

MINUTES

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TOWN CLERK'S OFFICE

1003rd Meeting

November 6, 2019

The 1003rd a Regular Meeting of the Seymour Housing Authority was held Wednesday ~~October 2, 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 5:30 PM by Chairperson White.

ROLL CALL

Answering the Roll Call Commissioners Bellucci, Horelick and White. Commissioner Bellucci joined the meeting by speaker phone.

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

PUBLIC COMMENT

None

PREVIOUS MEETING MINUTES

Chairperson White introduced the previous meetings minutes of the 1002nd Meeting held on Wednesday October 2, 2019.

Commissioner Bellucci motioned to accept the minutes of the 1002nd Regular meeting held on Wednesday October 2, 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, Horelick and White. 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 Bellucci seconded the motion. Commissioner Bellucci questioned payment to Appecella Testa and Co. and specifically if we are still using them. The Executive Director responded that we have a significant balance we are still paying off and that we are no longer using their services. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Horelick and White. Chairperson White declared the motion carried and the Bills approved for payment.

EXECUTIVE DIRECTOR'S REPORT

See Exhibit II

The Executive Director reviewed his report. He added to the report by informing the Board that we are working on tenant complaints. One regarding nuisance behavior, noise and smoking from a fourth floor resident of Callahan. A complaint was also received from a family member of a resident about smoking violations at the Norman Ray House. He stated that both are being addressed.

The Executive Director informed the Commission that the contract with Siemens Inc. to work on the Smoke Alarm system upgrades at Callahan and Ray House under the Capital Fund Programs for 2017 and

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2018 is substantially completed. Work began mid October 2019 and was completed by October 31 with exception of one smoke detector located in the attic space of the Norman Ray House which will be done 11/7/2019.

The Executive Director informed the Commission that we are currently out to bid for several work items funded by the 2018 and 2019 Capital Fund Program. He specified that replacement of the Cooling Tower at Callahan House and replacement of a back-flow preventer at the Norman Ray House. He also said that modifications to the handrails at Norman Ray House for code upgrades are another job out to bid. He informed the Commission that we are also out to bid to replace the entry systems at Callahan House and the Norman Ray House. He stated we already had the walk through and the bids are due November 21, 2019 at 3:00 P.M. He mentioned that the Board would be selecting the bidders and the work would be under contract in December and begin in January 2020.

OLD BUSINESS

The Executive Director discussed the recent complaint about the smoking at Ray House and repeat offenders at Callahan House. He distributed a copy of the Rocky Hill Housing Authority's Smoke Free Policy and he described the progressive warning notice and financial fines that they charge. He stated they only give three warnings as follows: 1. A verbal warning; 2. A written warning with a \$100 fine; and, 3. An eviction notice with a \$250 fine.

Discussion followed Dominic Bellucci asked if we adopted fines if residents would pay them or would the Seymour Housing Authority have difficulty collecting them. Attorney Stamos recommended that we change our Policy to provide one warning and the second warning if necessary would be an eviction notice. He stated this proposal would be a more effective process that would communicate to residents that we are serious about enforcement of the no smoking rules.

The Executive Director reminded the Commission that our current policy provides for four (4) warnings before an eviction notice is issued. He stated there is no fines provided for in our policy. He asked the Commissioners if they would like the Policy changed to further discourage residents from smoking in their dwelling units.

The Commissioners indicated they would like to see a change made similar to that described by Attorney Stamos. The Executive Director is instructed to draft the changes, publish them to all residents and the matter will be brought up for action at a future meeting of the Seymour Housing Authority.

EXECUTIVE SESSION

AT 5:46 p.m. Commissioner Horelick motioned to Enter into Executive Session to discuss on going Litigation and to invite the entire Board of Commissioners, the Executive Director and Attorney Stamos. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Horelick and White. Chairperson White declared the motion carried.

AT 5:55 p.m. Commissioner Horelick motioned to end Executive Session and to return to regular session. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Horelick and White. Chairperson White declared the motion carried.

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NEW BUSINESS

Chairperson White introduced the quarterly financial reports for Callahan House, Norman Ray House, Moderate Rental and Smithfield Gardens Assisted Living.

The Executive Director reviewed the financial third quarter report for Callahan House (See Exhibit III). He reviewed the rental and total income, administrative expenses, maintenance expenses, general expenses and the net projected surplus for the period ended 9/30/2019.

