

MINUTES

COPY RECEIVED
DATE: 2/5/2020
TIME: 9:38 AM
TOWN CLERK'S OFFICE

1005th Meeting

The 1005th a Regular Meeting of the Seymour Housing Authority was held Wednesday December 4, 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 5:50 PM by Chairperson White.

ROLL CALL

Answering the Roll Call Commissioners Bellucci, Horelick and White.

Also present was Secretary and Executive Director David Keyser.

PUBLIC COMMENT

None

PREVIOUS MEETING MINUTES

Chairperson White introduced the previous meetings minutes of the 1003rd Meeting held on Wednesday November 6, 2019.

Commissioner Bellucci motioned to accept the minutes of the 1003rd Regular meeting held on Wednesday November 6, 2019 as presented. Commissioner Horelick seconded the motion. The Executive Director mentioned a correction that was necessary. The Executive Director stated that the 1003rd Minutes included an error. He pointed out that the minutes stated the meeting was held on October 2, 2019 and need to be corrected to reflect the November 6, 2019 date of the meeting. At this point, Commissioner Commissioner Bellucci motioned to accept the corrected minutes of the 1003rd meeting as amended to correct the date of the meeting to November 6, 2019. Commissioner Horelick seconded the amendment motion. Chairperson 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 if we are satisfied with the snow removal contractor. The Executive Director responded that his work has been acceptable in relation to snow removal. 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.

The Executive Director discussed a letter from HUD regarding our PHAS financial scoring. He stated this letter describes that we have been scored in the Substandard category as a result of low reserves and high accounts payables. He stated that a phone conference was held with HUD to discuss this further. He stated that he provided HUD our third quarter report for AMPS CT035001 & 002 that reflected substantial gains for the three quarters of operations through September 30, 2019.

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He further explained to HUD that over the past few years, we experienced some unusually high expenses including Snow Removal and Landscaping, Accounting Fees and extraordinary expenses resulting from inaccurate claims of mold. These have been corrected by changing Accounting Firms, bidding our Snow Removal and Landscaping contract, and the mold claim issues have been resolved.

These three items really impacted the results of operations for two fiscal years. 2019 should result in a much better and more normal results of operations. He agreed to submit the Unaudited Financial statements for the two years by February 15, 2020.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director referred the Board to the Annual Report. The December report is included with that report.

OLD BUSINESS

The Executive Director reminded the Board that at the last meeting of the Seymour Housing Authority we discussed increasing the warning system for violators of the Smoke Free Public Housing Policy. He informed the Commission that he has corresponded to all the residents of the Rev. Callahan House and the Norman Ray House informing them of the policy changes.

Commissioner Horelick motioned that relative to the changes in the Smoke Free Public Housing Policy rescind the four written violation notices and replace it with only two notifications; to provide one written warning and the second warning if necessary would be an eviction notice. 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.

NEW BUSINESS

Chairperson White introduced the 2020 Moderate Rental Management Plan (Budget). (Exhibit II)

The Executive Director reviewed the 2020 Moderate Rental Management Plan. He reviewed the rental and total income, administrative expenses, maintenance expenses, general expenses and the net projected result of operation for 2020. He stated that there was no rental increases projected for the 2020 Management Plan.

After some further brief discussion, Commissioner Horelick motioned to adopt the 2020 Moderate Rental Management Plan as presented and to authorize the Executive Director to submit it to CHFA for review and approval. 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. Chairperson White abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

Commissioner Horelick introduced Resolution # 423 concerning Board certification and approval of the Callahan House Budget for year starting 1/1/2020. (See exhibit III)

The Executive Director discussed and reviewed the 2020 Callahan House budget. He reviewed the rental and total income, administrative expenses, maintenance and general expenses, the projected operating subsidy and the net result of operations for 2020.

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After further brief discussion, Commissioner Horelick motioned to adopt Resolution # 423 concerning Board certification and approval of the Callahan House Budget for year starting 1/1/2020 and to authorize the Executive Director or his representative to submit it to HUD. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Yah	Nay	Abstain
Bellucci			X
Horelick	X		
White	X		

Chairperson White declared the motion carried and Resolution #423 duly adopted.

Commissioner Horelick introduced Resolution # 424 concerning Board certification and approval of the Norman Ray House Budget for year starting 1/1/2020. (See exhibit IV)

The Executive Director discussed and reviewed the 2020 Norman Ray House budget. He reviewed the rental and total income, administrative expenses, maintenance and general expenses, the projected operating subsidy and the net result of operations for 2020.

After further brief discussion, Commissioner Horelick motioned to adopt Resolution # 424 concerning Board certification and approval of the Norman Ray House Budget for year starting 1/1/2020 and to authorize the Executive Director or his representative to submit it to HUD. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Yah	Nay	Abstain
Bellucci			X
Horelick	X		
White	X		

Chairperson White declared the motion carried and Resolution #424duly adopted.

Chairperson White introduced the 2020 Smithfield Gardens Budget for approval. (See Exhibit V)

The Executive Director reviewed the 2020 Smithfield Gardens Assisted Living Management Plan. He reviewed the rental and total income, core services income, administrative expenses, maintenance expenses, general expenses, core services expense and the net projected result of operation for 2020. He stated that there was no rental increases projected for the 2020 Management Plan

After further brief review, Commissioner Bellucci motioned to adopt the 2020 Smithfield Gardens Assisted Living Management Plan as presented and to authorize the Executive Director to submit it to CHFA for review and approval. 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

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aye. Voting aye were Commissioners Bellucci, Horelick and White. Chairperson White declared the motion carried.

Chairperson White introduced Capital Fund Program Contract Awards.

The Executive Director briefly discussed the bid process for the work items including the sprinkler system repair for the Norman Ray House and the cooling tower replacement at the Callahan House. He explained that the bids were opened November 21, 2019 and stated that two bids were received. He discussed the bid tabulation sheet and the recommendations made by the Engineer, Donald W. Smith, Jr. P.E. He summarized that the lowest qualified bid was that of West State Mechanical in the amount of \$58,800. (See Exhibit VI)

After some further brief discussion, Commissioner Horelick motioned to accept and award the bid from West State Mechanical in the amount of \$58,800 and to authorize the Executive Director to execute the contract and oversee the project as Modernization Coordinator. Commissioner Belucci 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.

The Executive Director briefly discussed the bid process for the work items including the video entry and access control systems at the Callahan House and Norman Ray House. He explained that the bids were opened November 21, 2019 and stated that two bids were received. He discussed the bid tabulation sheet and the recommendations made by the Engineer, Donald W. Smith, Jr. P.E. He summarized that the lowest qualified bid was that of Advanced Alarms in the amount of \$114,073. (See Exhibit VIII)

After some further brief discussion, Commissioner Horelick motioned to accept and award the bid from Advanced Alarms in the amount of \$114,073 and to authorize the Executive Director to execute the contract and oversee the project as Modernization Coordinator. Commissioner Belucci 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.

