

# MINUTES

COPY RECEIVED  
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TOWN CLERK'S OFFICE

## **Seymour Housing Authority**

### **➤ 987th Meeting**

The 987th a Regular Meeting of the Seymour Housing Authority was held on Wednesday, May 9, 2018 at the Smithfield Gardens Assisted Living Facility, in the Multipurpose Room Located at 26 Smith Street Seymour, Connecticut and was called to order at 5:30 P.M. by Chairperson White.

### **➤ Roll Call**

Answering the Roll Call were Commissioners Bellucci, Horelick and White.

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

### **Public Comment**

None

### **➤ Previous Meeting Minutes**

Chairperson White introduced the previous meeting minutes of the 986<sup>th</sup> Regular Meeting held on Wednesday April 4, 2018.

Commissioner Bellucci motioned to accept the minutes 985<sup>th</sup> a Regular Meeting held on Wednesday April 4, 2018 as presented. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Horelick and White. Chairperson White declared the motion carried.

### **➤ Bills & Communications**

Commissioner White introduced the bills (See Exhibit I).

During consideration, review and questions relative to the bills listing, Commissioner Bellucci asked about payments to Marshall Karpovich. The Executive Director explained that this seemed high, but the Seymour Housing Authority was catching up with past due bills that had been missed due to turn over in bookkeeping. Commissioner Bellucci also asked about the high bill from Ted's Landscaping. The Executive Director explained that this was the last bill for Snow Removal and it included the 10% retentions we hold back for repairs in case of damage. Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all those

## MINUTES

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

### ➤ **Old Business**

None

### ➤ **New Business**

The Executive Director distributed and discussed the financial report for Smithfield Gardens Assisted Living for the period ended 3/31/2018. (See Exhibit III) He presented the Operating Statement and discussed the various income and expense line items for the Operation of the Property and the ALSA services.

After some brief discussion and consideration, Commissioner Horelick motioned to acknowledge that the Smithfield Gardens Assisted Living Financial Statements were read and discussed. 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.

### ➤ **Executive Session**

At 5:44 P.M. Commissioner Bellucci motioned to enter into Executive Session to discuss Pending Litigation and to invite the entire Board present, the Executive Director and Attorney Stamos. 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.

At 5:51 P.M. Commissioner Horelick motioned to return to the regular order of the Agenda and to leave Executive 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.

### ➤ **Any Other Business**

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Commissioner Bellucci mentioned that a particular resident of Callahan House is still smoking in their apartment. The Executive Director commented that this is an issue that he will be sending a communication out about. He stated that there are many complaints about residents at Norman Ray House as well. He stated that he will be communicating the Policy to the residents again.

### ➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 987th meeting of the Seymour Housing Authority. At 5:59 P.M. Commissioner Bellucci motioned to adjourn the 987th 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 by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried and the 987th Meeting, a Regular Meeting, adjourned.

Submitted by:

David J. Keyser, Secretary and  
Executive Director

*Minutes  
Exhibit I*  
Seymour Housing Authority

**General Ledger Cash Payment/Receipt Register  
Revolving Fund**

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 4/1/2018 to 4/30/2018, 3) Financial Period: April 2018, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

