

# MINUTES

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TIME: 2:34pm  
TOWN CLERK'S OFFICE

## **Seymour Housing Authority**

### **➤ 988th Meeting**

The 988th a Special Meeting of the Seymour Housing Authority was held on Wednesday, June 13, 2018 at the Smithfield Gardens Assisted Living Facility, in the Multipurpose Room Located at 26 Smith Street Seymour, Connecticut and was called to order at 5:30 P.M. by Chairperson White.

### **➤ Roll Call**

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

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

### **Public Comment**

None

### **➤ Previous Meeting Minutes**

Chairperson White introduced the previous meeting minutes of the 987<sup>th</sup> Special Meeting held on Wednesday May 9, 2018.

Commissioner Horelick motioned to accept the minutes 987<sup>th</sup> Meeting held on Wednesday May 9, 2018 as presented. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

### **➤ Bills & Communications**

Commissioner White introduced the bills (See Exhibit I).

After consideration, review and questions relative to the bills listing, Commissioner Bellucci motioned to approve the bills as presented and authorize payment of the bills. Commissioner 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, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the Bills approved for payment.

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## ➤ **Executive Director's Report**

See Exhibit II

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

## ➤ **Old Business**

None

## ➤ **New Business**

Chairperson White introduced Contract Award, Roof Replacements – Moderate Rental.

The Executive Director explained his intent to apply for Critical Need funding through the recent NOFA for SSHP funding from the State of Connecticut. He stated that one of the work items considered to be a critical need is the roof replacements at Castle Heights, Smith Acres and Hofmann Heights. He stated that a Design Consultant, Donald W. Smith, Jr. drafted bid specifications and we solicited bids from the following roofing contractors:

Radovich Builders  
T. J. Nagy Roofing, LLC  
Shoreline Restoration  
A-Preferred Construction

The Executive Director described the bid results and the bid tabulation sheet (See Exhibit III). He reminded the Board that it is considered if a company chooses not to respond to the bidding, that still results in the no-bid is considered as a bid.

The Executive Director discussed the recommendations of the design consultant, Donald W. Smith, Jr., PE and stated that the Board may choose the successful bidder and award the contract contingent upon the Seymour Housing Authority receiving the SSHP funding from the Department of Housing.

After some brief discussion Commissioner Bellucci motioned to acknowledge recommendations of the Design Consultant and to award the Roof Replacement work to A-Preferred Construction in the amount of \$312,000, Contingent upon receiving the SSHP Critical Needs funding from the Department of Housing and to authorize the Executive Director to sign contract documents and act as Construction Officer. 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

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Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

The Executive Director explained the second work item under the critical needs application is the oil tank replacements at Castle Heights, Smith Acres and Hofmann Heights. He stated that a Design Consultant, Donald W. Smith, Jr. drafted bid specifications and we solicited bids from the following HVAC/Plumbing contractors:

Radovich Builders  
Andy's Oil Service  
Alliance All Trades  
Edgerton, Inc.  
Buddy's Fuel

The Executive Director described the bid results and the bid tabulation sheet (See Exhibit IV).

The Executive Director discussed the recommendations of the design consultant, Donald W. Smith, Jr., PE and stated that the Board may choose the successful bidder and award the contract contingent upon the Seymour Housing Authority receiving the SSHP funding from the Department of Housing.

After some brief discussion Commissioner Dota motioned to acknowledge recommendations of the Design Consultant and to award the Oil Tank Replacement work to Buddy's Fuel in the amount of \$94,600, Contingent upon receiving the SSHP Critical Needs funding from the Department of Housing and to authorize the Executive Director to sign contract documents and act as Construction Officer. 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, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

### ➤ Executive Session

At 5:49 P.M. Commissioner Bellucci motioned to enter Executive Session to discuss current Litigation and to invite the entire Board of Commissioners, the Executive Director, and Attorney Stamos to join in the Session. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

At 5:53 P.M. Commissioner Bellucci motioned to leave Executive Session and return to the regular order of the Agenda. Commissioner Dota seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried.