Chairperson White introduced Resolution 425 concerning Board approval to change Flat Rents for Callahan House and Ray House for 2020. See Exhibit IX

Commissioner Bellucci motioned to adopt Resolution 425 concerning Board approval to change Flat Rents for Callahan House and Ray House for 2020. Commissioner Horelick seconded the motion.

The Executive Director explained the HUD published Fair Market Rents for Milford-Ansonia-Seymour Metro FMR Area and informed the Board that the Flat Rents must be adjusted to within 80% of these Fair Market Rents.

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

	Vote		
Commissioner	Yah	Nay	Abstain
Bellucci			X
Horelick	X		

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White

X

Chairperson White declared the motion carried and Resolution #425 duly adopted.

ANY OTHER BUSINESS PERTAINING TO THE BOARD

None.

ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1005th meeting of the Seymour Housing Authority. At 6:27 PM Commissioner Bellucci motioned to adjourn the 1005th meeting of the Seymour Housing Authority. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Horelick and White. Chairperson White declared the motion carried and the 1005th meeting adjourned.

Submitted by:

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

David J Keyser, Secretary and

Executive Director

*Minuter
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: November 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>
23	11/08/2019	No	DD	SHA PAYROLL	Payroll #23	Yes	\$27,881.52
24	11/21/2019	No	DD	SHA PAYROLL	Payroll #24	Yes	\$27,777.81
11326	11/01/2019	No	CHK	Advance Communications Inc	Message service for 10/16 - 11/12/2	Yes	\$176.20
11327	11/01/2019	No	CHK	Aegis Energy Services, Inc.	Cogeneration Maintenance Monthly	Yes	\$2,632.59
11328	11/01/2019	No	CHK	Aflac Attn: Remittance Processing	Policy DHF89 October	Yes	\$301.44
11329	11/01/2019	No	CHK	American Rooter LLC	Snaked toilet and shower drain at 18	Yes	\$297.00
11330	11/01/2019	No	CHK	AmTrust North America	Workers Comp Premium 27061737-	Yes	\$1,714.00
11331	11/01/2019	No	CHK	Bender Plumbing Supplies Inc.	6 Moen Kitchen Faucets	Yes	\$539.90
11332	11/01/2019	No	CHK	Calvert Safe & Lock Ltd.	2 Push button combo locks	Yes	\$81.98
11333	11/01/2019	No	CHK	Cbs Bloom's Business Systems	Contract rate charge Supply Freight	Yes	\$118.12
11334	11/01/2019	No	CHK	Charles Payne Jr	C- Remove old carpet and install ne	Yes	\$6,466.83
11335	11/01/2019	No	CHK	Crystal Rock	Crystal Rock Premium water	Yes	\$82.37
11336	11/01/2019	No	CHK	Door Control, Inc.	Adjusted saddle and checked if door	Yes	\$336.00
11337	11/01/2019	No	CHK	Elizabeth Holly	Monthly Cleanings of Callahan	Yes	\$657.00
11338	11/01/2019	No	CHK	Europa Enterprises, LLC	WO# 43846 Paint exterior doors at 2	Yes	\$430.00
11339	11/01/2019	No	CHK	Experian	September 2019 - TCTA-6906070	Yes	\$102.00
11340	11/01/2019	No	CHK	Ford Motor Credit Company	2016 Ford Transit Connect XL	Yes	\$574.87
11341	11/01/2019	No	CHK	Friends Of Fur LLC	Bed bug treatment at 13 Ray	Yes	\$570.00
11342	11/01/2019	No	CHK	Grassy Turtle LLC	Norman Ray house Aerating lawn	Yes	\$2,175.00
11343	11/01/2019	No	CHK	Gregory Stamos	Legal fees and court time	Yes	\$3,733.35
11344	11/01/2019	No	CHK	Home Depot Credit Services	Flooring materials for 21 Chamberlai	Yes	\$842.34
11345	11/01/2019	No	CHK	Hungerfords Pump Service	Commercial Check Up Preventative	Yes	\$250.00
11346	11/01/2019	No	CHK	JP Maguire Associates Inc.	Cleaned 4 Chamberlain	Yes	\$2,616.81
11347	11/01/2019	No	CHK	Lincoln National Life Insurance C	Premium 011/01/2019 - 11/30/2019	Yes	\$388.08
11348	11/01/2019	No	CHK	MAWVC, LLC	Monthly accounting services for Aug	Yes	\$1,698.75
11349	11/01/2019	No	CHK	Network Synergy Systems Integra	Agreement Silver level workstation	Yes	\$612.00
11350	11/01/2019	No	CHK	Oak Ridge Hauling, LLC	November 2019 Trash Service	Yes	\$478.36
11351	11/01/2019	No	CHK	Oak Ridge Hauling, LLC	November 2019 Trash Service	Yes	\$439.52
11352	11/01/2019	No	CHK	Oxford Lumber & Building Materia	Painters touch black spray paint	Yes	\$9.36
11353	11/01/2019	No	CHK	Peter E. Karpovich,	SHA vs. Lafayette, Service of NTQ	Yes	\$304.84
11354	11/01/2019	No	CHK	Precision Glass LLC	Repair Screens for 23 Chamberlain	Yes	\$747.00
11355	11/01/2019	No	CHK	Pride Cleaning Pros	Cleaning and waxing of floors at 23	Yes	\$935.00
11356	11/01/2019	No	CHK	Sprague Operating Resources LL	Act# 72003843 Yankee Gas	Yes	\$6,318.22
11357	11/01/2019	No	CHK	Sprint	Cell Phone Sep 07 - Oct 06, 2019	Yes	\$418.65
11358	11/01/2019	No	CHK	St. Treasurer For Merfund	MERF 10-2019	Yes	\$7,503.75
11359	11/01/2019	No	CHK	Waterbury Regional Chamber	Waterbury Chamber Dues 10/1/19 -	Yes	\$395.00
11360	11/01/2019	No	CHK	Connecticut Business Systems LL	Lease 010-0026454-002 09/21-	Yes	\$924.00
11361	11/01/2019	No	CHK	Comcast	Act# 8773 40 216 0027070	Yes	\$1,499.64
11362	11/01/2019	No	CHK	Comcast	Act# 8773 40 216 0027070	Yes	\$1,499.64
11363	11/01/2019	No	CHK	Comcast	Act# 8773 40 216 0041287	Yes	\$759.10
11364	11/01/2019	No	CHK	Comcast	Act# 8773 40 216 0069528	Yes	\$191.85
11365	11/01/2019	No	CHK	Comcast	Act# 8773 40 216 0069528	Yes	\$191.85
11366	11/01/2019	No	CHK	Comcast	Act# 8773 40 216 0174468	Yes	\$86.90
11367	11/01/2019	No	CHK	Comcast	Act# 8773 40 216 0256349	Yes	\$127.93
11368	11/01/2019	No	CHK	Comcast Business	Act# 8773 40 216 0263568	Yes	\$127.41
11369	11/01/2019	No	CHK	Eversource	Act# 5177 958 3004	Yes	\$4,459.75
11370	11/01/2019	No	CHK	Eversource	Act# 5775 048 0048	Yes	\$1,356.85