The Executive Director reviewed the financial third quarter report for Norman Ray House (See Exhibit VI). He reviewed the rental and total income, administrative expenses, maintenance expenses, general expenses and the net projected surplus for the period ended 9/30/2019.

The Executive Director reviewed the financial third quarter report for the Moderate Rental Program (See Exhibit V). He reviewed the rental and total income, administrative expenses, maintenance expenses, general expenses, provision for RM&R and the net projected surplus for the period ended 9/30/2019.

The Executive Director reviewed the financial third quarter report for Smithfield Gardens Assisted Living (See Exhibit VI). He reviewed the rental, core services, meal services and ALSA services income, and total income, administrative expenses, maintenance expenses, general expenses. Cpre services, ,ea; services and ALSA services expenses, and the net projected Loss for the period ended 9/30/2019.

Commissioner Bellucci motioned to acknowledge the quarterly financial reports for Callahan House, Norman Ray House, Moderate Rental and Smithfield Gardens Assisted Living having been presented and reviewed by the Commission for the period ended 9/30/2019. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Horelick and White. Chairperson White declared the motion carried.

ANY OTHER BUSINESS PERTAINING TO THE BOARD

None.

ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1003rd meeting of the Seymour Housing Authority. At 6:05 PM Commissioner Horelick motioned to adjourn the 1003rd meeting of the Seymour Housing Authority. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Horelick and White. Chairperson White declared the motion carried and the 1003rd meeting adjourned.

Submitted by:



David J Keyser, Secretary and

Executive Director

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: October 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

Doc Num	Payment Date	Voided	Type	Document/Receipt	Document Descriptor	Cleared	Amount
21	10/08/2019	No	DD	SHA PAYROLL	Payroll #21	No	\$28,000.51
22	10/29/2019	No	DD	SHA PAYROLL	Payroll #22	No	\$28,146.88
11288	10/02/2019	No	CHK	Aflac Attn: Remittance Processing	Policy DHF89 September	No	\$301.44
11289	10/02/2019	No	CHK	AmTrust North America	Workers Comp Premium 27061737-	No	\$1,714.00
11290	10/02/2019	No	CHK	Anthem Blue Cross and Blue Shie	Premium 11/01/2019 - 12/01/2019	No	\$5,603.31
11291	10/02/2019	No	CHK	Aquarion Water Company	Act# 200282214 - 23 Seymour Ave	No	\$2.81
11292	10/02/2019	No	CHK	Cintas	Uniform Cleanings	No	\$102.94
11293	10/02/2019	No	CHK	Comcast	Act# 8773 40 216 0174468	No	\$86.90
11294	10/02/2019	No	CHK	Comcast Business	Act# 8773 40 216 0263568	No	\$117.98
11295	10/02/2019	No	CHK	Lincoln National Life Insurance C	Premium 01/01/2019 - 10/31/2019	No	\$388.08
11296	10/02/2019	No	CHK	MAWC, LLC	Monthly accounting services for July	No	\$206.25
11297	10/02/2019	No	CHK	Mr. Refinish	Refinish tub at 23 Chamberlain	No	\$499.00
11298	10/02/2019	No	CHK	Oak Ridge Hauling, LLC	August Service	No	\$441.10
11299	10/02/2019	No	CHK	Pleasant Point Partners (Proshred	First 36' Execute Console	No	\$55.00
11300	10/02/2019	No	CHK	Sprint	Cell Phone Aug 07 - Sept 06, 2019	No	\$418.38
11301	10/02/2019	No	CHK	St Treasurer For Merfund	MERF 09-2019	No	\$7,470.27
11302	10/02/2019	No	CHK	Xerox Financial	Lease 010-0026454-002 08/21-	No	\$462.00
11303	10/02/2019	No	CHK	MAWC, LLC	Monthly accounting services for July	No	\$600.00
11304	10/03/2019	No	CHK	Charles Payne Jr	WO#43012 - Replaced GFCL 3T	No	\$3,041.35
11305	10/09/2019	No	CHK	Aegis Energy Services, Inc.	Cogeneration Maintenance Monthly	No	\$2,151.15
11306	10/09/2019	No	CHK	Aquarion Water Company	Act# 200086423	No	\$1,388.87
11307	10/09/2019	No	CHK	Aquarion Water Company	Act# 200204664	No	\$717.29
11308	10/09/2019	No	CHK	Bender Plumbing Supplies Inc	Toilet for 20 Ray house	No	\$368.04
11309	10/09/2019	No	CHK	Buel Cpa P.C.	2nd half of Dec. 2018 audit plus adju	No	\$8,857.00
11310	10/09/2019	No	CHK	Comcast	Act# 8773 40 216 0256349	No	\$127.93
11311	10/09/2019	No	CHK	Comcast	Act# 8773 40 216 0041287	No	\$819.82
11312	10/09/2019	No	CHK	Europa Enterprises LLC	WO# 43845 paint 36 Ray ceiling	No	\$680.00
11313	10/09/2019	No	CHK	Eversource	Act# 5177 958 3004	No	\$3,340.92
11314	10/09/2019	No	CHK	Friends Of Fur LLC	Bed bug treatment at 13 Ray	No	\$475.00
11315	10/09/2019	No	CHK	Grassy Turtle LLC	Lawn maintenance Contract	No	\$803.00
11316	10/09/2019	No	CHK	Gregory Stamos	Kim Platt Hearing	No	\$250.00
11317	10/09/2019	No	CHK	Kone Inc	Emergency communication monitori	No	\$1,140.81
11318	10/09/2019	No	CHK	MAWC, LLC	Monthly accounting services for Aug	No	\$525.00
11319	10/09/2019	No	CHK	Nurse's Touch Cleaning Service L	Norman Ray monthly cleaning	No	\$880.00
11320	10/09/2019	No	CHK	Oak Ridge Hauling, LLC	October 2019 Trash Service	No	\$438.93
11321	10/09/2019	No	CHK	Oak Ridge Hauling, LLC	October 2019 Trash Service	No	\$477.72
11322	10/09/2019	No	CHK	Freddy's	Snaked kitchen sink drain at 2T	No	\$2,215.00
11323	10/09/2019	No	CHK	Friends Of Fur LLC	Set traps for mice at 4 Chamberlain	No	\$125.00
11324	10/09/2019	No	CHK	VVEX BANK	Fuel Purchases	No	\$266.33
11325	10/15/2019	No	CHK	VSP	October 2019 billing 30 019995 000	No	\$73.91