**Posted Payments**

<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>
B	04/12/2018	No	DD	SHA PAYROLL	Payroll #8	No	\$25,468.07
9	04/26/2018	No	DD	SHA PAYROLL	Payroll #9	No	\$28,234.12
10131	04/04/2018	No	CHK	Brian Lavigne	Payroll advance for missed approval	No	\$386.00
10132	04/12/2018	No	CHK	Ted's Lawn Care LLC	Snow removal for all program March	Yes	\$15,480.00
10133	04/24/2018	No	CHK	Advance Communications Inc	3/7 - 4/3	No	\$322.45
10134	04/24/2018	No	CHK	Advanced Alarm Security System	Replacement o 3 cameras	No	\$2,581.00
10135	04/24/2018	No	CHK	Aegis Energy Services, Inc.	Monthly installment	No	\$5,567.67
10136	04/24/2018	No	CHK	Aetna	4/1/18 thru 4/30/18 invoice	No	\$4,882.97
10137	04/24/2018	No	CHK	Aflac Attn: Remittance Processing	February, March & April 2018 Billing	No	\$1,001.82
10138	04/24/2018	No	CHK	AIG	Workers Comp	No	\$2,473.00
10139	04/24/2018	No	CHK	American Rooter LLC	Snaked toilet bowel - Callahan Hous	No	\$2,153.50
10140	04/24/2018	No	CHK	Apicella, Testa & Company, P.C.	Accounting Service	No	\$5,565.63
10141	04/24/2018	No	CHK	Aquarion Water Company	Acct# 200340760	No	\$14.39
10142	04/24/2018	No	CHK	Aquarion Water Company	Acct#200317915	No	\$29.53
10143	04/24/2018	No	CHK	Aquarion Water Company	Acct# 200086423	No	\$1,327.44
10144	04/24/2018	No	CHK	Aquarion Water Company	Acct# 200086434	No	\$907.11
10145	04/24/2018	No	CHK	Banner Group Systems Inc.	Toilet Tissue and Towels	No	\$456.20
10146	04/24/2018	No	CHK	Bloxam Enterprises, LLC	Clean Steam Clean Carpeting Unit 2	No	\$175.00
10147	04/24/2018	No	CHK	Buddy's Fuel, LLC	11 Chamberlain Road	No	\$1,650.00
10148	04/24/2018	No	CHK	Buddy's Fuel, LLC	3 Seymour Ave ran out of oil	No	\$110.00
10149	04/24/2018	No	CHK	Calvert Safe & Lock Ltd.	Key Duplication	No	\$16.00
10150	04/24/2018	No	CHK	Cbs Bloom's Business Systems	12/20/2017 THRU 3/19/2018	No	\$179.53
10151	04/24/2018	No	CHK	Comcast	Business internet Account 87734021	No	\$149.85
10152	04/24/2018	No	CHK	Comcast	TV Limited Basic Service Account 8	No	\$743.83
10153	04/24/2018	No	CHK	Comcast	Business Cable Callahan account 8	No	\$1,360.59
10154	04/24/2018	No	CHK	Comcast	Acct#8773 40 216 0256349	No	\$134.22
10155	04/24/2018	No	CHK	Comcast	Business internet account 87734021	No	\$84.90
10156	04/24/2018	No	CHK	CONN NAHRO	2018 Employee Training & Networki	No	\$260.00
10157	04/24/2018	No	CHK	Creative Financial Staffing	B Lavigne Week ending 4/15/2018	No	\$4,086.06
10158	04/24/2018	No	CHK	Door Control, Inc.	Furnished and installed one Horton	No	\$2,572.00
10159	04/24/2018	No	CHK	Europa Enterprises, LLC	Work order#40529 - Scraped and pr	No	\$750.00
10160	04/24/2018	No	CHK	Eversource	Acct# 5111 859 4017	No	\$45.45
10161	04/24/2018	No	CHK	Eversource	Account 57750480048 Gas	No	\$1,634.55
10162	04/24/2018	No	CHK	Eversource	Electric Account 51779583004	No	\$6,119.03
10163	04/24/2018	No	CHK	Eversource	Electric Account No. 51364104042	No	\$5.05
10164	04/24/2018	No	CHK	Eversource	Acct# 5147 148 3099	No	\$414.10
10165	04/24/2018	No	CHK	Experian	Credit Profile TTY and membership f	No	\$455.36
10166	04/24/2018	No	CHK	Federal Express	Docs send by Daivd	No	\$60.87
10167	04/24/2018	No	CHK	Freddy's	Snaked both washing	No	\$197.00
10168	04/24/2018	No	CHK	Friends Of Fur LLC	Seal up back window in basement &	No	\$95.00
10169	04/24/2018	No	CHK	Frontier	2/28 Billing	No	\$410.56
10170	04/24/2018	No	CHK	Frontier	203 881 2464 110206 5	No	\$619.74
10171	04/24/2018	No	CHK	Frontier	Centrex Business Line Account 203-	No	\$277.33
10172	04/24/2018	No	CHK	Gregory Stamos	Legal Fee retainer charge incurred t	No	\$1,997.80
10173	04/24/2018	No	CHK	Griffin Hospital Occupational Medi	Urine Toxic Screen	No	\$130.00
10174	04/24/2018	No	CHK	Home Depot Credit Services	Moen Faucet Repair Kit - Federal	No	\$477.89
10175	04/24/2018	No	CHK	Lincoln National Life Insurance C	Billing period 05/01/2018 -05/31/201	No	\$364.57