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: November 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>
11371	11/01/2019	No	CHK	Eversource	Act# 5111 869 4017	Yes	\$45.52
11372	11/01/2019	No	CHK	Eversource	Act# 5147 148 3099	Yes	\$307.24
11373	11/01/2019	No	CHK	Eversource	Act# 5145 776 4090	Yes	\$228.34
11374	11/01/2019	No	CHK	Eversource	Act# 5136 648 3014	Yes	\$1,526.61
11375	11/01/2019	No	CHK	Eversource	Act# 5163 436 4020 - 34 Chamberla	Yes	\$1.13
11376	11/01/2019	No	CHK	Frontier	Act# 203-888-4579-123179-5	Yes	\$258.93
11377	11/01/2019	No	CHK	Frontier	Act# 203-888-4579-123179-5	Yes	\$276.22
11378	11/01/2019	No	CHK	Frontier	Act# 203-881-2464-110206-5	Yes	\$335.93
11379	11/01/2019	No	CHK	Frontier	Act# 203-881-0115-021194-5	Yes	\$80.02
11380	11/01/2019	No	CHK	Apicella, Testa & Company, P.C.	For Professional Services Rendered	Yes	\$11,732.50
11381	11/04/2019	No	CHK	Management Computer Services I	Monthly support fee	Yes	\$1,262.79
11382	11/12/2019	No	CHK	AmTrust North America	Workers Comp Premium 27061737-	Yes	\$5.00
11383	11/12/2019	No	CHK	WEX BANK	Fuel Purchases	Yes	\$174.28
11384	11/12/2019	No	CHK	Anthem Blue Cross and Blue Shie	Premium 12/01/2019 - 01/01/2019	Yes	\$5,603.31
11385	11/12/2019	No	CHK	VSP	November 2019 billing 30 019995 0	Yes	\$73.01
11386	11/14/2019	No	CHK	Arthur J. Gallagher Risk Manage	Act DEPAOFA-01 Automobile Policy	Yes	\$5,188.00
11387	11/21/2019	No	CHK	Aquarion Water Company	Act# 200086455	Yes	\$130.37
11388	11/21/2019	No	CHK	Aquarion Water Company	Act# 200086443	Yes	\$130.37
11389	11/21/2019	No	CHK	Eversource	Act# 5145 776 4090	Yes	\$154.39
11390	11/21/2019	No	CHK	Eversource	Act# 5136 648 3014	Yes	\$1,512.28
11391	11/21/2019	No	CHK	FJ Dahill Co.	Cleaned gutters, pipes and removed	Yes	\$480.00
11392	11/21/2019	No	CHK	Friends Of Fur LLC	Bed bug treatment at 13 Ray	No	\$190.00
11393	11/21/2019	No	CHK	Frontier	Act# 203-881-2464-110206-5	Yes	\$360.35
11394	11/21/2019	No	CHK	Frontier	Act# 203-881-0115-021194-5	Yes	\$90.68

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: November 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>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
20141	11/04/2019	No	CHK	Apicella, Testa & Company, P.C.	Oxford Housing Bookkeeping	Yes	\$1,787.50
20142	11/04/2019	No	CHK	Bellett's Tree Service	Removal of second Norway Maple tr	Yes	\$1,850.00
20143	11/04/2019	No	CHK	Callahan House Tenants Associat	Monthly Association fee	Yes	\$25.00
20144	11/04/2019	No	CHK	Norman Ray Tenant Association	Monthly Association fee	Yes	\$25.00
20145	11/04/2019	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	Yes	\$2,612.50
20146	11/04/2019	No	CHK	Treasurer, State of Connecticut	Fingerprints: Howard Dunne Jr	Yes	\$13.25
20147	11/04/2019	No	CHK	Jennifer Ciaralli	RSC pay period ending 11/02/19	Yes	\$360.00
20148	11/04/2019	No	CHK	Seymour Housing Authority	AP Federal 11/01/2019 Reimburseme	Yes	\$43,822.76
20149	11/14/2019	No	CHK	Treasurer, State of Connecticut	Fingerprints: Miguel Hernandez	No	\$13.25
20150	11/15/2019	No	CHK	Comprehensive Grants Managem	Grant writing services - 2019 Emerg	No	\$2,500.00
20151	11/18/2019	No	CHK	Housing Authority Risk Retention	Commercial Liability HARRG-794-	Yes	\$3,244.00
20152	11/18/2019	No	CHK	Housing Insurance Services Inc.	Property Insurance - HAPI-794-	Yes	\$4,506.00
20153	11/20/2019	No	CHK	Jennifer Ciaralli	RSC pay period ending 11/16/19	Yes	\$360.00
20154	11/26/2019	No	CHK	Seymour Housing Authority	Fund Payroll # 23 24 Federal	Yes	\$17,018.13

