immediate family,
- (iii) His or her partner, or

(iv) An organization that employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from Contractors, or parties to sub-agreements. Grantees and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents or by Contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

Neither the Owner nor any of its contractors or their subcontractors shall enter into any Contract, subcontract, or agreement, in connection with any Project or any property included or planned to be included in any Project, in which any member, officer, or employee of the Owner, or any member of the governing body of the locality in which the Project is situated, or any member of the governing body of the locality in which the Owner was activated, or in any other public official of such locality or localities who exercises any responsibilities or functions with respect to the Project during his/her tenure or for one year thereafter has any interest, direct or indirect. If any such present or former member, officer, or employee of the Owner, or any such governing body member or such other public official of such locality or localities involuntarily acquires or had acquired prior to the beginning of

his/her tenure any such interest, and if such interest is immediately disclosed to the Owner and such disclosure is entered upon the minutes of the Owner, the Owner, with the prior approval of the Government, may waive the prohibition contained in this subsection: Provided, That any such present member, officer, or employee of the Owner shall not participate in any action by the Owner relating to such contract, subcontract, or arrangement.

No member, officer, or employee of the Owner, no member of the governing body of the locality in which the project is situated, no member of the governing body of the locality in which the Owner was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

E. 1.8 Disputes. In part because of HUD regulations (24 CFR 85.36(i)(1)), this Design Professional Agreement, unless it is a small purchase contract, has administrative, contractual, or legal remedies for instances where the Design Professional violates or breaches Agreement terms, and provide for such sanctions and penalties as may be appropriate.

E. 1.9 Termination. In part because of HUD regulations (24 CFR 85.36(i)(2)), this Design Professional Agreement, unless it is for an amount of \$10,000 or less, has requirements regarding termination by the Owner when for cause or convenience. These include the manner by which the termination will be effected and basis for settlement.

E. 1.10 Interest of Members of Congress. Because of Contract agreement between the Owner and HUD, no member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this Contract or to any benefit to arise from it.

E. 1.11 Limitation of Payments to Influence Certain Federal Transaction. The Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions Act, Section 1352 of Title 31 U.S.C., provides in part that no appropriated funds may be expended by recipient of a federal contract, grant, loan, or cooperative agreement to pay any person, including the Design Professional, for influencing or attempting to influence an officer or employee of Congress in connection with any of the following covered Federal actions: the awarding of any federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

E. 1.12 Employment, Training, and Contracting Opportunities for Low-Income Persons, Section 3 of the Housing and Urban Development Act of 1968.

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. Reserved.

H. Reserved.

E. 1.13 Reserved.

E. 1.14 Clean Air and Water. (Applicable to contracts in excess of \$100,000). Because of 24 CFR 85.36(i)(12) and Federal law, the Design Professional shall comply with applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. § 1857h-4 transferred to 42 USC § 7607, section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15), on all contracts, subcontracts, and subgrants of amounts in excess of \$100,000.

E. 1.15 Energy Efficiency. Pursuant to Federal regulations (24 C.F.R. 85.36(i)(13)) and Federal law, except when working on an Indian housing authority Project on an Indian reservation, the Design Professional shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163 codified at 42 U.S.C.A. § 6321 et. seq.).

E. 1.16 Prevailing Wages. In accordance with Section 12 of the U.S. Housing Act of 1937 (42 U.S.C. 1437j) the Design Professional shall pay not less than the wages prevailing in the locality, as determined by or adopted (subsequent to a determination under applicable State or local law) by the Secretary of HUD, to all architects, technical engineers, draftsmen, and technicians.

E. 1.17 Non-applicability of Fair Housing Requirements in Indian Housing Authority Contracts. Pursuant to 24 CFR section 905.115(b) title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), which prohibits discrimination on the basis of race, color or national origin in federally assisted programs, and the Fair Housing Act (42 U.S.C. 3601-3620), which prohibits discrimination based on race, color, religion, sex, national origin, handicap, or familial status in the sale or rental of housing do not apply to Indian Housing Authorities established by exercise of a Tribe's powers of self-government.

E. 1.18 Prohibition Against Liens. The Design professional is Prohibited from placing a lien on the Owner's property. This prohibition shall be placed in all design professional subcontracts.

Article F: Other Owner Requirements (if any)

(Continue on additional pages as necessary)

Minute
Exhib. 16

This Agreement is entered into as of the day and year first written above.