FINANCIALS
Exhibit I

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

Filter Criteria Includes: 1) Project: All 2) Payment Date: All 3) Financial Period: October 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: 424-0200579, GL Account: 1111.4

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voucher</u>	<u>Type</u>	<u>Document Payee</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
20094	10/11/2019	No	VD	Seymour Housing Authority	Wrong invoice	No	(\$5,750.00)
20121	10/02/2019	Yes	CHK	Bellelitti's Tree Service	Removal of first Norway Maple tree	No	\$5,100.00
20121	10/02/2019	No	VD	Bellelitti's Tree Service	Wrong amount	No	(\$5,100.00)
20122	10/02/2019	No	CHK	Seymour Janitorial Services	Monthly cleaning at Callahan and ra	No	\$658.00
20123	10/02/2019	No	CHK	Bellelitti's Tree Service	Removal of first Norway Maple tree	No	\$1,775.00
20124	10/03/2019	No	CHK	Seymour Housing Authority	AP Fed 10/02/2019 reimbursement	No	\$7,971.45
20125	10/03/2019	No	CHK	Callahan House Tenants Associat	Monthly Association fee	No	\$25.00
20126	10/03/2019	No	CHK	Norman Ray Tenant Association	Monthly Association fee	No	\$25.00
20127	10/03/2019	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	No	\$2,612.50
20128	10/07/2019	No	CHK	Jennifer Ciaralli	RSC pay period ending 10/5/2019	No	\$360.00
20129	10/09/2019	No	CHK	Seymour Housing Authority	AP Federal 10/09/2019 reimbursem	No	\$24,413.32
20130	10/16/2019	No	CHK	Seymour Housing Authority	Advance for CFP CT26P03550117	No	\$100.00
20131	10/16/2019	No	CHK	Seymour Housing Authority	Advance for CFP CT26P03550118	No	\$100.00
20132	10/16/2019	No	CHK	Seymour Housing Authority	Advance for CFP CT26P03550119	No	\$100.00
20133	10/17/2019	No	CHK	Comprehensive Grants Managem	Grant writing services - Ross Grant	No	\$1,000.00
20134	10/18/2019	No	CHK	Jennifer Ciaralli	RSC pay period ending 10/19/19	No	\$360.00
20135	10/18/2019	No	CHK	Seymour Housing Authority	HUD TREAS 310 CT26P03550117	No	\$500.00
20136	10/18/2019	No	CHK	Seymour Housing Authority	HUD TREAS 310 CT26P03550118	No	\$2,500.00
20137	10/18/2019	No	CHK	Seymour Housing Authority	HUD TREAS 310 CT26P03550119	No	\$3,000.00
20138	10/22/2019	No	CHK	Seymour Housing Authority	CT26P035501-18 A&E Fee	No	\$3,500.00
20139	10/22/2019	No	CHK	Seymour Housing Authority	CT26P035501-19 A&E Fee	No	\$2,000.00
20140	10/29/2019	No	CHK	Seymour Housing Authority	Fund Federal payrolls 21 & 22	No	\$17,236.21