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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: November 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>
90576	11/01/2019	No	CHK	Advance Communications Inc	Message service 10/16 - 11/12/19	Yes	\$145.87
90577	11/01/2019	No	CHK	Aegis Energy Services, Inc.	Cogeneration Maintenance	Yes	\$4,877.04
90578	11/01/2019	No	CHK	Allston Supply Co Inc	Vacuum accessories - filters handles	Yes	\$556.87
90579	11/01/2019	No	CHK	Buddy's Fuel, LLC	Blow out condensate pump again	Yes	\$110.00
90580	11/01/2019	No	CHK	Buddy's Fuel, LLC	A/C leaking Clean out condensate p	Yes	\$110.00
90581	11/01/2019	No	CHK	Charles Payne Jr	Repairs made for water damage fro	Yes	\$4,376.00
90582	11/01/2019	No	CHK	Comcast	Act# 8773 40 216 0069510	Yes	\$1,036.83
90583	11/01/2019	No	CHK	Eversource	Act# 5747 654 0034	Yes	\$1,783.22
90584	11/01/2019	No	CHK	Fire System Services, LLC	Repair Sprinkler, replace water moto	Yes	\$1,840.00
90585	11/01/2019	No	CHK	Frontier	Act# 203-888-5093-092806-5	Yes	\$408.43
90586	11/01/2019	No	CHK	Griffin Hospital Occupational Medi	Urine Tox Screen, Collect. & MRO	Yes	\$65.00
90587	11/01/2019	No	CHK	Home Depot Credit Services	Stripper, wax, and floor cleaners	Yes	\$112.83
90588	11/01/2019	No	CHK	Home Depot Credit Services	Toilet seats	Yes	\$86.88
90589	11/01/2019	No	CHK	Oak Ridge Hauling, LLC	Monthly Trash service September 2	Yes	\$476.01
90590	11/01/2019	No	CHK	Sherwin Williams	Paint for SGAL	Yes	\$208.75
90593	11/04/2019	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	Yes	\$4,965.00
90594	11/04/2019	No	CHK	Seymour Housing Authority	Payment to Revolving Fund from S	Yes	\$3,041.00
90595	11/04/2019	No	CHK	Seymour Housing Authority	AP SGAL 11/01/2019 Reimburseme	Yes	\$8,724.14
90596	11/14/2019	No	CHK	Advance Communications Inc	Message service 9/18 - 10/15/19	Yes	\$134.91
90597	11/14/2019	No	CHK	Allston Supply Co Inc	Exhaust filters and handles for vacu	Yes	\$437.90
90598	11/14/2019	No	CHK	Apicella, Testa & Company, P.C.	For Professional Services Rendered	Yes	\$942.50
90599	11/14/2019	No	CHK	Aquarion Water Company Of CT	Act# 200204656	Yes	\$142.91
90600	11/14/2019	No	CHK	Carter Hayes + Associates, P.C.	Final bill for 2018 Audit	Yes	\$856.46
90601	11/14/2019	No	CHK	Clear Water	Full Service Water Treatment	Yes	\$291.68
90602	11/14/2019	No	CHK	Cura Hospitality, LLC	Meal Services - August 2019	Yes	\$29,438.76
90603	11/14/2019	No	CHK	Eversource	Act# 51083234013	Yes	\$4,102.55
90604	11/14/2019	No	CHK	FJ Dahill Co.	Cleared debris from gutters and und	Yes	\$430.00
90605	11/14/2019	No	CHK	Gary's East Coast Service, Inc.	Replaced hose	Yes	\$583.09
90606	11/14/2019	No	CHK	Grassy Turtle LLC	Lawn maintenance contract	Yes	\$2,094.00
90607	11/14/2019	No	CHK	Hobart Corporation	Parts and labor for dishwasher repai	No	\$2,576.24
90608	11/14/2019	No	CHK	Kinsley Power Systems	Level 2 Service Major PM	Yes	\$750.00
90609	11/14/2019	No	CHK	Kone Inc	Emergency communication monitori	Yes	\$1,276.77
90610	11/14/2019	No	CHK	MAWC, LLC	For professional services rendered f	Yes	\$966.25
90611	11/14/2019	No	CHK	NDC Housing & Development	Asset Management Fee July - Septe	Yes	\$1,008.00
90612	11/14/2019	No	CHK	Oak Ridge Hauling, LLC	October 2019 Trash Service	Yes	\$476.01
90613	11/14/2019	No	CHK	Theo Pro	File Pre-Approval - Oct 2019	Yes	\$104.50
90614	11/14/2019	No	CHK	TPC Associates, Inc.	First QTR Billing 9/1/19 - 11/30/19	Yes	\$844.20
90615	11/14/2019	No	CHK	Valley Electric Supply Company	Bulbs for SGAL	Yes	\$370.88
90616	11/14/2019	No	CHK	WB Mason	Toner and printer	Yes	\$591.95
90618	11/20/2019	No	CHK	Danilo's Painting LLC	Painted apartments 221 and 226	No	\$1,900.00
90619	11/26/2019	No	CHK	Seymour Housing Authority	Fund Payroll # 23 24 SGAL	Yes	\$26,572.17

Minutes
Exhibit I

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: November 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>
40132	11/01/2019	No	CHK	Buddy's Fuel, LLC	Bled lines at 34 Chamberlain	Yes	\$1,065.00
40133	11/04/2019	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	Yes	\$1,741.67
40134	11/04/2019	No	CHK	Seymour Housing Authority	AP MR 11/01/2019 Reimbursement	Yes	\$19,679.58
40135	11/12/2019	No	CHK	Connecticut Housing Finance Aut	Loan 96089D Payment SHA	Yes	\$479.81
40136	11/19/2019	No	CHK	Seymour Housing Authority	Security Deposit for MR	Yes	\$5,176.71
40137	11/26/2019	No	CHK	Seymour Housing Authority	Fund Payroll # 23 24 MR	Yes	\$12,069.03

**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: November 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>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
335	11/05/2019	No	CHK	Apicella, Testa & Company, P.C.	For Professional Services Rendered	No	\$292.50
336	11/05/2019	No	CHK	Aquarion Water Company	Act# 200340760	No	\$26.96
337	11/26/2019	No	CHK	Leigh Henry Music, LLC	DJ for Holiday party, Dec. 4, 2019	No	\$350.00

Minutes
Exhibit II

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
PROJECT - SMITH ACRES, SMITH ACRES EXT, CASTLE HEIGHTS, HOFMANN HEIGHTS
BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2018 ACTUAL OPERATING	2019 ANNUALIZED OPERATING	2019 APPROVED BUDGET	2020 PROPOSED BUDGET Current Rent
INCOME				
3100 RENTAL INCOME - BASE	462,558	474,395	477,018	484,428
3100 RENTAL INCOME - EXCESS OF BASE	73,137	82,587	66,983	68,892
3210 DWELLING VACANCY LOSS	(3,589)	(6,871)	(5,000)	(5,000)
NET RENTAL INCOME	532,106	550,111	539,001	548,320
3510 SALES AND SERVICES TO TENANTS	3,740	4,273	3,000	3,750
3610 INTEREST INCOME	494	(76)	100	100
3620 OTHER INCOME	30,643	0	0	0
TOTAL INCOME	566,983	554,308	542,101	552,170
EXPENSES				
4120 SALARIES - OFFICE	108,866	116,108	106,817	109,259
4120 COMPENSATED ABSENCES	3,965	5,368	5,368	5,528
4130 LEGAL	11,498	9,884	8,035	9,415
4131 ACCOUNTING FEES	22,399	11,115	9,500	11,000
4151 OFFICE SUPPLIES	4,893	6,385	7,344	6,177
4152 RENTS	20,900	20,900	20,900	20,900
4153 TRAVEL	2,819	1,432	630	1,765
4159 OTHER OFFICE EXPENSE	20,233	27,545	21,091	26,860
4160 PENSIONS AND OTHER FUNDS	41,651	44,368	43,323	48,641
4161 PAYROLL TAXES	11,427	12,209	12,796	12,982
TOTAL MANAGEMENT EXPENSES	248,651	255,315	235,804	252,527
4310 WATER	312	800	400	400
4320 ELECTRICITY	902	760	1,500	1,500
4340 FUEL	2,380	1,592	1,500	1,500
TOTAL UTILITY EXPENSE	3,594	3,152	3,400	3,400
4410 MAINTENANCE WAGES	41,951	37,721	33,529	35,266
4420 MATERIALS AND SUPPLIES	8,843	14,693	15,500	15,700
4430 CONTRACTUAL SERVICES	112,223	95,776	116,600	108,000
4440 MAINTENANCE SHOP AND EQUIPMENT EXPENSE	0	0	0	0
TOTAL MAINTENANCE EXPENSE	163,017	148,191	165,629	158,966
4711 INSURANCE	26,372	28,975	30,689	30,582
4717 INTEREST & PRINCIPAL PAYMENTS	5,445	5,661	5,544	5,544
4715 PAYMENT IN LIEU OF TAXES (100% '19)	43,166	54,696	53,560	54,492
TOTAL OTHER EXPENSE	74,983	89,332	89,793	90,618
4810 PROVISION FOR REPAIRS AND REPL	38,421	39,475	39,474	38,659
4820 PROVISION FOR VACANCY AND COLL LOSS	18,449	8,000	8,000	8,000
TOTAL PROVISIONS	56,870	47,475	47,474	46,659
6100 EXTRAORDINARY (INCOME) EXPENSE	0	0	0	0
TOTAL EXPENSES	547,115	543,464	542,101	552,170
NET SURPLUS/(DEFICIT) FOR PERIOD	19,868	10,844	0	0
PROVISION PER UNIT MONTH	60	41	41	40

