

MINUTES

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TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ **1075th Regular Meeting**

The 1075th Meeting, a Regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multipurpose Room located at 26 Smith Street, Seymour, on Wednesday June 4, 2025, and was called to order by Chairperson White at 5:59 p.m.

➤ **Roll Call**

Answering the Roll Call were Commissioners Bellucci, Davenport and White. Also, present was the Executive Director David Keyser.

➤ **Public Session**

None

➤ **Previous Minutes**

Chairperson White introduced the previous meeting minutes of the 1074th Regular Meeting held June 4, 2025

Commissioner Bellucci motioned to accept the minutes of the 1073rd Regular Meeting as presented. Commissioner Davenport 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, Davenport and White. Chairperson White declared the motion carried and the minutes accepted as presented.

➤ **Bills & Communication**

Chairperson White introduced the Bills. (See Exhibit I)

After discussion, review, and questions Commissioner Davenport 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 in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Davenport and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

Commissioner Golebieski entered the meeting already in progress at 6:12 P.M.

➤ **Executive Director's Report**

MINUTES

See Exhibit II

➤ Old Business

Chairperson White introduced Bid Results CoGen Equipment Replacements. The Executive Director explained that we had gone out to bid to replace controllers, pumps, chiller and boilers as part of the CoGen replacement. He said that we only received one bid and it was \$880,000. He stated that our budget is roughly \$320,000. He stated that we need to negotiate the scope of work items downward to fit into the budget. A meeting is scheduled to have that negotiation with West State Mechanical and Donald W. Smith, Jr. P.E. No action to take at this point.

➤ New Business

None

➤ Executive Session

At 6:23 P.M. Commissioner Bellucci motioned to enter Executive Session to discuss an Employee Contract. Commissioner Golebieski 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, Davenport, Golebieski and White. Chairperson White declared the motion carried and Executive Session began.

At 6:38 P.M. Commissioner Davenport left the meeting.

At 6:46 P.M. Commissioner Bellucci motioned to leave Executive Session and return to the order of the agenda. Commissioner Golebieski 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, Golebieski and White. Chairperson White declared the motion carried and Regular Session resumed.

Commissioner Bellucci made a motion to renew the employment contract of David J. Keyser, Executive Director of the Seymour Housing Authority, for a period of five (5) years. The new contract term as presented shall commence on July 1, 2025 and remain in effect through June 30, 2030 and waive the two-month preliminary renewal procedure and approve an increase to the Executive Director's purchasing authorization limit from \$10,000 to \$25,000. Commissioner Golebieski 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, Davenport, Golebieski and White. Chairperson White declared the motion carried.

MINUTES


➤ Any Other Business Pertaining to the Board

None

➤ Adjournment

Chairperson White asked for a motion to adjourn the 1075thrd meeting of the Seymour Housing Authority. At 7:00 P.M. Commissioner Golebieski motioned to adjourn the 1073rd Meeting of the Seymour Housing Authority. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Bellucci, Golebieski, and White. Chairperson White declared the motion carried and the 1075th Meeting, a Regular Meeting, duly adjourned.

Submitted by:



David J. Keyser, Secretary and
Executive Director

Minutes Exhibit I

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

Filter Criteria Includes: 1) Program: Revolving Fund 2) Project: Revolving Fund 3) Payment Date: All 4) Financial Period: May 2025 5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