*Minutes  
Exhibit I*  
**Seymour Housing Authority**

**General Ledger Cash Payment/Receipt Register  
Revolving Fund**

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 4/1/2018 to 4/30/2018, 3) Financial Period: April 2018, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

*Posted Payments*

<i>Doc Num</i>	<i>Payment Date</i>	<i>Voided</i>	<i>Type</i>	<i>Document Recipient</i>	<i>Document Description</i>	<i>Cleared</i>	<i>Amount</i>
10176	04/24/2018	No	CHK	Management Computer Services I	Semi Annual Support Fee	No	\$968.00
10177	04/24/2018	No	CHK	Naugatuck Glass	Reinstall casement window operator	No	\$127.50
10178	04/24/2018	No	CHK	Oxford Lumber & Building Materia	Pull Chain Canopy Switch	No	\$11.98
10179	04/24/2018	No	CHK	Peter E. Karpovich,	Seymour Housing Authority VS Favo	No	\$127.40
10180	04/24/2018	No	CHK	Phada Membership	Membership Dues ending March 20	No	\$415.00
10181	04/24/2018	No	CHK	Pitney Bowes Global Financial Se	12/30/17 - 3/29/18	No	\$163.95
10182	04/24/2018	No	CHK	Pleasant Point Partners (Proshred	First 36" Executive Console	No	\$55.00
10183	04/24/2018	No	CHK	Pride Cleaning Pros	Move In/Move Out 28 Chamberlain	No	\$855.00
10184	04/24/2018	No	CHK	Purchase Power	US postage stamp refill	No	\$1,520.99
10185	04/24/2018	No	CHK	Radovich Builders, LLP	Work order 40836. Remove a/c units	No	\$5,310.85
10186	04/24/2018	No	CHK	Radovich Builders, LLP	Work order#41178 - Thawed frozen	No	\$9,870.50
10187	04/24/2018	No	CHK	Robert Lashin	Callahan Apt 3E	No	\$1,800.00
10188	04/24/2018	No	CHK	Shell Credit Card Center	Gas	No	\$419.32
10189	04/24/2018	No	CHK	Sherwin Williams	Paint	No	\$333.85
10190	04/24/2018	No	CHK	Siemens Industry Inc	Siemens Fire test & inspect contract	No	\$2,311.25
10191	04/24/2018	No	CHK	Sofie's Bookkeeping LLC	Week 3/25	No	\$1,719.88
10192	04/24/2018	No	CHK	Sprague Operating Resources LL	Acct# 750480048	No	\$3,382.38
10193	04/24/2018	No	CHK	St. Treasurer For Merfund	MERF 03-2018	No	\$8,601.33
10194	04/24/2018	No	CHK	Supreme Copy	Rental Equipment	No	\$390.00
10195	04/24/2018	No	CHK	Treasurer, State of Connecticut	Back ground check Nicholas Rollin	No	\$12.00
10196	04/24/2018	No	CHK	WB Mason	PPR Xero WHT	No	\$551.62
10197	04/24/2018	No	CHK	Winter Bros Waste Systems	Smithfield Garden	No	\$476.01
10198	04/24/2018	No	CHK	Winter Bros Waste Systems	Norman Ray Apt	No	\$440.71
10199	04/24/2018	No	CHK	Winter Bros Waste Systems	Cahallan House	No	\$465.18
10200	04/24/2018	No	CHK	Xerox Financial	Lease Payment 010 0026454 001	No	\$1,019.14
10201	04/26/2018	No	CHK	Treasurer, State of Connecticut	Back ground check Barry Gunn	No	\$12.00
10202	04/26/2018	No	CHK	Anthem Bluecross Blueshield	Policy Premium April 2018 BCBS Sit	No	\$6,225.36

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 4/1/2018 to 4/30/2018, 3) Financial Period: April 2018, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

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

*Posted Payments*

<i>Doc Num</i>	<i>Payment Date</i>	<i>Voided</i>	<i>Type</i>	<i>Document Recipient</i>	<i>Document Description</i>	<i>Cleared</i>	<i>Amount</i>
1815	04/09/2018	No	CHK	Seymour Housing Authority	Fund Payroll #8 04/09/2018	Yes	\$5,500.00
1815	04/20/2018	No	CHK	Seymour Housing Authority	Fund Payroll 04/23/2018 MR #9	Yes	\$5,500.00
1816	04/13/2018	No	CHK	Seymour Housing Authority	Reimbursement Rev Fund Ted's La	Yes	\$2,407.50
1817	04/25/2018	No	CHK	Seymour Housing Authority	Ray house reimburse revolving fund	Yes	\$27,077.49