Minutes
Exhibit III

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Seymour Housing Authority PHA Code: CT035000001
01/01/2020 423
PHA Fiscal Year Beginning: Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 12-4-19
- ☐ Operating Budget submitted to HUD, if applicable, on: _____
- ☐ Operating Budget revision approved by Board resolution on: _____
- ☐ Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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Minutely
Exhibit III

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
PROJECT - CALAHAN HOUSE
BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2018 ACTUAL OPERATING	2019 ANNUALIZED OPERATING	2019 APPROVED BUDGET	2020 PROPOSED BUDGET
INCOME				
060 3110 DWELLING RENTAL	356,764	363,723	356,500	365,441
100 3610 INTEREST ON GENERAL FUND INVESTMENTS	315	448	0	0
130 3690 OTHER INCOME	67,568	64,117	58,076	45,832
720 8020 CURRENT YEAR OPERATING SUBSIDY	216,241	205,929	215,000	204,000
GROSS INCOME	640,888	634,217	629,576	615,273
EXPENSES				
180 4110 ADMINISTRATION SALARIES	106,118	114,649	105,539	107,954
180 4120 COMPENSATED ABSENCES	3,547	5,395	5,394	5,546
190 4130 LEGAL EXPENSES	5,045	9,112	6,675	6,875
210 4150 TRAVEL	2,691	1,699	1,623	2,011
220 4170 ACCOUNTING AND AUDITING FEES	39,193	14,353	25,000	23,500
223 4190 SUNDRY	54,777	55,925	53,089	53,338
4190 TENANT SERVICES	4,706	30,728	14,427	15,292
TOTAL ADMINISTRATIVE EXPENSES	216,077	231,861	211,746	214,516
290 4310 WATER & SEWER	27,674	26,603	26,700	27,000
300 4320 ELECTRICITY	49,937	54,489	52,000	55,000
300 4330 GAS	70,743	68,917	74,500	73,000
300 4340 CABLE	739	2,808	(1,000)	3,000
TOTAL UTILITIES	149,093	152,817	152,200	158,000
360 4410 LABOR	29,126	26,236	23,343	24,540
370 4420 MATERIALS	7,843	16,032	8,300	8,300
380 4430 CONTRACT COSTS	162,234	95,976	128,750	94,000
TOTAL ORDINARY MAINTENANCE	199,203	138,244	160,393	126,840
440 4510 INSURANCE	24,183	23,109	28,529	30,746
450 4520 PAYMENT IN LIEU OF TAXES	20,841	21,371	20,430	20,744
470 4540 EMPLOYEE BENEFIT CONTRIBUTIONS	50,601	53,740	52,920	58,007
480 4620 CASUALTY/COLLECTION LOSSES	279	2,000	2,000	2,000
710 4610 EXTRAORDINARY MAINTENANCE	2,820	0	1,000	1,000
TOTAL GENERAL EXPENSES	98,724	100,220	104,880	112,497
TOTAL ROUTINE EXPENSES	663,097	623,143	629,219	611,853
580 7520 REPLACEMENT OF NONEXPENDABLE EQUIP	0	0		
590 7540 PROPERTY BETTERMENTS & ADDITIONS	5,964	0		
TOTAL	669,061	623,143	629,219	611,853
810 6100 EXTRAORDINARY INCOME	0	0	0	0
TOTAL	669,061	623,143	629,219	611,853
770 PROVISION FOR OPERATING RESERVE	(28,173)	11,075	357	3,420

Minutes
Exhibit IV

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Seymour Housing Authority
PHA Name: _____ PHA Code: CT035000002
01/01/2020
PHA Fiscal Year Beginning: _____ Board Resolution Number: 424

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: _____
- ☐ Operating Budget submitted to HUD, if applicable, on: _____
- ☐ Operating Budget revision approved by Board resolution on: _____
- ☐ Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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*Minutes
Exhibit IV*