Bank: Liberty, Bank Account: 6579325060, GL Account: 1000.5060

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	05/15/2025	No	DD	SHA PAYROLL	Payroll #10	No	\$36,628.54
11	05/27/2025	No	DD	SHA PAYROLL	Payroll #11	No	\$38,139.24
03866	04/20/2025	No	INV	American Express	Act# 6-37003	No	\$3,408.05
16743	05/05/2025	No	CHK	CONN NAHRO	2025 Employee Training & Appreciat	No	\$720.00
16744	05/05/2025	No	CHK	St. Treasurer For Merfund	MERF 04-2025	No	\$18,994.07
16745	05/13/2025	No	CHK	Anthem Blue Cross Blue Shield	Billing Period: 06/01/2025 - 07/01/20	No	\$9,403.31
16746	05/14/2025	No	CHK	Liberty Bank	HSA funding for D Keyser May 2025	No	\$4,350.00
16747	05/14/2025	No	CHK	Liberty Bank	HSA funding for D DeSantis May 20	No	\$1,750.00
16748	05/14/2025	No	CHK	Liberty Bank	HSA funding for L Thomas May 202	No	\$1,750.00
16749	05/14/2025	No	CHK	Liberty Bank	HSA funding for C Taylor May 2025	No	\$1,750.00
16750	05/14/2025	No	CHK	Liberty Bank	HSA funding for K Crawford May 20	No	\$1,750.00
16751	05/14/2025	No	CHK	Liberty Bank	HSA funding for S Bishop May 2025	No	\$1,750.00
16752	05/14/2025	No	CHK	Liberty Bank	HSA funding for D Stewart May 202	No	\$1,750.00
16753	05/22/2025	No	CHK	Aflac Attn: Remittance Processing	April Bill Period Act# DHF89	No	\$321.04
16754	05/22/2025	No	CHK	AmTrust North America	Workers Compensation Policy WES	No	\$1,608.00
16755	05/22/2025	No	CHK	Aquarion Water Company	Act# 200086455 - Ray Fire Water	No	\$130.64
16756	05/22/2025	No	CHK	Aquarion Water Company	Act# 200086443 - Callahan fire wate	No	\$130.64
16757	05/22/2025	No	CHK	Comcast	Act# 8773 40 216 0256349 - Ray	No	\$172.38
16758	05/22/2025	No	CHK	Comcast	Act# 8773 40 216 0027070 - Callaha	No	\$1,912.01
16759	05/22/2025	No	CHK	Comcast	Act# 8773 40 216 0041287 - Ray	No	\$967.85
16760	05/22/2025	No	CHK	Comcast Business	Act# 8773 40 216 0263568 - SHA Of	No	\$188.43
16761	05/22/2025	No	CHK	Eversource	Act# 5145 776 4090 - Ray	No	\$119.34
16762	05/22/2025	No	CHK	Eversource	Act# 5136 648 3014 - Ray	No	\$2,238.15
16763	05/22/2025	No	CHK	Eversource	Act# 5136 410 4042 - Ray	No	\$6.85
16764	05/22/2025	No	CHK	Eversource	Act# 5177 98 3004 - Callahan Electri	No	\$9,084.33
16765	05/22/2025	No	CHK	Eversource	Act# 5775 048 0048 - Callahan	No	\$1,141.70
16766	05/22/2025	No	CHK	Eversource	Act# 5147 148 3099 - SHA office	No	\$214.79
16767	05/22/2025	No	CHK	Frontier	Act# 203-881-2464-110206-5 - Calla	No	\$572.39
16768	05/22/2025	No	CHK	Frontier	Act# 203-888-4579-123179-5 - SHA	No	\$419.12
16769	05/22/2025	No	CHK	Lincoln National Life Insurance C	Coverage: 06/01/2025 - 06/30/2025	No	\$430.80
16770	05/22/2025	No	CHK	Management Computer Services I	Monthly Support Fee	No	\$1,928.84
16771	05/22/2025	No	CHK	NRG Business Marketing	Act# 756491 - 966599	No	\$1,166.19
16772	05/22/2025	No	CHK	T-Mobile	Act# 26703700 Monthly Service: 3/2	No	\$203.62
16773	05/22/2025	No	CHK	VSP	June 2025 billing 30019995	No	\$66.73
16774	05/22/2025	No	CHK	WEX BANK	Fuel Purchases	No	\$1,501.03
16775	05/22/2025	No	CHK	Aquarion Water Company	Act# 200463455 - 26 Seymour	No	\$11.92
16776	05/22/2025	No	CHK	Eversource	Act# 5111 869 4017 - MR	No	\$46.30
16777	05/22/2025	No	CHK	Eversource	Act# 5186 336 4022 - 14 Seymour A	No	\$12.14
16778	05/22/2025	No	CHK	Eversource	Act# 5186 766 4070 - 26 Seymour A	No	\$112.78
16779	05/22/2025	No	CHK	Eversource	Act# 5129 348 3053 - 1 Seymour Av	No	\$70.95
16780	05/22/2025	No	CHK	Eversource	Act# 5145 266 4030 - 8 Brothers	No	\$30.71
16781	05/22/2025	No	CHK	Eversource	Act# 5159 046 4053 - 4 Brothers	No	\$34.78
16782	05/22/2025	No	CHK	Eversource	Act# 5145 266 4030 - 8 Brothers	No	\$36.66
16783	05/22/2025	No	CHK	Eversource	Act# 5129 348 3053 - 1 Seymour	No	\$47.05
16784	05/22/2025	No	CHK	Eversource	Act# 5186 766 4070 - 26 Seymour A	No	\$107.12
16785	05/22/2025	No	CHK	Eversource	Act# 5186 336 4022 - 14 Seymour	No	\$12.14
16786	05/22/2025	No	CHK	Eversource	Act# 5159 046 4053 - 4 Brothers C1	No	\$37.29