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### ➤ **Any Other Business**

Commissioner Bellucci announced that the Great Hill Hose Fire Co., Ladies Auxiliary visited Norman Ray House on Saturday and 38 residents showed up for the event. He stated that they play special bingo's provide food and ice cream. He stated that they will be coming to the Callahan House on Saturday. He hopes the turn out will be good.

### ➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 988th meeting of the Seymour Housing Authority. At 5:58 P.M. Commissioner Horlick motioned to adjourn the 988th Meeting of the Seymour Housing Authority. Commissioner Golebieski 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 988th Meeting, a Special 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: 5/1/2018 to 5/31/2018, 3) Financial Period: May 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>
10	05/07/2018	No	DD	SHA PAYROLL	Payroll #10	No	\$26,458.17
11	05/21/2018	No	DD	SHA PAYROLL	Payroll #11	No	\$27,929.90
10203	05/02/2018	No	CHK	CONN NAHRO	2018 Employee Training & Networki	No	\$325.00
10204	05/24/2018	No	CHK	Jennifer Ciaralli	Contractor RSC JCiaralli 5/10-17/201	No	\$360.00
10205	05/24/2018	No	CHK	Liberty Bank	HSA Funding for K Crawford June 2	No	\$1,750.00
10206	05/24/2018	No	CHK	Liberty Bank	HSA Funding for K Brown June 201	No	\$1,750.00
10207	05/24/2018	No	CHK	Liberty Bank	HSA Funding for B Lavigne June 20	No	\$1,750.00
10208	05/24/2018	No	CHK	Liberty Bank	HSA Funding for D DeSantis June 2	No	\$1,750.00
10209	05/24/2018	No	CHK	Liberty Bank	HSA Funding for L Thomas June 20	No	\$1,750.00
10210	05/24/2018	No	CHK	Liberty Bank	HSA Funding for keyser June 2018	No	\$4,350.00
10211	05/24/2018	No	CHK	Ted's Lawn Care LLC	Snow Removal 4/2/2018 RH,CH,SG,	No	\$14,611.50
10212	05/29/2018	No	CHK	Advance Communications Inc	Message Service 5/2-5/29 Memorial	No	\$137.52
10213	05/29/2018	No	CHK	Aegis Energy Services, Inc.	Repairs- 32 Smith Street	No	\$4,151.08
10214	05/29/2018	No	CHK	Aetna	May 2018 Expense - Acct#8385132	No	\$7,431.47
10215	05/29/2018	No	CHK	AIG	Premium Installment 12/31/2017 -12	No	\$3,308.00
10216	05/29/2018	No	CHK	Allen's Plumbing Supply	BAS4BX ALSON ADJUST PIN	No	\$191.93
10217	05/29/2018	No	CHK	American Express	Acct#6-36005 - April 2018 Expenses	No	\$531.49
10218	05/29/2018	No	CHK	American Rooter LLC	Snake Bathroom Sink	No	\$916.50
10219	05/29/2018	No	CHK	Anthem Dental	May 2018 Billing	No	\$1,511.09
10220	05/29/2018	No	CHK	Aquarion Water Company	Acct#200317915, 28 Chamberlin Ro	No	\$23.62
10221	05/29/2018	No	CHK	Aquarion Water Company	Acct#200086434	No	\$758.55
10222	05/29/2018	No	CHK	Aquarion Water Company	Acct#200086423	No	\$1,263.13
10223	05/29/2018	No	CHK	Carter Hayes + Associates, P.C.	Audit FS Year End Dec 31, 2017	No	\$1,600.00
10224	05/29/2018	No	CHK	Comcast	Acct#8773 40 216 0256349	No	\$131.86
10225	05/29/2018	No	CHK	Comcast	Acct#8773 40 216 0027070	No	\$1,360.59
10226	05/29/2018	No	CHK	Comcast	Acct#8773 40 216 0041287	No	\$695.07
10227	05/29/2018	No	CHK	Connecticut Housing Finance Aut	Loan 96089D payment SHA Hoffma	No	\$1,386.06
10228	05/29/2018	No	CHK	Creative Financial Staffing	Conversion fee for Brian Lavigne	No	\$3,360.00
10229	05/29/2018	No	CHK	Crystal Rock	2 Crystal Rock Premium water	No	\$53.24
10230	05/29/2018	No	CHK	Door Control, Inc.	Adjusted side entrance door - Callah	No	\$683.50
10231	05/29/2018	No	CHK	Eversource	2/28 Billing	No	\$11,558.12
10232	05/29/2018	No	CHK	Eversource	Acct#57750480048	No	\$1,535.36
10233	05/29/2018	No	CHK	Eversource	Acct# 5177 958 3004	No	\$17,456.51
10234	05/29/2018	No	CHK	Experian	Credit profile TTY Dual	No	\$256.08
10235	05/29/2018	No	CHK	Ford Motor Credit Company	Acct#9366100	No	\$585.22
10236	05/29/2018	No	CHK	Friends Of Fur LLC	April 2018 - General pest control ser	No	\$495.00
10237	05/29/2018	No	CHK	Frontier	Acct#203 881 2464 110206 5	No	\$274.14
10238	05/29/2018	No	CHK	Frontier	Acct#203 881 0115 021194 5	No	\$84.91
10239	05/29/2018	No	CHK	Frontier	Acct#203 888 4579 123179 5	No	\$260.38
10240	05/29/2018	No	CHK	Gregory Stamos	Legal fee Court times	No	\$1,231.50
10241	05/29/2018	No	CHK	Griffin Hospital Occupational Medi	Urine Tox Screen Collect & MRO	No	\$130.00
10242	05/29/2018	No	CHK	Hallock's	7 Air Conditions FFTA0833U1	No	\$3,465.00
10243	05/29/2018	No	CHK	Home Depot Credit Services	Cleaning supplies	No	\$192.88
10244	05/29/2018	No	CHK	Housing Telecommunications, Inc	Subscription 09302017 - 09302018	No	\$1,105.60
10245	05/29/2018	No	CHK	Hungerfords Pump Service	MR Preventative Maintenance Septe	No	\$225.00
10246	05/29/2018	Yes	CHK	Lincoln National Life Insurance C	April Billing	No	\$760.28
10246	05/31/2018	No	VD	Lincoln National Life Insurance C	April Billing was already paid	No	(\$760.28)