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
PROJECT - RAY HOUSE
BUDGET FOR THE YEAR ENDING DECEMBER 31,

	2018 ACTUAL OPERATING	2019 ANNUALIZED OPERATING	2019 APPROVED BUDGET	2020 PROPOSED BUDGET
INCOME				
3110 DWELLING RENTAL	136,317	141,692	133,000	139,668
3620 TENANT CHARGES	2,116	3,985	2,200	2,800
3690 OTHER INCOME	37,833	40,457	43,726	31,832
8020 CURRENT YEAR OPERATING SUBSIDY	<u>106,578</u>	<u>108,993</u>	<u>105,000</u>	<u>108,000</u>
TOTAL INCOME	282,844	295,128	283,926	282,300
EXPENSES				
4110 ADMINISTRATIVE SALARIES	53,654	57,299	52,769	53,977
4120 COMPENSATED ABSENCES	1,940	2,408	2,408	2,475
4130 LEGAL AND OTHER SERVICES	1,453	7,060	2,588	4,588
4150 TRAVEL	1,377	705	623	311
4170 ACCOUNTING AND AUDITING FEES	14,688	7,836	12,000	11,500
4190 SUNDRY	26,488	26,408	27,194	25,919
4210 TENANT SERVICES	<u>1,308</u>	<u>1,633</u>	<u>2,200</u>	<u>2,200</u>
TOTAL MANAGEMENT EXPENSES	100,908	103,349	99,782	100,969
4310 WATER	5,753	11,228	8,000	11,000
4320 ELECTRICITY	35,876	26,093	39,700	30,000
4350 BULK CABLE TELEVISION	<u>1,156</u>	<u>1,913</u>	<u>(1,800)</u>	<u>2,000</u>
TOTAL SERVICES/UTILITY EXPENSE	42,785	39,235	45,900	43,000
4410 MAINTENANCE WAGES	12,825	11,485	10,186	10,726
4420 MATERIALS AND SUPPLIES	3,843	5,252	4,100	4,800
4430 CONTRACTUAL SERVICES	<u>71,272</u>	<u>64,677</u>	<u>73,000</u>	<u>65,000</u>
TOTAL MAINTENANCE EXPENSE	87,940	81,415	87,286	80,526
4711 INSURANCE	10,773	10,237	11,500	13,839
4540 EMPLOYEE BENEFITS	24,961	26,384	25,222	27,698
4620 COLLECTION LOSSES	2,679	-	-	-
4610 EXTRAORDINARY MAINTENANCE	1,021	-	1,000	1,000
4715 PAYMENTS TO MUNICIPALITIES IN LIEU OF TAXES	<u>9,469</u>	<u>10,437</u>	<u>12,680</u>	<u>12,667</u>
TOTAL OTHER EXPENSE	48,903	47,059	50,402	55,204
4820 PROVISION FOR VACANCY AND COLLECTION LOSS	-	-	-	-
6100 EXTRAORDINARY (INCOME) EXPENSE	-	-	-	-
7520 REPLACEMENT OF NONEXPENDABLE EQ	<u>1,491</u>	-	<u>500</u>	<u>500</u>
TOTAL EXPENSES	<u>282,027</u>	<u>271,057</u>	<u>283,871</u>	<u>280,199</u>
PROVISION FOR OPERATING RESERVE	<u>\$ 817</u>	<u>\$ 24,071</u>	<u>\$ 56</u>	<u>\$ 2,101</u>

Minor
Exhibit IV

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
BUDGET - SMITHFIELD GARDENS ASSISTED LIVING

	2018 ACTUAL OPERATING	2019 ANNUALIZED OPERATING	2019 APPROVED BUDGET	2020 PROPOSED BUDGET
Rent Revenue- Tenant Rental Payment	630,285	632,900	635,520	635,520
Rent Revenue- RAP Income	537,567	532,799	553,056	530,934
Apartments- Vacancy	(32,019)	(30,757)	(31,776)	(25,421)
Net Rental Revenue	<u>1,135,833</u>	<u>1,134,941</u>	<u>1,156,800</u>	<u>1,141,033</u>
Miscellaneous Revenue - Office Rent (Net)	52,250	52,251	52,250	52,250
Miscellaneous Revenue - NSF, Damages, Interest	22,469	6,881	8,350	1,750
Total Miscellaneous Revenue	<u>74,719</u>	<u>59,132</u>	<u>60,600</u>	<u>54,000</u>
Core Services Revenue	199,268	201,765	216,413	217,627
ALSA Personal Services Revenue	944,769	923,415	936,800	923,400
Dietary Services/Meals Revenue	302,294	294,825	302,157	311,357
Elderly Service Income (See Separate Schedule)	1,446,331	1,420,005	1,455,370	1,452,384
Total Other Revenue	<u>1,521,050</u>	<u>1,479,137</u>	<u>1,515,970</u>	<u>1,506,384</u>
TOTAL REVENUE	<u>2,656,883</u>	<u>2,614,079</u>	<u>2,672,770</u>	<u>2,647,417</u>
Conventions & Meetings	1,956	695	1,634	872
Advertising & Marketing	290	5,505	2,024	2,524
Office Salaries	42,524	42,060	42,337	42,079
Office Expenses	28,239	28,036	24,010	26,579
Management Fee	59,404	59,580	60,453	59,664
Manager or Superintendent Salary	64,264	65,360	73,495	78,774
Legal Expense- Project	6,251	3,948	2,723	2,973
Audit Expense	9,812	13,684	10,000	11,000
Bookkeeping Fees/Accounting Services	12,715	10,661	13,000	12,500
Bad Debts	1,852	0	0	0
Miscellaneous Administrative Expenses (Tax Compl)	319	396	300	300
Total Administrative Expenses	<u>227,626</u>	<u>229,925</u>	<u>229,975</u>	<u>237,264</u>
Electricity	50,791	36,299	35,000	36,000
Water	9,182	11,583	8,000	10,000
Gas	62,908	65,275	64,000	64,000
Total Utilities Expense	<u>122,881</u>	<u>113,156</u>	<u>107,000</u>	<u>110,000</u>
Maint./Repairs Payroll	23,319	20,881	18,520	19,502
Hskp./Cleaning Payroll	2,615	2,756	2,600	2,708
Cleaning/Decorating/Grounds/Repairs Supplies	20,821	24,777	22,820	21,000
Contract Costs	59,836	97,576	49,150	65,000
Garbage & Trash Removal	5,712	5,819	6,800	6,800
Heating/Cooling Repairs & Maintenance	30,100	16,651	27,500	17,000
Snow Removal	18,123	11,391	38,000	18,000
Cable	12,137	12,560	12,000	13,000
Total Operating & Maintenance Expenses	<u>172,663</u>	<u>192,411</u>	<u>177,390</u>	<u>163,010</u>
Real Estate Tax	13,920	13,920	13,920	13,920
Payroll Taxes (project share)	10,535	11,256	12,363	12,743
Property & Liability Insurance	51,119	54,200	55,064	57,000
Fidelity Bond Insurance	3,821	4,508	3,648	3,673
Workmen's Compensation	1,860	4,000	3,926	3,300
Health Insurance & Other Benefits & Comp Abs	36,457	43,363	40,480	46,396
Miscellaneous Taxes, Licenses, Permits	0	(13)	500	200
Total Taxes & Insurance	<u>117,712</u>	<u>131,233</u>	<u>129,841</u>	<u>137,232</u>
Core Services Expenses	248,789	281,423	264,405	258,437
Personal Services Expenses	944,769	923,415	936,800	923,400
Dietary Services/Meals Expenses	327,416	349,632	355,155	355,155
Elderly Service Expense (See Separate Schedule)	1,520,974	1,554,469	1,556,360	1,536,992
TOTAL OPERATING EXPENSES	<u>2,181,856</u>	<u>2,221,195</u>	<u>2,200,567</u>	<u>2,184,498</u>
OPERATING INCOME (LOSS)	<u>495,027</u>	<u>392,884</u>	<u>472,204</u>	<u>462,919</u>
Mortgage Principal & Interest- CHFA Debt	421,420	421,420	421,420	421,420
Asset Management Fee (NDC)	4,032	2,688	4,100	4,100
Replacement Reserve Deposits	35,352	35,352	35,352	35,352
NET PROJECTED CASH FLOW	<u>34,223</u>	<u>(66,576)</u>	<u>11,332</u>	<u>2,047</u>