Minutes Exhibit 1

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

Filter Criteria Includes: 1) Program: Revolving Fund 2) Project: Revolving Fund 3) Payment Date: All 4) Financial Period: May 2025 5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

Bank: Liberty, Bank Account: 6579325060, GL Account: 1000.5060

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>
16787	05/22/2025	No	CHK	3 Leos Construction, LLC	Paint 4N	No	\$700.00
16788	05/22/2025	No	CHK	Allen's Plumbing Supply	brass fittings	No	\$14.78
16789	05/22/2025	No	CHK	Clear Water	Full Service Water Treatment Progra	No	\$153.13
16790	05/22/2025	No	CHK	Daddio's New Auto Parts, Inc	FHP belt	No	\$79.35
16791	05/22/2025	No	CHK	Door Control, Inc.	Replaced condor control	No	\$2,332.00
16792	05/22/2025	No	CHK	Freddy's	Snaked bath tub at 23 Ray	No	\$197.00
16793	05/22/2025	No	CHK	Home Depot Credit Services	Paint	No	\$1,370.29
16794	05/22/2025	No	CHK	Interstate Waste Services	Callahan May 2025 Monthly Trash S	No	\$605.91
16795	05/22/2025	No	CHK	Interstate Waste Services	May 2025 Monthly Trash Service	No	\$549.09
16796	05/22/2025	No	CHK	Nurse's Touch Cleaning Service L	Callahan March 2025 Monthly Clean	No	\$4,740.00
16797	05/22/2025	No	CHK	Penfield Communications Inc.	Advertisement for cogen equipment	No	\$1,920.00
16798	05/22/2025	No	CHK	Spruce Scoop Dog Waste Remov	28 & 32 Smith Street clean up & gre	No	\$528.52
16799	05/22/2025	No	CHK	State Marshal Richard D. Krueger	SHA vs Notice to Quit, Ed Jacek & A	No	\$1,809.93
16800	05/22/2025	No	CHK	Troy Industrial Solutions	variable pitch pulley	No	\$40.73
16801	05/23/2025	No	CHK	Accavallo & Company LLC	MR Monthly accounting services for	No	\$3,268.75
16802	05/23/2025	No	CHK	Advance Communications Inc	Message Service: 3/26/25 - 4/22/25	No	\$239.04
16803	05/23/2025	No	CHK	Allen's Plumbing Supply	Seals and aquapistons	No	\$194.07
16804	05/23/2025	No	CHK	Chemsearch	Red Streak	No	\$616.85
16805	05/23/2025	No	CHK	Coastal Handyman Services, LLC	Dump fees for overages and mattres	No	\$247.87
16806	05/23/2025	No	CHK	Crystal Rock	Crystal Rock 5G Purified Water	No	\$84.56
16807	05/23/2025	No	CHK	Cutting Edge Signs & Graphics	t shirts and a hoodie	No	\$460.15
16808	05/23/2025	No	CHK	Derby Glass Company Inc.	Replace insulated glass window at 2	No	\$601.40
16809	05/23/2025	No	CHK	ERS Plumbing and Heating LLC	Replace 50 gal electric water heater	No	\$2,225.00
16810	05/23/2025	No	CHK	Family Auto Service	Replaced camber bolts, replaced up	No	\$2,494.50
16811	05/23/2025	No	CHK	Freddy's	Snaked bathtub and toilet at 36 Cha	No	\$555.00
16812	05/23/2025	No	CHK	Friends Of Fur LLC	Installed bait station and bait at 28 C	No	\$625.00
16813	05/23/2025	No	CHK	Grassy Turtle Services LLC	MR Snow plowing and salt service	No	\$733.53