Minutes  
Exhibit I

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 4/1/2018 to 4/30/2018, 3) Financial Period: April 2018, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

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

*Posted Payments*

<i>Doc Num</i>	<i>Payment Date</i>	<i>Voided</i>	<i>Type</i>	<i>Document Recipient</i>	<i>Document Description</i>	<i>Cleared</i>	<i>Amount</i>
2072	04/09/2018	No	CHK	Seymour Housing Authority	Fund Payroll #8 04/09/2018	Yes	\$8,000.00
2074	04/09/2018	No	CHK	New England Resident Service C	20 Anniversary NERSC Conference	Yes	\$435.00
2076	04/13/2018	No	CHK	Seymour Housing Authority	Reimbursement Rev Fund Ted's La	Yes	\$7,290.00
2077	04/20/2018	No	CHK	Seymour Housing Authority	Fund Payroll 04/23/2018 Payroll # 9	Yes	\$8,000.00
2078	04/25/2018	No	CHK	Callahan House Association	RSC Payment Advance Payroll Endl	Yes	\$2,692.30
2079	04/25/2018	No	CHK	Seymour Housing Authority	Callahan reimburse revolving fund v	Yes	\$57,240.93

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

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: 4/1/2018 to 4/30/2018, 3) Financial Period: April 2018, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

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

*Posted Payments*

<i>Doc Num</i>	<i>Payment Date</i>	<i>Voided</i>	<i>Type</i>	<i>Document Recipient</i>	<i>Document Description</i>	<i>Cleared</i>	<i>Amount</i>
98	04/03/2018	No	CHK	Radovich Builders, LLP	Flood Damage repair & replace kilch	Yes	\$3,014.00
9000	04/09/2018	No	CHK	Seymour Housing Authority	Fund Payroll # 8 09/12/2018	Yes	\$13,000.00
90001	04/13/2018	No	CHK	Seymour Housing Authority	SGAL Reimbursement Rev Ted's La	Yes	\$5,782.50
90002	04/18/2018	No	CHK	Aegis Energy Services, Inc.	Service for 11/15/17 thru 2/15/2018	No	\$4,268.34
90003	04/18/2018	No	CHK	Aquarion Water Company Of CT	Acct# 200204664	No	\$1,196.41
90004	04/18/2018	No	CHK	Buddy's Fuel, LLC	Smithfield Garden Apt # 104	No	\$274.00
90005	04/18/2018	No	CHK	Carter Hayes + Associates, P.C.	Audit Year End December 2017	No	\$1,952.09
90006	04/18/2018	No	CHK	Environmental Systems Corporati	Work Order 28408	No	\$5,279.71
90007	04/18/2018	No	CHK	Eversource	51364104042 11/01/07	No	\$286.76
90008	04/18/2018	No	CHK	Griffin Hospital Occupational Medi	Yessenia Cartayas	No	\$65.00
90009	04/18/2018	No	CHK	HD Supply	Supplies	No	\$437.76
90010	04/18/2018	No	CHK	Home Depot Credit Services	Rubber Cups	No	\$25.72
90011	04/18/2018	No	CHK	Kone Inc	Contract # N40113928	No	\$1,140.81
90012	04/18/2018	No	CHK	Sprague Operating Resources LL	Invoice # 7054617	No	\$5,072.23
90013	04/18/2018	No	CHK	Staples Credit Plan	Office Supplies	No	\$643.50
90014	04/18/2018	No	CHK	Szamier, Donald	Vendor Invoice Transactions Apr 18	No	\$85.00
90015	04/18/2018	No	CHK	TPC Associates, Inc.	Annual Fire Alarm System Inspectio	No	\$804.25
90016	04/18/2018	No	CHK	Valley Electric Supply Company	Bulbrite	No	\$92.28
90017	04/20/2018	No	CHK	Seymour Housing Authority	Fund Payroll 04/23/2018 # 9	Yes	\$13,000.00
90018	04/25/2018	No	CHK	Seymour Housing Authority	SGAL reimburse revolving fund ven	Yes	\$9,875.02

May 2018

Minutes  
Exhibit #

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

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Executive Director's Report

Miguel  
Exhibit II

Section  
**1**

## Occupancy

### Rev. Callahan House 2018 Year-to-Date Vacancies 9

Callahan House experienced 2 move ins and one move out during April 2018. Callahan House has experienced 136 vacancy days since January 1, 2018 and has averaged 15.15 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; 136 days/ 29200 days available = .4657% percentage through April 30, 2018.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 = 960 unit months available (UMA). 960 X 3% = 29 UMA or 348 days. For 2017 subsidy calculation, we used 203 days and have 145 days to use for the balance of the Subsidy year. For 2018 we used 291 vacancy days and 57 vacancy days to use for the balance of the Subsidy year.