Minutes
Exhibit II

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
SMITHFIELD GARDENS
ASSISTED LIVING SERVICES
BUDGET

	2018 ACTUAL	2019 ANNUALIZED	2019 APPROVED BUDGET	2020 PROPOSED BUDGET
Core Service Revenue	199,268	201,765	216,413	217,627
Personal Service Revenue	944,769	923,415	936,800	923,400
Dietary Services/Meals Revenue	302,294	294,825	302,157	311,357
TOTAL ELDERLY SERVICE REVENUE	<u>1,446,331</u>	<u>1,420,005</u>	<u>1,455,370</u>	<u>1,452,384</u>
Core Services Expenses				
Salaries - RSC	23,607	27,640	26,936	23,712
Salaries - Housekeeping/Maint	39,280	39,543	36,560	38,187
Salaries - Operational Workers	131,853	138,708	126,391	129,802
Total Salaries	<u>194,740</u>	<u>205,891</u>	<u>189,887</u>	<u>191,701</u>
Benefits - Health Insurance & Retirement	22,382	36,792	22,492	26,791
Benefits - Payroll Taxes	18,263	19,555	22,066	22,364
Benefits - W/C Insurance	10,192	15,813	22,460	12,581
Total Benefits & Taxes	<u>50,837</u>	<u>72,160</u>	<u>67,018</u>	<u>61,736</u>
Total Salaries, taxes, benefits	<u>245,577</u>	<u>278,051</u>	<u>256,905</u>	<u>253,437</u>
Laundry/Linens Purchased Services	459	191	0	0
Supplies - Laundry/Cleaning	472	887	2,500	1,500
Supplies - Activities/Pendants	1,794	929	3,500	1,800
Activities -Outside Services	485	1,367	1,500	1,700
Total Core Service Expense	<u>248,787</u>	<u>281,424</u>	<u>264,405</u>	<u>258,437</u>
Personal Service Expense	<u>944,769</u>	<u>923,415</u>	<u>936,800</u>	<u>923,400</u>
Dietary Purchased Services & Servers	<u>327,416</u>	<u>349,632</u>	<u>355,155</u>	<u>355,155</u>
TOTAL ELDERLY SERVICE EXPENSE	<u>1,520,972</u>	<u>1,554,471</u>	<u>1,556,360</u>	<u>1,536,992</u>
Core Services Net Operating Income	(49,519)	(79,659)	(47,992)	(40,810)
Personal Services Net Operating Income	0	0	0	0
Meals Services Net Operating Income	(25,122)	(54,807)	(52,998)	(43,798)
TOTAL SERVICES NET OPERATING INCOME	<u>(74,641)</u>	<u>(134,465)</u>	<u>(100,990)</u>	<u>(84,608)</u>

Minute
Exhibit VI

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

CIVIL ENGINEERING
SEPTIC DESIGN

CONSTRUCTION INSPECTION
SITE DEVELOPMENT

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

December 4, 2019

RE: Bid Opening Results
Reverend Albert Callahan House & Norman Ray House
Cooling Tower Replacement and Sprinkler System Modifications
CFP CT 26P03550118 & CFP CT 26P03550119

Dear Commissioners,

On November 21, 2019, the Authority received two (2) bids for the above referenced project, see attached for a summary of the bids.

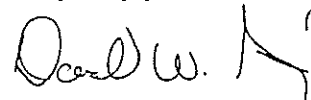
We have reviewed the submission of the low bidder West State Mechanical and find it to be complete. We have reviewed the qualifications and references provided by West State Mechanical and find them to be acceptable.

Accordingly, we recommend the Board award the above referenced Contract to the lowest responsible, qualified bidder, West State Mechanical in the amount of \$58,800 (fifty eight thousand eight hundred dollars).

We trust this information allows the Board to make an informed decision on this matter.

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

Very truly yours,



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

cc: D. Keyser

Seymour Housing Authority

CALLAHAN HOUSE COOLING TOWER REPLACEMENT AND NORMAN RAY HOUSE SPRINKLER MODIFICATIONS

Date: November 21, 2019 Time: 3:05 pm

In Attendance: DAVE SMITH, DAVE Keyser, Steve GAGGIN, Jim McGroun
WEST ST STANLEY CONST.

<u>Firm</u>	<u>Addendum</u>	<u>Project Base Bid</u>	<u>Partial Base Bid</u> NR SPRINKLER	<u>Project Base Bid</u> CALLAHAN COOLING TOWER	<u>A</u> Bidder's Quals.	<u>B</u> Rep. & Certs.	<u>C</u> Non-Collus. Affid.	<u>D</u> Cert. Bidder Auth.	<u>E</u> Previous. Partic.	<u>F</u> EEO Certification	<u>G</u> Sec. 3 Plan & Ack.	<u>H</u> Bid Bond
WEST STATE MECHANICAL 3000 SOUTH MAIN ST TORRINGTON, CT 06790	112	58,800-	29,420-	38,380-	✓	✓	✓	✓	✓	✓	✓	✓
SOUTHPORT CONTRACTING 1730 Commence Dr, Suite B B'PORT, CT 06605	112	75,500-	28,500	47,000-	✓	✓	✓	✓	✓	✓	✓	✓

M. R. Rife,
Exhibit II

Minutes
Exhibit VII

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

CIVIL ENGINEERING
SEPTIC DESIGN

CONSTRUCTION INSPECTION
SITE DEVELOPMENT

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

December 4, 2019

RE: Bid Opening Results
Reverend Albert Callahan House & Norman Ray House
Video Entry and Access Control
CFP CT 26P03550118 & CFP CT 26P03550119

Dear Commissioners,

On November 21, 2019, the Authority received two (2) bids for the above referenced project, see attached for a summary of the bids. A third bidder, that arrived two (2) minutes after the bid period closed, was turned away.

Initially, the submission of the low bidder Advanced Alarms, was deficient as it lacked the required Bid Bond. Advanced Alarms corrected the deficiency the following day with the submittal of a certified check as their bid security. We understand that Counsel has opined that this deficiency is a minor defect in their bid that could be waived by the Authority.

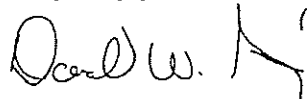
We have reviewed the qualifications and references provided by Advanced Alarms and find them to be acceptable.