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

Filter Criteria Includes: 1) Project: All 2) Payment Date: All 3) Financial Period: October 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>Voucher</u>	<u>Type</u>	<u>Document Payee</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
40122	10/02/2019	No	CHK	Bellelitti's Tree Service	Removal of hollow Scarlett Oak tree	No	\$6,900.00
40123	10/02/2019	No	CHK	Connecticut Housing Finance Aut	Loan 96089D Payment SHA	No	\$462.02
40124	10/02/2019	No	CHK	Ford Motor Credit Company	2016 Ford Transit Connect XL	No	\$574.87
40125	10/03/2019	No	CHK	Seymour Housing Authority	AP MR 10/02/2019 reimbursement	No	\$6,335.71
40126	10/03/2019	No	CHK	Buddy's Fuel, LLC	Annual Cleaning 5 Seymour Ave	No	\$955.00
40127	10/03/2019	No	CHK	Charles Payne Jr	Checked light fixture in hall way repl	No	\$7,909.50
40128	10/03/2019	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	No	\$1,741.67
40129	10/09/2019	No	CHK	Seymour Housing Authority	AP MR 10/09/2019 reimbursement	No	\$1,554.60
40130	10/17/2019	No	CHK	Treasurer, State of Connecticut	Fingerprints Hector Franco	No	\$13.25
40131	10/29/2019	No	CHK	Seymour Housing Authority	Fund MR payrolls 21 & 22	No	\$12,203.75

Master
Exhibit I

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

Filter Criteria Includes: 1) Project: SHA Development Corporation. 2) Payment Date: All. 3) Financial Period: October 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: 1000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Vendor</u>	<u>Type</u>	<u>Document/Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
333	10/17/2019	No	VD	Ferguson & McGuire/APS	Lost in the usa mail	No	(\$1,219.20)
334	10/17/2019	No	CHK	Ferguson & McGuire/APS	Property Insurance	No	\$1,219.20

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: October 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>Vendor</u>	<u>Type</u>	<u>Document/Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
90554	10/01/2019	No	CHK	Frontier	Act# 203-888-5093-092806-5	Yes	\$407.50
90555	10/02/2019	No	CHK	Advance Communications Inc	Message service 8/21 - 9/17/19	Yes	\$136.51
90556	10/02/2019	No	CHK	Comcast	Act# 8773 40 216 0069510	Yes	\$1,036.83
90557	10/02/2019	No	CHK	Eversource	Act# 5747 654 0034	Yes	\$1,833.87
90558	10/02/2019	No	CHK	Eversource	Act# 51083234013	Yes	\$4,227.96
90559	10/02/2019	No	CHK	Eversource	Act# 5766 997 0055	Yes	\$82.59
90560	10/02/2019	No	CHK	Life Source, Inc	Monitoring Annual Fire Alarm	Yes	\$420.00
90561	10/02/2019	No	CHK	Oak Ridge Hauling LLC	August Service	Yes	\$476.01
90562	10/02/2019	No	CHK	State of Connecticut	SGAL Elevator Renewal	Yes	\$240.00
90563	10/02/2019	No	CHK	Seymour Housing Authority	Payment to Revolving Fund from S	Yes	\$3,041.00
90564	10/03/2019	No	CHK	Seymour Housing Authority	AP SGAL 10/02/2019 reimbursemen	Yes	\$6,426.81
90565	10/03/2019	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	Yes	\$4,965.00
90566	10/04/2019	No	CHK	David Goclowski	One Hour Performance on 09/16/19	Yes	\$125.00
90568	10/09/2019	No	CHK	Cura Hospitality, LLC	Meal Services - July 2019	Yes	\$29,466.84
90569	10/09/2019	No	CHK	Danilo's Painting LLC	Painted two apartments 218 and 228	Yes	\$1,900.00
90570	10/09/2019	No	CHK	Nurse's Touch Cleaning Service L	SGAL locker room/bathroom cleanin	Yes	\$150.00
90571	10/09/2019	No	CHK	Seymour Housing Authority	AP SGAL 10/09/2019 reimbursemen	Yes	\$79.89
90572	10/11/2019	No	CHK	Eversource	Act# 5766 997 0055	Yes	\$82.99
90573	10/17/2019	No	CHK	Jane Marino	One hour performance	Yes	\$125.00
90574	10/23/2019	No	CHK	Theo Pro	File Pre-Approval July	Yes	\$126.50
90575	10/29/2019	No	CHK	Seymour Housing Authority	Fund SGAL payrolls 21 & 22	Yes	\$26,707.43