#### CALLAHAN HOUSE VACANCY/TURNOVER DAYS ### FEDERAL ELDERLY Vacancy Turnover Days 2018

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	No. of Days
3D	Najda	11/15/2017	Stotz	1/2/2018	2
2B	Furfaro	11/30/2017	Mahan	1/19/2018	19
3G	Wilhelmy	1/2/2018	Casci	1/18/2018	16
2H	Shortell	1/8/2018	Lamond	2/2/2018	24
3T	Madore	2/5/2018	Gargiulo	2/22/2018	17
3D	Stotz	2/19/2018	Rios	4/1/2018	41
3E	Gazi	2/22/2018	Faircloth	3/6/2018	12
2K	Yocher	4/1/2018	Solanch	4/6/2018	5
4X	Salzano	4/30/2018			1

Average number of vacancy days per vacancy

15.15



**Norman Ray House**

**2018 Year-to-Date Vacancies 2**

Norman Ray House experienced two move ins during April 2018. Norman Ray House has experienced 73 vacancy days since January 1, 2018 and has averaged 36.5 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 40 units X 365 days = 14600 days available; 73 days/ 14600 days available = 0.5% percentage through April 30, 2018.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 = 480 unit months available (UMA). 480 X 3% = 14 UMA or 168 days. For the 2016 subsidy calculation year, we had experienced 113 days and had 51 days to use for the balance of the subsidy year calculation (July 1, 2015 to June 30, 2016). For the 2017 subsidy calculation, we used 39 vacancy day and have 129 days left to use. For the 2018 subsidy calculation we used 114 days and have 54 days left to use.

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

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
26	Gillson, F	2/28/2018	Siksay	4/24/2018	39
7	Gillson, H	2/28/2018	Weinstein	4/3/2018	34

Average number of vacancy days per vacancy: 36.5

*Move out?  
#4*

**State Moderate Rental 2017 Year-to-Date Vacancies 7**

Moderate Rental remained fully during April 2018. We had one move out notice for April 30, 2018 and one for May 31, 2018. Moderate Rental has experienced 84 vacancy days since January 1, 2018 and averaged 42 days per vacancy through April 30, 2018. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 81 units X 365 days = 29,565 days available; 84 days/ 29565 days available = .284% percentages through April 30,2018.

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

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
6C	460	Veras	12/15/2017	Speciale	2/1/2018	32
28C	470	Garcla	12/28/2017	Brown	2/21/2018	52

Average number of vacancy days per vacancy: 42

We have experienced \$1,305 vacancy loss since January 1, 2018. We have budgeted \$1,666 for vacancy loss through April 30, 2018.

Minutes  
Exhibit II

Monthly Report for Smithfield Gardens

05/01/2018

Occupancy Statistics:

- 95% (53 of 56 units) occupied as of 04/30/18
- Five applications in processing
- One move-in in April; no move-outs in April
- 8 applicants on waiting list for 60% units (\$1,000 rent)
- 10 applicants on waiting list for 50% units (\$840 rent)
- Average age is 85.2; age range is 68 - 101
- Average length of tenancy is 30.10 months

Budgeting Statistics:

- 19 of 19 units rented at \$825/\$840
- 34 of 37 units rented at \$985/\$1,000
- 53 of 53 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 04/04, 04/11, 04/18, 04/25 (attended by MRC Director, RSC & RNs)  
55 residents' statuses reviewed each week; four residents out at rehab as of 04/30/18
- Resident Council Meeting held 03/29/18-- minutes follow; next meeting 04/26/18
- April Fire Drill completed 04/25/18 (third shift)
- Rent Increase for 2018 in effect as of 01/01/18