Accordingly, we recommend the Board waive the minor deficiency in Advanced Alarms bid submittal described above and award the above referenced Contract to the lowest responsible, qualified bidder, Advanced Alarms in the amount of \$114,073 (one hundred fourteen thousand seventy three dollars).

We trust this information allows the Board to make an informed decision on this matter.

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

Very truly yours,



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

cc: D. Keyser

CALLAHAN HOUSE & NORMAN RAY HOUSE VIDEO ENTRY & ACCESS CONTROL SYSTEMS

In Attendance: DON SMITH, DAVE Kaysue, Steve Gannon, Jim McGowan
WEST. ST Mech, STANLEY SECURITY

[illegible]

Minuter
Exhibit VIII

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

28 SMITH STREET
SEYMOUR, CONNECTICUT - 06483



TELEPHONE (203) 888-4579
FAX (203) 888-2096
E-MAIL admin@seymourhousing.org
TTY 711

Resolution 425

A Resolution concerning board approval to change the base rents for Rev. Callahan House CT035-000001 and Norman Ray House CT035-000002 adoption of Flat rent of 2020/

Whereas, HUD regulations require us to set Flat rents by calculating the 2020 Fair Market Rents for each bedroom size and multiplying by 80%.

Whereas, the Flat Rents for 2020 have been calculated to:

2020 Flat Rent Proposal

Efficiency	One Bedroom
\$718.00	\$894.00

Now Therefore, Be it Resolved that the Board of Commissioners hereby adopt and set the Flat Rents as proposed to be implemented for 2020 January 1, 2020 for new residents and May 1, 2020 for existing residents.

Brenda A. White - *Chairperson/Tenant Commissioner*
Dominick Bellucci - *Vice Chairperson/Tenant Commissioner*

Susan Horelick - *Assistant Treasurer*
Rebecca Golebieski - *Commissioner*

David J. Keyser, PHM
*Executive Director
and Secretary*



An Equal Opportunity Employer





FY 2020 FAIR MARKET RENT DOCUMENTATION SYSTEM

The FY 2020 Milford-Ansonia-Seymour, CT HUD Metro FMR Area FMRs for All Bedroom Sizes

Final FY 2020 & Final FY 2019 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One- Bedroom</u>	<u>Two- Bedroom</u>	<u>Three- Bedroom</u>	<u>Four- Bedroom</u>
FY 2020 FMR	\$897 718	\$1,118 894	\$1,376	\$1,715	\$2,143
FY 2019 FMR	\$882	\$1,111	\$1,373	\$1,720	\$2,078

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

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

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

1. 2013-2017 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2020 provided the estimate is statistically reliable. For FY2020, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2013-2017 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the

MINUTES

He further explained to HUD that over the past few years, we experienced some unusually high expenses including Snow Removal and Landscaping, Accounting Fees and extraordinary expenses resulting from inaccurate claims of mold. These have been corrected by changing Accounting Firms, bidding our Snow Removal and Landscaping contract, and the mold claim issues have been resolved.

These three items really impacted the results of operations for two fiscal years. 2019 should result in a much better and more normal results of operations. He agreed to submit the Unaudited Financial statements for the two years by February 15, 2020.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director referred the Board to the Annual Report. The December report is included with that report.

OLD BUSINESS

The Executive Director reminded the Board that at the last meeting of the Seymour Housing Authority we discussed increasing the warning system for violators of the Smoke Free Public Housing Policy. He informed the Commission that he has corresponded to all the residents of the Rev. Callahan House and the Norman Ray House informing them of the policy changes.

Commissioner Horelick motioned that relative to the changes in the Smoke Free Public Housing Policy rescind the four written violation notices and replace it with only two notifications; to provide one written warning and the second warning if necessary would be an eviction notice. 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.

NEW BUSINESS

Chairperson White introduced the 2020 Moderate Rental Management Plan (Budget). (Exhibit II)

The Executive Director reviewed the 2020 Moderate Rental Management Plan. He reviewed the rental and total income, administrative expenses, maintenance expenses, general expenses and the net projected result of operation for 2020. He stated that there was no rental increases projected for the 2020 Management Plan.

After some further brief discussion, Commissioner Horelick motioned to adopt the 2020 Moderate Rental Management Plan as presented and to authorize the Executive Director to submit it to CHFA for review and approval. 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. Chairperson White abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried.

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.

MINUTES

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, core services, meal 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.

Chairperson White introduced Capital Fund Program Contract Awards.

The Executive Director briefly discussed the bid process for the work items including the sprinkler system repair for the Norman Ray House and the cooling tower replacement at the Callahan House. He explained that the bids were opened November 21, 2019 and stated that two bids were received. He discussed the bid tabulation sheet and the recommendations made by the Engineer, Donald W. Smith, Jr. P.E. He summarized that the lowest qualified bid was that of West State Mechanical in the amount of \$58,800. (See Exhibit VII)

After some further brief discussion, Commissioner Horelick motioned to accept and award the bid from West State Mechanical in the amount of \$58,800 and to authorize the Executive Director to execute the contract and oversee the project as Modernization Coordinator. 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.

The Executive Director briefly discussed the bid process for the work items including the video entry and access control systems at the Callahan House and Norman Ray House. He explained that the bids were opened November 21, 2019 and stated that two bids were received. He discussed the bid tabulation sheet and the recommendations made by the Engineer, Donald W. Smith, Jr. P.E. He summarized that the lowest qualified bid was that of Advanced Alarms in the amount of \$114,073. (See Exhibit VIII)

After some further brief discussion, Commissioner Horelick motioned to accept and award the bid from Advanced Alarms in the amount of \$114,073 and to authorize the Executive Director to execute the contract and oversee the project as Modernization Coordinator. 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.

Chairperson White introduced Resolution 425 concerning Board approval to change Flat Rents for Callahan House and Ray House for 2020. See Exhibit IX

Commissioner Bellucci motioned to adopt Resolution 425 concerning Board approval to change Flat Rents for Callahan House and Ray House for 2020. Commissioner Horelick seconded the motion.

MINUTES

The Executive Director explained the HUD published Fair Market Rents for Milford-Ansonia-Seymour Metro FMR Area and informed the Board that the Flat Rents must be adjusted to within 80% of these Fair Market Rents.

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

	Vote		
Commissioner	Yah	Nay	Abstain
Bellucci			X
Horelick	X		
White	X		

Chairperson White declared the motion carried and Resolution #425 duly adopted.

ANY OTHER BUSINESS PERTAINING TO THE BOARD

None.

ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1005th meeting of the Seymour Housing Authority. At 6:27 PM Commissioner Bellucci motioned to adjourn the 1005th meeting of the Seymour Housing Authority. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Horelick and White. Chairperson White declared the motion carried and the 1005th meeting adjourned.

Submitted by:

David J Keyser, Secretary and
Executive Director