Minutes  
Exhibit I

**Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register  
Revolving Fund**

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 5/1/2018 to 5/31/2018, 3) Financial Period: May 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>
10247	05/29/2018	No	CHK	Management Computer Services I	Computer Support Jan 2018	No	\$3,078.24
10248	05/29/2018	No	CHK	Network Synergy Systems Integra	Agreement Silver level Workstation	No	\$468.00
10249	05/29/2018	No	CHK	Oxford Lumber & Building Materia	BM Ultra spec 500 SW1361 Paint ca	No	\$173.54
10250	05/29/2018	No	CHK	Pleasant Point Partners (Proshred	First 36" Executive Control	No	\$69.00
10251	05/29/2018	No	CHK	Radovich Builders, LLP	Work order#41402 - Replaced count	No	\$1,696.00
10252	05/29/2018	No	CHK	Radovich Builders, LLP	Work order#41481 - Replaced water	No	\$722.50
10253	05/29/2018	No	CHK	Radovich Builders, LLP	Work order#41168 - Installed new til	No	\$10,102.25
10254	05/29/2018	No	CHK	Robert Lashin	Work order#41515 - Painted entire u	No	\$2,575.00
10255	05/29/2018	No	CHK	Seymour Janitorial Services	April 2018 Cleaning Services - Ray	No	\$2,258.50
10256	05/29/2018	No	CHK	Seymour Water Pollution Control	Water/Sewer	No	\$8,010.08
10257	05/29/2018	No	CHK	Shell Credit Card Center	Gas for vehicles	No	\$328.23
10258	05/29/2018	No	CHK	Siemens Industry Inc	Siemens Fire test & inspect contract	No	\$4,233.75
10259	05/29/2018	No	CHK	Sofie's Bookkeeping LLC	Week 4/2/18 thru 4/6/2018	No	\$438.73
10260	05/29/2018	No	CHK	Sprague Operating Resources LL	Acct#72003843	No	\$3,053.08
10261	05/29/2018	No	CHK	Sprint	Cell service and equipment	No	\$275.47
10262	05/29/2018	No	CHK	St. Treasurer For Merfund	MERF 04-2018	No	\$5,784.44
10263	05/29/2018	No	CHK	Staples Credit Plan	Office Supplies	No	\$106.00
10264	05/29/2018	No	CHK	VSP	Group#3001995 - March 2018 and A	No	\$125.72
10265	05/29/2018	No	CHK	WB Mason	office supplies	No	\$554.60
10266	05/29/2018	No	CHK	Winter Bros Waste Systems	May 2018 Service	No	\$465.59
10267	05/29/2018	No	CHK	Winter Bros Waste Systems	May 2018 Service	No	\$441.10
10268	05/31/2018	No	CHK	Lincoln National Life Insurance C	Life Ins policy 06/01/2018 6/30/2018	No	\$431.91