16814	05/23/2025	No	CHK	Gregory Stamos	Court time for various tenants	No	\$2,396.50
16815	05/23/2025	No	CHK	Home Depot Credit Services	Paint and painting supplies	No	\$4,355.02
16816	05/23/2025	No	CHK	Mr. Refinish	Reglaze tub at 16 Ch, 23 Ch, and 4	No	\$2,774.00
16817	05/23/2025	No	CHK	Nahro	Housing Agency Membership - 4/1/2	No	\$325.62
16818	05/23/2025	No	CHK	Network Synergy Systems Integra	NSC Service Agreement	No	\$999.00
16819	05/23/2025	No	CHK	Nurse's Touch Cleaning Service L	SHA March 2025 Office Cleanings	No	\$1,600.00
16820	05/23/2025	No	CHK	State Marshal Richard D. Krueger	SHA vs Taylor/Guire, Service of Su	No	\$4,420.22
16821	05/23/2025	No	CHK	Supreme Office Technology	Monthly Billing: 12/24/2024 - 1/23/20	No	\$2,649.26
16822	05/23/2025	No	CHK	WB Mason	Misc office supplies	No	\$697.69

Filter Criteria Includes: 1) Program: Moderate Rental 2) Project: All Projects 3) Payment Date: All 4) Financial Period: May 2025 5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

Bank: Liberty, Bank Account: 6576691951, GL Account: 1111.18511.1951

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>
208	05/07/2025	No	CHK	Vase Management, LLC	Building permit & Bond Premium	No	\$158,760.00
209	05/19/2025	No	CHK	Quisenberry Arcari Architects, LL	Architectural Design	No	\$20,089.80

*minutes
Exhibit J*

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

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>
40803	05/06/2025	No	CHK	Seymour Housing Authority	Wire Fee	No	\$10.00
40804	05/06/2025	No	CHK	Coastal Handyman Services, LLC	Extra work painting at 16 Chamberli	No	\$1,500.00
40805	05/22/2025	No	CHK	Ally	2023 Chevy Bolt April 2025	No	\$564.24
40806	05/22/2025	No	CHK	Connecticut Housing Finance Aut	Loan 96089D payment SHA Hoffma	No	\$481.35
40807	05/22/2025	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	No	\$2,940.11
40808	05/23/2025	No	CHK	Belletti's Tree Service	Removal of Black Birch trees at 1-3	No	\$1,800.00
40809	05/23/2025	No	CHK	Buddy's Fuel, LLC	Oil delivery for 6 Chamberlin	No	\$1,701.41
40810	05/23/2025	No	CHK	CM Junk Removal Services LLC	Removal of items at 2 Brothers Cour	No	\$175.00
40811	05/23/2025	No	CHK	Coastal Handyman Services, LLC	Remove and dispose of current floor	No	\$2,262.40
40812	05/23/2025	No	CHK	Online Information Services Inc	Enhanced rental exchange, criminal	No	\$62.86
40813	05/23/2025	No	CHK	Grassy Turtle Services LLC	Contract Retention for chk#'s 16678	No	\$80.25
40814	05/23/2025	No	CHK	Seymour Housing Authority	Fund AP May 23 MR	No	\$41,592.90
40815	05/28/2025	No	CHK	Seymour Housing Authority	Fund Payroll # 10 11 MR	No	\$17,924.38
40816	05/29/2025	No	CHK	H.J. Buska & Sons Lumber & Mill	Screws and decking	No	\$392.19
40817	05/29/2025	No	CHK	Seymour Housing Authority	ACH Amex ACT#6-37003	No	\$499.82