Owner

Design Professional

Housing Authority of the Town of Seymour
(Housing Authority)

Donald W. Smith, JR. P.E.
(Firm) Consulting Engineer I

(Signature)

(Signature)

David J. Keyser
(Print Name)

Donald W. Smith, JR.
(Print Name)

Executive Director
(Print Title)

Owner
(Print Title)

Mfuntles Exhibit ✓

SCOPE OF WORK AND PROJECT SCHEDULE

CFP #: CT 26P03550118 & CT 26P03550119

SCOPE OF WORK

The project includes the following work items:

Rev. Albert Callahan House

- Install Fire Alarm system Horn/Strobe devices in twenty (20) one bedroom units on floors 1, 2, 3 & 4 and three (3) new power supplies. Estimated Cost: \$80,000
- First floor carpet replacement. Estimated Cost: \$35,000
- Install new video entry system to replace existing system. Estimated Cost: \$85,000
- Replace existing common area cooling tower (30 ton) and install cooling tower water treatment system. Estimated Cost: \$25,000

Construction Subtotal: \$225,000

Norman L. Ray House

- Replace approximately 74 ION smoke detectors with Photo smoke detectors in common spaces, efficiency units and one bedroom units on both floors and four (4) new heat detectors. Estimated Cost: \$45,150
- Modify the existing handrails and guardrails to comply with Building Code. Estimated Cost: \$45,000
- Replace sprinkler system backflow preventer. Estimated Cost: \$10,000
- Install new video entry system to replace current entry intercom system. Estimated Cost: \$50,000

Construction Subtotal: \$150,000

Estimated Construction Total: \$375,000

Due to the trade specific nature of the various work items, three (3) sets of Biding and Construction Documents will be prepared and three (3) construction contracts will be administered for the 2018 & 2019 CFP Funding.

Construction Contract Administration of the 2017 CFP Improvements (i.e. Fire Alarm work) will be performed in accordance with our Agreement for that work dated Feb. 6, 2018.

Donald W. Smith, Jr., P.E.
CONSULTING ENGINEER
56 Greenwood Circle
Seymour, Connecticut 06483
(203) 888-4904
Fax: (203) 881-3434
Email: donald@dwsmith.com

Minutes
Exhibit IV

CIVIL ENGINEERING
SEPTIC DESIGN

CONSTRUCTION INSPECTION
SITE DEVELOPMENT

Board of Commissioners
Seymour Housing Authority
28 Smith Street
Seymour, CT 06483

August 5, 2019

RE: Rev. Albert Callahan House
2018 Modernization Project
Change Order No. 1

Dear Commissioners,

Pursuant to the Owner's request, we have reviewed Change Order Proposal No.1 (copy attached) submitted by Siemens Inc. for the above referenced project and offer the following for your consideration:


- This proposal reflects an increased scope of work for the Fire Alarm work that includes the following:
 - Increase quantity of addressable smoke detectors at the Norman Ray House by thirty-five (35) devices
 - Increase quantity of sounder bases at the Norman Ray House by thirty-five (35) devices
 - Omit twenty (20) horn strobe devices and provide one hundred seventeen (117) LED horn strobe devices at the Rev. Albert Callahan House, including twenty (20) new horn strobe devices in the one bedroom units

All in accordance with the project drawings that were revised 4/1/18 & 7/23/19.

In our opinion, the proposal is fair and equitable for the required work. Accordingly, we recommend approval of this Change Order in the total amount of \$43,150.00.

Please feel free to contact me with any questions you may have regarding this matter.

Very truly yours,


Donald W. Smith, Jr., P.E.
Consulting Engineer

CC: D. Keyser, PHM

Change Order

* 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

05/11 : 1

ABSTRACT 7

UNCLASSIFIED -

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CH-3

SIEMENS INDUSTRY INC.
104 SEBETHE DRIVE
HARTFORD, CT 06416

^a Values are means ± SD; n = 6 per group.

OMIT TWENTY (20) HORN STROBE DEVICES AND PROVIDE ONE HUNDRED SEVENTEEN (117) LED HORN STROBES AT THE REV. ALBERT CALLAHAN HOUSE. ALL IN ACCORDANCE WITH PROJECT DRAWINGS REVISED 4/1/18 & 7/23/19.

Original amount of \$170,000 less the \$76,000 in savings	94,000.00
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Standardizing size growth in original measurements: 0.00

There is no significant difference between the two groups of students, 94,000.00

The same applies, *mutatis mutandis*, to all other parties, because

Total amount due from customers	43,150.00
---------------------------------	-----------

137,150.00

Percentage of non-sites, percent decrease in coverage: ZERO (0) sites

to name. Google and the Copyright Clearance Center have both charged objectors with plagiarism. NOV. 28, 2019

NOTE: Price changes that do not reflect changes in the actual net content of a component of the material are often a result of a change in the chemical composition of the component. The cost of the material is not affected by such changes. However, when the cost of the material is affected by a change in the net content of a component, the net content of the component should be indicated by a percentage value.

Not valid until signed by the Architect, Contractor and Owner

SEYMOUR HOUSING
AUTHORITY

OWNER: [REDACTED]

• • •

DAVID J. KEYSER

157

DATE

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The American Institute
of Architects
1365 New York Avenue, N.W.
Washington, D.C. 20004-2090