2018 Move-Ins/Outs

Apt	Income Limit	Resident	Move Out Date	New Resident	Move In Date	Vacancy Days	Vacancy Loss	Cumulative Loss
220	60%	Millini, Ida	10/14/17	Lombard, Nicholas	02/01/18	109	-\$3,530	-\$3,530
127	60%	Greene, Florence	11/06/17	DeRlenzo, Antoinette	03/21/18	134	-\$4,339	-\$7,869
208	60%	Kronick, Anila	11/21/17	Goyette, Elizabeth				
110	50%	Minuto, Nicholas	11/22/17	Rosa, Joyce	01/13/18	51	-\$1,383	-\$9,252
203	60%	DeFreitas, Maria	01/03/18	Messier, Rolande				
112	50%	Baker, Josephine	01/10/18	Keller, Shirley	03/03/18	51	-\$1,408	-\$10,661
205	50%	Larkins, Marion	02/10/18	Coppola, Beatrice	04/06/18	54	-\$1,491	-\$12,152
223	60%	Firkey, George Frederick	03/30/18	Grim, Gail				

Application Processing:

Coppola, Beatrice Moved in  
Messier, Rolande SGAL paperwork completed, CHCPE pending, ALSA completed  
Grim, Gail SGAL paperwork in progress, CHCPE pending, ALSA completed  
Goyette, Elizabeth SGAL paperwork completed; CHFA spend-down approved; ALSA to be scheduled  
Kirk, Herman SGAL paperwork in progress, CHCPE pending, ALSA to be scheduled  
Roman, Antoinette SGAL interview to be scheduled

Minutes  
Exhibit II

## Resident Council Meeting

March 29, 2018

The 64<sup>th</sup> Resident Council Meeting consisted of 12 members of the council. Newcomer Antoinette Owens joined us for the first time. Welcome!

Christine K. secretary read the minutes of the February meeting. Carol Forcier accepted the minutes, and Gladys W. seconded.

Cynthia S. chairperson started the meeting by reiterating that we cannot keep ruminating over negative issues.

The residents requested a copy of the housekeeping duties. Residents complained that the Housekeepers do not ask them to sign off on duty sheet. MRC has already revised the check off for the housekeepers to ensure signatures.

Residents were glad that the Brunch is going to take place. I asked the chef to please mention the council on the notices he posts.

Residents commented that the chef is writing on the dry erase board in the dining room concerning Menu changes. Cynthia S. requested that and it's being done.

Resident Dorothy Boland reports the door is not locked when she returns home from Bingo @ ten O'clock at night. Reported to MRC.

Residents requested Betty's chair in the dining room not be filled until she passes. Also that her position as Co- chairperson for the council remain open until resident passes. Resident is in Hospice. Mrc agrees.

Complimented Larry and Kevin on what a great job they do with cleaning off their cars and in-between. Want to send them a thank-you note.

Residents complained about reddish brown stains around toilet. Mrc said we cannot afford to rip up and replace everyone's floor.

Carol F. voted to adjourn the meeting J. Marra seconded.

Next meeting April 26<sup>th</sup>, 2018.

Minutes  
Exhibit III

Seymour Housing Authority  
Balance Sheet for March 2018

Program: Smithfield Gardens      Project: Consolidated

	Period Amount	Balance
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	49,308.81	32,245.73
Accounts Receivable	(9,931.90)	61,892.64
Advances	0.00	30,000.00
Prepaid Expenses	(6,440.15)	55,268.05
Escrows and Reserves	9,434.90	747,258.87
<b>TOTAL CURRENT</b>	<b>42,371.66</b>	<b>926,663.29</b>
<b>FIXED ASSETS</b>		
Fixed Assets	0.00	11,603,583.88
Accumulated Depreciation	0.00	(4,587,978.00)
Start Up Costs	0.00	329,359.71
Accumulated Amortization	0.00	(121,535.00)
<b>TOTAL FIXED ASSETS</b>	<b>0.00</b>	<b>7,243,432.57</b>
<b>TOTAL ASSETS</b>	<b>42,371.66</b>	<b>8,170,095.86</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts Payable	38,784.89	79,659.46
Accrued Wages, Taxes & Absence	1,053.00	18,499.84
Due to Affiliates	(1,503.72)	140,953.41
Accrued Interest Payable	0.00	30,430.00
Tenant Security Deposits	1,000.00	25,000.00
<b>TOTAL CURRENT</b>	<b>39,334.17</b>	<b>295,642.71</b>
<b>LONG TERM</b>		
Notes Payable	0.00	8,856,951.49
<b>TOTAL LONG TERM</b>	<b>0.00</b>	<b>8,856,951.49</b>
<b>TOTAL LIABILITIES</b>	<b>39,334.17</b>	<b>9,152,494.20</b>
<b>SURPLUS</b>		
Income & Expense Current Year	3,037.49	(322,226.56)
Capital - Limited Partner	0.00	(1,090,582.78)
Capital - General Partner	0.00	430,411.00
<b>TOTAL SURPLUS</b>	<b>3,037.49</b>	<b>(982,398.34)</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>42,371.66</b>	<b>8,170,095.86</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