**Vendor Accounting Cash Payment/Receipt Register
Federal**

Filter Criteria Includes: 1) Program: Federal 2) Project: All Projects 3) Payment Date: All 4) Financial Period: May 2025 5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) 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>
21028	05/22/2025	No	CHK	Ally	2022 Chevy Silverado March2025	No	\$2,909.64
21029	05/22/2025	No	CHK	HARRG, Inc.	Policy# HARRG-794-252678-2025 C	No	\$4,037.00
21030	05/22/2025	No	CHK	Housing Insurance Services Inc.	Policy# HAPI-794-252677-2025 Co	No	\$7,470.00
21031	05/22/2025	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	No	\$4,355.72
21032	05/22/2025	No	CHK	State of Connecticut	Boiler Inspection fee	No	\$1,520.00
21033	05/23/2025	No	CHK	CM Junk Removal Services LLC	Removal of items at 9 Ray	No	\$750.00
21034	05/23/2025	No	CHK	Grassy Turtle Services LLC	Contraction retention for check#'s 16	No	\$750.37
21035	05/23/2025	No	CHK	Seymour Housing Authority	Fund AP May 23 Federal	No	\$59,764.18
21036	05/28/2025	No	CHK	Seymour Housing Authority	Fund Payroll # 10 11 Federal	No	\$25,704.13
21037	05/29/2025	No	CHK	Seymour Housing Authority	ACH Amex ACT#6-37003	No	\$2,608.07