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 5/1/2018 to 5/31/2018, 3) Financial Period: May 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*

<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>
2080	05/07/2018	No	CHK	Seymour Housing Authority	Fund Payroll # 10 Pay date 5/10/201	No	\$9,000.00
2081	05/07/2018	No	CHK	Seymour Housing Authority	Anthem BB Premium April 2018	No	\$2,325.17
2082	05/07/2018	No	CHK	Callahan House Tenants Associat	RSC pay period ending 05/04/2018	No	\$2,692.30
2083	05/15/2018	No	CHK	Donald W. Smith, Jr. P.E	Invoice for Professional Services Rel	No	\$4,000.00
2084	05/21/2018	No	CHK	Seymour Housing Authority	Fund Payroll #11 Paydate 5/24/2018	No	\$9,000.00
2085	05/21/2018	No	CHK	Callahan House Association	RSC Payment Advance Payroll Endi	No	\$2,692.30
2086	05/24/2018	Yes	CHK	Seymour Housing Authority	Funding HSA June 2018 DK DD BL	No	\$13,100.00
2087	05/24/2018	No	CHK	Seymour Housing Authority	Reimburse Fed 05242018	No	\$13,308.61
2088	05/31/2018	No	CHK	Cheever, Teila	Epson Ink, Mouse Pad and Rolodex	No	\$103.87
2089	05/31/2018	No	CHK	Seymour Housing Authority	Reimburse Callahan AP 5/30/2018	No	\$35,125.94

*Minutes  
Exhibit I*

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

Filter Criteria Includes: 1) Project: Mr - State Moderate Rental, 2) Payment Date: 5/1/2018 to 5/31/2018, 3) Financial Period: May 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>
1818	05/07/2018	No	CHK	Seymour Housing Authority	Fund Payroll # 10 Pay date 5/10/201	No	\$6,100.00
1819	05/07/2018	No	CHK	Seymour Housing Authority	Anthem BB Premium April 2018	No	\$1,710.73
1820	05/14/2018	No	CHK	Belletti's Tree Service	Removal of ash trees - 23 Chamberli	No	\$5,325.00
1821	05/21/2018	No	CHK	Seymour Housing Authority	Fund Payroll #11 Paydate 5/24/2018	No	\$6,100.00
1822	05/24/2018	Yes	CHK	Seymour Housing Authority	Funding Ted's Lawn Care & J Ciara	No	\$14,971.50
1823	05/24/2018	No	CHK	Seymour Housing Authority	Reimburses MR 05242018	No	\$6,678.25
1824	05/31/2018	No	CHK	Seymour Housing Authority	Riembure MR A/P 5/30/2018	No	\$13,475.78