Minutes  
Exhibit III

Seymour Housing Authority  
Operating Statement for the Three Months Ended 03/31/2017 and 3/31/18  
Program: Smithfield Gardens Project: Consolidated

	2017 YTD Amount	2018 YTD Amount
<b>INCOME</b>		
<b>RENT</b>		
Tenant Rent Revenues	156,360.00	156,615.00
Rental Subsidies	135,712.02	133,025.46
Other Rent Revenues	4,354.16	4,354.16
Vacancy Loss	(5,781.00)	(12,520.00)
<b>TOTAL RENT</b>	<b>290,645.18</b>	<b>281,474.62</b>
<b>ASSISTED LIVING SERVICES</b>		
Core Services Income	50,471.24	46,057.41
Meal Service Income	79,693.50	73,887.50
ALSA Service Income	253,488.26	222,766.22
<b>TOTAL ASSISTED LIVING SERVICES</b>	<b>383,653.00</b>	<b>342,711.13</b>
Other Revenues	2,320.38	942.30
<b>TOTAL INCOME</b>	<b>676,618.56</b>	<b>625,128.05</b>
<b>EXPENSES</b>		
<b>ADMINISTRATIVE</b>		
Meetings & Marketing	1,435.82	243.00
Office Salaries	12,475.74	12,320.09
Office Expense	6,677.77	8,383.28
Management Fee	14,895.00	4,965.00
Manager Salaries	19,027.89	19,317.15
Legal, Accounting & Auditing	4,462.69	6,787.20
Miscellaneous Administrative		60.50
<b>TOTAL ADMINISTRATIVE</b>	<b>58,974.91</b>	<b>52,076.22</b>
<b>UTILITIES</b>		
Electricity	6,420.83	16,607.08
Water	1,334.84	3,431.19
Gas	28,406.47	12,121.41
<b>TOTAL UTILITIES</b>	<b>36,162.14</b>	<b>32,159.68</b>
<b>MAINTENANCE</b>		
Maintenance/Cleaning Salaries	6,442.58	5,760.98
Supplies	2,220.81	3,035.78
Contractors	7,007.42	6,290.96
Trash Removal	1,350.54	1,428.03
HVAC Repairs & Maintenance	4,579.19	14,342.77
Snow Removal	29,007.50	10,565.00
Cable & Internet	3,384.38	2,985.22
<b>TOTAL MAINTENANCE</b>	<b>53,992.42</b>	<b>44,408.74</b>
<b>OTHER EXPENSE</b>		
Payroll & Property Taxes	6,969.51	6,412.92
Insurance	13,248.75	15,753.00
Employee Benefits	8,005.64	9,426.26
Misc Taxes, Licenses, Ins.	250.00	-
Mortgage Payments	105,354.93	104,486.49
Replacement Reserve Deposits	8,838.00	8,838.00
<b>TOTAL OTHER EXPENSE</b>	<b>142,666.83</b>	<b>144,916.67</b>
<b>ASSISTED LIVING SERVICES</b>		
Core Services	75,805.17	70,879.28
Meal Services	83,666.37	73,291.03
ALSA Services	253,488.26	222,766.22
<b>TOTAL ASSISTED LIVING SERVICES</b>	<b>412,959.80</b>	<b>366,936.53</b>
Surplus Subtotal	(28,137.54)	(15,369.79)
<b>ADJUSTMENTS TO GAAP</b>		
8000 Replacement Reserve Deposits - Contra	(8,838.00)	(8,838.00)
<b>TOTAL ADJUSTMENTS TO GAAP</b>	<b>(8,838.00)</b>	<b>(8,838.00)</b>
<b>TOTAL EXPENSES</b>	<b>695,918.10</b>	<b>631,659.84</b>
<b>SURPLUS</b>	<b>(19,299.54)</b>	<b>(6,531.79)</b>