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

Filter Criteria Includes: 1) Program: Smithfield Gardens 2) Project: All Projects 3) Payment Date: All 4) Financial Period: May 2025 5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) 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>
92480	05/01/2025	No	VD	Edgerton, Inc	lost in the mail	No	(\$326.25)
92500	05/01/2025	No	CHK	Edgerton, Inc	Shut off valves to leaking circulator	No	\$326.25
92502	05/23/2025	No	CHK	Advance Communications Inc	Message Service: 3/26/25 - 4/22/25	No	\$406.73
92503	05/23/2025	No	CHK	Allen's Plumbing Supply	Hose and holder accessory	No	\$66.78
92504	05/23/2025	No	CHK	Aquarion Water Company Of CT	Act# 200204656 - SGAL	No	\$257.98
92505	05/23/2025	No	CHK	Buddy's Fuel, LLC	Pressure tested dump coil, found lea	No	\$5,001.00
92506	05/23/2025	No	CHK	Chiario's Carpet Cleaning	Removal and installation of new tran	No	\$185.00
92507	05/23/2025	No	CHK	Clear Water	Full Service Water Treatment Progra	No	\$291.68
92508	05/23/2025	No	CHK	Coastal Handyman Services, LLC	Paint apt 225	No	\$1,300.00
92509	05/23/2025	No	CHK	Comcast	Act# 8773 40 216 0069528 - SGAL	No	\$221.80
92510	05/23/2025	No	CHK	Comcast	Act# 8773 40 216 0381287 - SGAL	No	\$165.47
92511	05/23/2025	No	CHK	Constellation Newenergy Inc	Act# 51083234013976292004 - Elec	No	\$7,450.72
92512	05/23/2025	No	CHK	David Keyser	Reimbursement for cutlery purchase	No	\$33.50
92513	05/23/2025	No	CHK	Eversource	Act# 5108 323 4013 - SGAL Electrici	No	\$3,174.06
92514	05/23/2025	No	CHK	Eversource	Act# 5766 997 0055 - SGAL	No	\$80.83
92515	05/23/2025	No	CHK	Ferrari's Appliance	Installed blower wheel in dryer, insta	No	\$786.00
92516	05/23/2025	No	CHK	Fire System Services, LLC	SGAL Semi annual kitchen system i	No	\$475.00
92517	05/23/2025	No	CHK	Frontier	Act# 203-888-5093-092506-5 - SGA	No	\$633.97
92518	05/23/2025	No	CHK	Gary's East Coast Service, Inc.	Checked convection oven for proper	No	\$1,479.16
92519	05/23/2025	No	CHK	Glendale Senior Dining, Inc.	Meal Services - April 2025 (Inv. Rec'	No	\$39,741.93
92520	05/23/2025	No	CHK	Home Depot Credit Services	Electric starters	No	\$263.06
92521	05/23/2025	No	CHK	Interstate Waste Services	SGAL May 2025 Monthly Trash Serv	No	\$742.84
92522	05/23/2025	No	CHK	Kone Inc	Responded to an overtime call, repla	No	\$438.24
92523	05/23/2025	No	CHK	Market Pros International	Digital Marketing	No	\$1,000.00
92524	05/23/2025	No	CHK	NRG Business Marketing	Act# 726491-962403	No	\$383.03
92525	05/23/2025	No	CHK	Nurse's Touch Cleaning Service L	SGAL March 2025 Locker Room/Bal	No	\$450.00
92526	05/23/2025	No	CHK	Proforma	Laser voucher checks for SGAL	No	\$131.19
92527	05/23/2025	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	No	\$5,200.00
92528	05/23/2025	No	CHK	Shawn Taylor	One Hour Performance on 06-03-20	No	\$150.00
92529	05/23/2025	No	CHK	Tecogen	Billing Period: 2/26/2025 - 3/31/2025	No	\$3,821.58
92530	05/23/2025	No	CHK	Theo Pro	File PreApprovals 01/01/2025-05/01/	No	\$66.00
92531	05/23/2025	No	CHK	TPC Associates, Inc.	Coverage Period: 12/01/24 - 2/28/25	No	\$3,020.00
92532	05/23/2025	No	CHK	WB Mason	Housekeeping supplies	No	\$384.77
92533	05/23/2025	No	CHK	Aquarion Water Company Of CT	Backflow preventer testing at SGAL	No	\$420.00
92534	05/23/2025	No	CHK	Aquarion Water Company Of CT	Act# 200204664 - SGAL Water	No	\$386.37
92535	05/23/2025	No	CHK	Comcast	Act# 8773 40 216 0069510 - SGAL	No	\$1,321.25
92536	05/23/2025	No	CHK	Grassy Turtle Services LLC	SGAL Snow plowing and salt service	No	\$7,959.03
92537	05/23/2025	No	CHK	Grassy Turtle Services LLC	SGAL Contraction retention for chk#'	No	\$761.70
92538	05/23/2025	No	CHK	Seymour Housing Authority	Fund AP May 23 SGAL	No	\$15,298.77
92539	05/28/2025	No	CHK	Seymour Housing Authority	Fund Payroll # 10 11 SGAL	No	\$31,139.27
92540	05/29/2025	No	CHK	Seymour Housing Authority	ACH Amex ACT#6-37003	No	\$300.16