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

Filter Criteria Includes: 1) Project: All. 2) Payment Date: All. 3) Financial Period: October 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: 6577206006, GL Account: 1111.CFP.5501.17

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Vendor</u>	<u>Type</u>	<u>Document/Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
89	10/22/2019	No	CHK	Donald W. Smith, Jr. P.E	Consulting Engineering	No	\$500.00

Minutes
Exhibit I

Bank: Liberty, Bank Account: 6577206014, GL Account: 1111.CFP.5501.18

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>
89	10/22/2019	No	CHK	Donald W. Smith, Jr. P E	Design Preparation plans	No	\$6,000.00

Bank: Liberty, Bank Account: 6577206022, GL Account: 1111.CFP.5501.19

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>
89	10/22/2019	No	CHK	Donald W. Smith, Jr. P E	Preparation for Design Plans Call &	No	\$5,000.00

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

Filter Criteria Includes: 1) Project All 2) Payment Date All 3) Financial Period October 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: Wachovia Bank, Bank Account: Checking, GL Account: 1111.CFP

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>
227	10/16/2019	No	CHK	Seymour Housing Authority	Move Advance for CFP CT26P0355	No	\$98.19

NOVEMBER 2019

HOUSING AUTHORITY OF THE TOWN OF
SEYMOUR

Executive Director's Report

Occupancy

REV. CALLAHAN HOUSE 2019 YEAR TO DATE VACANCIES 7

Callahan House remained fully occupied during October 2019. Callahan House has experienced 125 days vacant since January 1, 2019 and has averaged 17.85 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; 125 days/29200 days available = 0.42808% percentage through October 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*3%= 29 UMA or 348 days. For 2020 FYE Budget we used 11 days have 337 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		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	07/19/2019	11

Average number of vacancy days per vacancy

17.85

NORMAN RAY HOUSE 2019 YEAR TO DATE VACANCIES 9

Norman Ray House remained fully occupied during October 2019. Norman Ray House has experienced 190 days vacant since January 1, 2019 and has averaged 21.11 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; 190 days/14,600 days available = 1.301% percentage through October 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*3%= 14.4 UMA or 168 days. For the 2020 budget we have used 38 days and have 130 days remaining to use. 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	Figuroa	5/8/2019	26
40	Listro	5/30/2019	West	6/20/2018	21
19	West	6/20/2019	West	07/08/2019	18
16	Magyar	6/30/2019	Johnson	07/16/2019	16
40	West	07/08/2019	Tuozzola	07/12/2019	4

Average number of vacancy days per vacancy 21.11

*Minor
Exhibit II*

STATE MODERATE RENTAL 2019 YEAR TO DATE VACANCIES 8

The Moderate Rental program remained fully occupied during October 2019. The Moderate Rental Program has experienced 286 days vacant since January 1, 2019 and has averaged 35.75 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; 286 days/29,565 days available = 0.9674% percentage through October 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	58
\$ 485	8B	Hannon	4/22/2018	Nieves	6/20/2019	59
\$ 485	34C	Piper	6/30/2019	Daniels	8/2/2019	33
\$ 475	23S	Begnoche	07/01/2019	Swain	8/22/2019	53
\$ 482	21C	Teal	08/06/2019	Torres	9/10/2019	35
\$ 482	23C	A ElHanaoui	08/06/2019	CElhanaoui	8/14/2019	8

Average number of vacancy days per vacancy: 35.75

We have experienced \$4,572 in vacancy Loss since January 1, 2019. We have budgeted \$3,534 for vacancy loss through October 31, 2019.