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

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: 5/1/2018 to 5/31/2018, 3) Financial Period: May 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>
90019	05/07/2018	No	CHK	Seymour Housing Authority	Fund Payroll #10 pay date 5/10/201	No	\$14,000.00
90020	05/07/2018	No	CHK	Cura Hospitality, LLC	Meal Service - March 2018	No	\$26,392.80
90021	05/07/2018	No	CHK	Seymour Housing Authority	Anthem BB Premium April 2018	No	\$2,189.46
90022	05/21/2018	No	CHK	Seymour Housing Authority	Fund Payroll #11 Paydate 5/24/2018	No	\$14,000.00
90023	05/24/2018	No	CHK	Frontier	Acct#203 888 5093 092806 5	No	\$386.07
90024	05/24/2018	No	CHK	Seymour Housing Authority	Riemburse SGAL 05242018	No	\$8,084.64
90025	05/30/2018	No	CHK	Aquarion Water Company Of CT	Acct 200204656 Private Fire Service	No	\$686.74
90026	05/30/2018	No	CHK	Arrow Line Painting	Blackout layout Stencil 32 Smith Str	No	\$300.00
90027	05/30/2018	No	CHK	Carter Hayes + Associates, P.C.	In progress billing audit FS Dec 31 2	No	\$3,985.00
90028	05/30/2018	No	CHK	Comcast	Act 8773402160069510 billing date	No	\$1,881.48
90029	05/30/2018	No	CHK	Comcast	Act 8773 40 216 0069536 Billing dat	No	\$113.90
90030	05/30/2018	No	CHK	Cura Hospitality, LLC	April 2018 Food Service	No	\$26,240.27
90031	05/30/2018	No	CHK	Eversource	Account 5766997055 Gas 2/28 - 3/3	No	\$2,972.00
90032	05/30/2018	No	CHK	Godowski, David	1 Hour Performance	No	\$125.00
90033	05/30/2018	No	CHK	HD Supply	Janitorial supplies	No	\$408.95
90034	05/30/2018	No	CHK	Malangone Heating, A/C & Refrig	Work order#41495 - Shut down elect	No	\$280.00
90035	05/30/2018	No	CHK	NDC Housing & Development	October - December 2017 and Janu	No	\$2,016.00
90036	05/30/2018	No	CHK	Oxford Lumber & Building Materia	Muresco ceiling chip brush2	No	\$14.89
90037	05/30/2018	No	CHK	Radovich Builders, LLP	Work order#41425 - Installed new fl	No	\$1,400.00
90038	05/30/2018	No	CHK	Republican-American	Adv. Pub Index 03101/18-03/31/18	No	\$580.00
90039	05/30/2018	No	CHK	Sprague Operating Resources LL	Acct#72003843	No	\$3,227.91
90040	05/30/2018	No	CHK	Theo Pro	File approval March 2018 SGAL 127	No	\$44.00
90041	05/30/2018	No	CHK	Tony Castle Entertainment	Tony Castle Entertainment	No	\$135.00
90042	05/30/2018	No	CHK	Valley Electric Supply Company	7777143516 FPI 8058 EG240 Len o	No	\$43.26
90043	05/30/2018	No	CHK	Winter Bros Waste Systems	May 2018 Services	No	\$476.01
90044	05/31/2018	No	CHK	Seymour Housing Authority	Reimburse SGAL AP 053018	No	\$9,695.61

June 2018

Minutes  
Exhibit II

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

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Executive Director's Report









Minutes  
Exhibit #1

Section  
**2**

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**General Information**

**Complaints**

**Callahan House**

We received a complaint that a resident on the 3<sup>rd</sup> floor was being noisy, dropping things, kicking things, making noise in the middle of the night. A pre-termination letter was sent to the resident of the 3<sup>rd</sup> floor. A grievance hearing was held and we are waiting on the Hearing Officer's decision.

We received a complaint that a resident of the 4<sup>th</sup> floor was playing loud music at night and the complainant could not sleep. A pre-termination letter was sent to the resident of the 4<sup>th</sup> floor. A grievance hearing was held and we are waiting on the Hearing Officer's decision.

We received a complaint that a resident has been speaking to and about the complainant in a manner that is an invasion of privacy. The comments are for no good or lawful reason or purpose other than to distress the person. These comments are not condoned and may be considered as violations of the Lease. They cause substantial emotional distress for the resident. They could result in a civil harassment suit. For this reason, we have set up a mediation to see if the issue may be resolved and to inform both residents about the seriousness of their discussions.

We received a complaint that a resident has interfered with another resident's employment by limiting the use of the washers and dryers. We will also hold a mediation with these two residents.

We received an excessive noise complaint about a resident on the 3<sup>rd</sup> floor. A pre-termination notice was submitted to the resident alleged to be making noise. We are still fact finding in this matter.