Minutes
Exhibit ET

SMITHFIELD GARDENS ASSISTED LIVING 2019 YEAR TO DATE VACANCIES 14

Smithfield Gardens experienced two moves ins during October 2019 and 2 units remained unoccupied. Smithfield Gardens has experienced 737 days vacant since January 1, 2019 and has averaged 52.64 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; 737days/20,440 days available = 3.605% percentage through October 31, 2019.

Smithfield Gardens
Assisted 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	7/08/2019	25
209	Moseley	6/13/2019	St. George	7/08/2019	24
127	Carroll	7/03/2019	Meyer	8/1/2019	28
212	Glynn	7/09/2019	Quiinn	9/27/2019	79
121	Bogen	7/12/2019	Vacant	10/12/2019	92
228	McGrath	8/23/2019	Gilbert	10/5/2019	43
218	Cohen	8/23/2019	Vacant		69
211	Veillette	9/13/2019	Vacant		48

Average number of vacancy days per vacancy: 52.64

We have experienced \$29,789 vacancy loss since January 1, 2019. We have budgeted \$22,696 for vacancy through October 31, 2019.

minutes
Exhibit III
Seymour Housing Authority

Operating Statement
Nine Months Ending 09/30/2019

Program: Federal Project: 001 - Reverend Callahan House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	272,792	267,375	5,417	356,500	(83,700)
Interest Income	336		336		336
Tenant Charges	11,513	9,450	2,063	12,600	(1,087)
Other Income	36,575	34,107	2,468	45,476	(8,901)
Operating Subsidy	154,447	161,250	(6,803)	215,000	(60,553)
TOTAL INCOME	475,664	472,182	3,482	629,576	(153,912)
EXPENSES					
ADMINISTRATIVE					
Wages	85,987	79,154	(6,833)	105,539	19,552
Compensated Absences	4,046	4,046		5,394	1,349
Legal	6,834	5,006	(1,828)	6,675	(159)
Travel	1,274	1,217	(56)	1,623	349
Accounting & Auditing	10,765	18,750	7,985	25,000	14,235
Office Supplies	4,988	5,440	452	7,253	2,265
Office Expenses	21,281	18,702	(2,579)	24,936	3,655
Office Rent	15,675	15,675	(0)	20,900	5,225
Tenant Services	23,047	10,820	(12,226)	14,427	(8,620)
TOTAL ADMINISTRATIVE	173,896	158,810	(15,086)	211,747	37,851
UTILITIES					
Water	19,952	20,025	73	26,700	6,748
Electricity	40,867	39,000	(1,867)	52,000	11,133
Gas	51,688	55,875	4,187	74,500	22,812
Cable	2,106	(750)	(2,856)	(1,000)	(3,106)
TOTAL UTILITIES	114,613	114,150	(463)	152,200	37,587
MAINTENANCE					
Wages	19,677	17,507	(2,170)	23,343	3,666
Supplies	12,024	6,225	(5,799)	8,300	(3,724)
Contractors	71,982	96,563	24,581	128,750	56,769
TOTAL MAINTENANCE	103,683	120,295	16,612	160,393	56,710
OTHER					
Insurance	17,332	21,397	4,065	28,529	11,197
Employee Benefits	40,305	39,690	(615)	52,920	12,615
Collection Losses	1,500	1,500	(0)	2,000	500
Extraordinary Maintenance		750	750	1,000	1,000
Property Taxes	16,028	15,323	(706)	20,430	4,402
TOTAL OTHER	75,165	78,659	3,494	104,879	29,714
TOTAL EXPENSES	467,357	471,914	4,557	629,219	161,862
SURPLUS	8,306	268	8,039	357	7,949

Operating Statement
Nine Months Ending 09/30/2019
Program: Federal Project: 002 - Norman Ray House

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
Rental Income	106,269	99,750	6,519	133,000	(26,731)
Interest Income	(2)		(2)		(2)
Tenant Charges	2,991	1,650	1,341	2,200	791
Other Income	30,343	32,795	(2,452)	43,726	(13,383)
Operating Subsidy	81,745	78,750	2,995	105,000	(23,255)
TOTAL INCOME	221,346	212,945	8,402	283,926	(62,580)
EXPENSES					
ADMINISTRATIVE					
Wages	42,974	39,577	(3,397)	52,769	9,795
Compensated Absences	1,806	1,806	0	2,408	602
Legal	5,295	1,941	(3,354)	2,588	(2,707)
Travel	529	467	(62)	623	94
Accounting & Auditing	5,877	9,000	3,123	12,000	6,123
Office Supplies	2,594	2,720	125	3,626	1,032
Office Expenses	9,375	9,839	464	13,118	3,743
Office Rent	7,837	7,838	0	10,450	2,613
Tenant Services	1,225	1,650	425	2,200	975
TOTAL ADMINISTRATIVE	77,513	74,837	(2,676)	99,782	22,269
UTILITIES					
Water	8,421	6,000	(2,421)	8,000	(421)
Electricity	19,570	29,775	10,205	39,700	20,130
Cable	1,435	(1,350)	(2,785)	(1,800)	(3,235)
TOTAL UTILITIES	29,426	34,425	4,999	45,900	16,474
MAINTENANCE					
Wages	8,614	7,640	(974)	10,186	1,572
Supplies	3,939	3,075	(864)	4,100	161
Contractors	48,508	54,750	6,242	73,000	24,492
TOTAL MAINTENANCE	61,061	65,465	4,404	87,286	26,225
OTHER					
Insurance	7,678	8,625	947	11,500	3,822
Employee Benefits	19,788	18,917	(871)	25,222	5,434
Extraordinary Maintenance		750	750	1,000	1,000
Property Taxes	7,828	9,510	1,682	12,680	4,852
Property Repl & Betterments		375	375	500	500
TOTAL OTHER	35,293	38,177	2,883	50,902	15,609
TOTAL EXPENSES	203,293	212,903	9,610	283,870	80,577
SURPLUS	18,053	42	18,011	56	17,997

Operating Statement
Nine Months Ending 09/30/2019
Program: Moderate Rental Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
TENANT RENT					
Rental Income - Base Rent	355,796	357,764	(1,968)	477,018	(121,222)
Rental Income - Excess of Base	61,940	50,237	11,703	66,983	(5,043)
Dwelling Vacancy Loss	(5,153)	(3,750)	(1,403)	(5,000)	(153)
TOTAL TENANT RENT	412,583	404,251	8,332	539,001	(126,418)
Interest Income	(57)	75	(132)	100	(157)
Tenant Charges	3,205	2,250	955	3,000	205
TOTAL INCOME	415,731	406,576	9,156	542,101	(126,370)
EXPENSES					
ADMINISTRATIVE					
Office Salaries	87,081	80,114	(6,968)	106,818	19,737
Compensated Absences	4,026	4,026	0	5,368	1,342
Legal	7,413	6,026	(1,386)	8,035	622
Accounting & Auditing	8,336	7,125	(1,211)	9,500	1,164
Office Supplies	4,789	5,508	719	7,344	2,555
Rent	15,675	15,675	(0)	20,900	5,225
Travel	1,074	473	(602)	630	(444)
Office Expense	20,659	15,818	(4,840)	21,091	432
Employee Benefits	33,276	32,492	(784)	43,323	10,047
Payroll Taxes	9,157	9,597	440	12,795	3,639
TOTAL ADMINISTRATIVE	191,486	176,854	(14,632)	235,805	44,319
UTILITIES					
Water	600	300	(300)	400	(200)
Electricity	570	1,125	555	1,500	930
Fuel Oil	1,194	1,125	(69)	1,500	306
TOTAL UTILITIES	2,365	2,550	185	3,400	1,035
MAINTENANCE					
Maintenance Wages	28,291	25,147	(3,144)	33,529	5,238
Maintenance Materials	11,020	11,625	605	15,500	4,480
Maintenance Contractors	71,832	87,450	15,618	116,600	44,768
TOTAL MAINTENANCE	111,142	124,222	13,079	165,629	54,487
OTHER EXPENSES					
Insurance	62,753	63,187	433	84,249	21,496
Mortgage Payments	4,246	4,158	(88)	5,544	1,298
Prov for Repair & Replacement	29,606	29,606		39,474	9,869
Prov for Collection Losses	6,000	6,000	(0)	8,000	2,000
TOTAL OTHER EXPENSES	102,605	102,950	345	137,267	34,662
TOTAL EXPENSES	407,598	406,576	(1,022)	542,101	134,503
SURPLUS	8,133		8,133		8,133