**Norman Ray House**

We have received several complaints regarding smoking at the Norman Ray House. We will follow up on these complaints.

During April and May we were working on a complaint about doors slamming and someone's mail mis-delivered. The complainant had taken steps that we believed threaten and harassed and disturbed the peaceful enjoyment of each and every resident of the building. A pre-termination notice was issued to the complainant and as a result, the complainant moved out.

**Moderate Rental**

None

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### **Rev. Callahan House**

- 6 Annual Inspections for 2018 have been completed.
- We experienced power failure as a result of the Tornado that occurred during May. Power was out for 3 days. Building systems were down including the elevator. A stand alone generator provided power for some common area lighting and a few outlets in common areas.

An effort to provide food for the residents of Callahan House and the Norman Ray House was met with great success. The day after the tornado, Liz and Ted (Sr.) Holley of Seymour Janitorial provided a chicken dinner for all the residents of Callahan House and Norman Ray House. Meals for the residents of both buildings were provided by TEAM and the Area Agency on Aging. This was an amazing response to the emergency situation.

### **Norman Ray House**

- As a result of the power being out due to the tornados during May, we have experienced a failure of the dry sprinkler system at the Norman Ray House. The system has a compressor that maintains a balance of air and water. Since there was no power to the compressor for 3 days, it caused a failure. The system will not reset and as a result, the building is not protected at this time with the sprinkler system. The work to repair this system was estimated at \$7,600. The backflow preventor to the system was also affected and will not hold the water back. The repair to this is estimated at an additional \$7,500.

### **Moderate Rental**

- As a result of a recent regular maintenance of the Pump Ejection septic system at Seymour Ave. we have been informed of certain pump replacement issues. The work is estimated at \$3600.

**Seymour Housing Authority**  
**Smith Acres MR-19, Hofmann Heights MR-008**  
**and Castle Heights MR-19A**  
**ROOF REPLACEMENT PROJECT**

Date: June 13, 2018      Time: 3:05 pm

In Attendance: D. Smith, jr., D. Keyser, *ANDY HAFALE*  
*(A-Preferred Const)*

Firm	Project Base Bid	Non-Collusive Affidavit	UNIT PRICE Reroof MR-19A type A	UNIT PRICE Reroof MR-19A type C	UNIT PRICE Concrete Chimney Cap	UNIT PRICE 3/4" or 1/2" roof deck replacement	Addendum #1 & 2
<i>SHORELINE RESTORATION 176 TYLER ST EAST HAVEN, CT 06512</i>	<i>393,827-</i>	<input checked="" type="checkbox"/>	<i>8580/ /8580</i>	<i>8650/ /8650</i>	<i>850/ /850</i>	<i>62/sht/ /62/sht</i>	<input checked="" type="checkbox"/>
<i>A-Preferred Const 602 NORTH AVE BRIDGEPORT, CT 06606</i>	<i>312,000-</i>	<input checked="" type="checkbox"/>	<i>6,000/ /6,000</i>	<i>7,000/ /7,000</i>	<i>300/ /250</i>	<i>3.50/sf/ /3.00/sf</i>	<i>1 only</i>

*Minister  
Exhibit III*

**Seymour Housing Authority**  
**Smith Acres MR-19, Hofmann Heights MR-008**  
**and Castle Heights MR-19A**  
**OIL TANK REPLACEMENT PROJECT**

Date: June 13, 2018      Time: 3:05 pm

In Attendance: D. Smith, jr., D. Keyser, *K. Brown*

Firm	Project Base Bid	Non-Collusive Affidavit	UNIT PRICE Add 275 gal tank install	UNIT PRICE Deduct 275 gal tank install	Addendum #1
ANDY'S OIL SERVICE 329 WALNUT ST WYBY, CT 06704	96,250-	✓	1750-	1575-	✓
ALLIANCE ALL TRADES 401 McMAHON DR THOMASTON, CT 06787	118,400-	✓	2153.58	-	✓
Edgerton Inc. P.O. Box 304 MONROE, CT 06468	140,650-		-	-	-
BUDDY'S FUEL, LLC 8 OLD FARM ROAD OXFORD, CT 06457	94,600-	✓	-	-	-

Minutes  
 Exhibit IV