Seymour Housing Authority

Operating Statement

Nine Months Ending 09/30/2019

Program: Smithfield Gardens

Project: Consolidated

Minutes
Exhibit 5.0 VP

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME					
RENT					
Tenant Rent Revenues	474,675	476,640	(1,965)	635,520	(160,845)
Rental Subsidies	399,599	414,792	(15,193)	553,056	(153,457)
Other Rent Revenues	39,188	39,188	0	52,250	(13,062)
Vacancy Loss	(23,068)	(23,832)	764	(31,776)	8,708
TOTAL RENT	890,394	906,788	(16,394)	1,209,050	(318,656)
ASSISTED LIVING SERVICES					
Core Services Income	151,324	162,310	(10,985)	216,413	(65,089)
Meal Service Income	221,119	226,618	(5,499)	302,157	(81,038)
ALSA Service Income	692,561	702,600	(10,039)	936,800	(244,239)
TOTAL ASSISTED LIVING SERVICES	1,065,004	1,091,528	(26,523)	1,455,370	(390,366)
Other Revenues	5,161	6,263	(1,102)	8,350	(3,189)
TOTAL INCOME	1,960,559	2,004,578	(44,019)	2,672,770	(712,211)
EXPENSES					
ADMINISTRATIVE					
Meetings & Marketing	4,650	2,744	(1,906)	3,658	(992)
Office Salaries	31,545	31,753	208	42,337	10,792
Office Expense	21,027	18,008	(3,019)	24,010	2,983
Management Fee	44,685	45,340	655	60,453	15,768
Manager Salaries	49,020	55,121	6,101	73,495	24,475
Legal Accounting & Auditing	21,220	19,292	(1,928)	25,723	4,503
Miscellaneous Administrative	297	225	(72)	300	3
TOTAL ADMINISTRATIVE	172,443	172,482	39	229,976	57,533
UTILITIES					
Electricity	27,224	26,250	(974)	35,000	7,776
Water	8,687	6,000	(2,687)	8,000	(687)
Gas	48,956	48,000	(956)	64,000	15,044
TOTAL UTILITIES	84,867	80,250	(4,617)	107,000	22,133
MAINTENANCE					
Maintenance/Cleaning Salaries	17,728	15,840	(1,888)	21,120	3,392
Supplies	18,583	17,115	(1,468)	22,820	4,237
Contractors	73,182	36,863	(36,319)	49,150	(24,032)
Trash Removal	4,364	5,100	736	6,800	2,436
HVAC Repairs & Maintenance	12,488	20,625	8,137	27,500	15,012
Snow Removal	8,543	28,500	19,958	38,000	29,458
Cable & Internet	9,420	9,000	(420)	12,000	2,580
TOTAL MAINTENANCE	144,308	133,043	(11,266)	177,390	33,082
OTHER EXPENSE					
Payroll & Property Taxes	18,882	19,712	830	26,283	7,401
Insurance	47,031	46,934	(98)	62,578	15,547
Employee Benefits	32,522	30,360	(2,162)	40,480	7,958
Misc Taxes Licenses Ins	(10)	375	385	500	510
Mortgage Payments	316,065	316,065	0	421,420	105,355
Replacement Reserve Deposits	26,514	26,514		35,352	8,838
TOTAL OTHER EXPENSE	441,003	439,960	(1,044)	586,613	145,610
ASSISTED LIVING SERVICES					
Core Services	211,067	198,304	(12,764)	264,405	53,338
Meal Services	262,224	266,366	4,142	355,155	92,931
ALSA Services	692,561	702,600	10,039	936,800	244,239
TOTAL ASSISTED LIVING SERVICES	1,165,853	1,167,270	1,417	1,556,360	390,507
SURPLUS	(47,916)	11,573	59,489	15,431	63,347

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