EXECUTIVE DIRECTOR REPORT JUNE 2025

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

Occupancy

REV. CALLAHAN HOUSE

2025 YEAR TO DATE VACANCIES 5

Callahan House experienced one move in during April 2025. Callahan House has experienced 161 days vacant since January 1, 2025, and has averaged 32.2 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; 161 days/29200 days available = 0.551 % percentage through May 31, 2025.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Callahan House has: 80 units X 12 mos. = 960-unit months available (UMA). $960 \times 3\% = 29$ UMA or 348 days. For the 2025 FYE Budget we have used 304 vacancy days and have 44 days remaining to use For the 2024 FYE Budget we have used 352 vacancy days and have exceeded our UMA by 4 days for the 2024 FYE budge period. For the 2023 FYE Budget we have used 245 days and have 139 days remaining to use. For the 2022 FYE Budget we have used 310 days and have 38 days remaining to use. For the 2021 FYE Budget we have used 231 days and have 117 days remaining to use. For 2020 FYE Budget we used 151 days have 197 days remaining to use. For 2019 FYE Budget we have used 177 vacancy days and have a balance of 171 vacancy days to use. In 2017 we used 203 vacancy days and in 2018 we used 329 vacancy days

Callahan House Vacancy/Turnover Days 5 2025

Unit	Prior Resident	Move Out	New Resident	Move In Date	No. of Days
2W	Sullo	1/31/2025	Thomas	03/14/2025	43
4U	Acevedo	02/07/2025	Velazquez	03/11/2025	32
4T	Baldwin	02/27/2025	Chmura	04/07/2025	40
4G	Penny	04/1/2025	Fernandes	04/15/2025	15
4N	Brown	04/28/2025	Dolan	05/29/2025	31

Average number of vacancy days per vacancy 32.2

Norman Ray House remained fully occupied during April 2025. Norman Ray House has experienced 27 days vacant since January 1, 2025 and has averaged 9 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 40 units X 365 days = 14,600 days available; 11 days/14,600 days available = 0.185 % percentage through March 31, 2025.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 mos. = 480-unit months available (UMA). $480 \times 3\% = 14.4$ UMA or 168 days. We have used 161 vacancy days for FFY 2025 and have 7 days remaining to use. We have used 137 vacancy days for the FFY Budget Year 2024 and have 31 days remaining to use. We have used 148 vacancy days for the FYE Budget Year 2023 and have 20 vacancy days remaining. We have used 50 vacancy days for the FYE 2022 Budget year and have 118 vacancy days remaining. We have used 159 vacancy days for the FYE 2021 Budget year and had 9 vacancy days remaining. For the 2020 budget we have used 133 days and had 35 days remaining to use. For 2019 FYE Budget we have used 240 vacancy days and had exceeded UMA by 72 days. In 2017 we used 39 vacancy days and in 2018 we used 164 vacancy days.

Norman Ray House Vacancy/Turnover Days 2025

Unit	Prior Resident	Move Out	New Resident	Move In Date	No. of Days
25	Mercado	12/31/2024	Bendler	1/7/2025	7
15	Mastropietro	01/28/2025	Johnson	02/12/2025	15
16	Maggi	03/12/2025	Esposito	03/17/2025	5
9	Christiansen	05/12/2025	Vacant		19

Average number of vacancy days per vacancy

9

Nine units remained vacant at the Moderate Rental Program May 2025. The Moderate Rental Program has experienced 1095 days vacant since January 1, 2025 and has averaged 99.54 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 81 units X 365 days = 29,565 days available; 1095 days/29,565 days available = 3.7% percentage through May 31, 2025.

Moderate Rental

Vacancy/Turnover Days

2024

Base Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days
\$537	14S *	Lydem	08/10/2023	Vacant		154
\$537	26S*	Teal	5/15/2024	Vacant		154
\$540	4B*	Harris	07/01/2024	Vacant		154
\$540	8B*	Rocha	07/08/2024	Vacant		154
\$530	1S*	Riggsbee	07/01/2024	Vacant		154
\$530	6C	Speciale	12/10/2024	Fitzgerald	4/1/2025	92
\$537	23C	Elhanaoui	02/04/2025	Lebron	03/24/2025	48
\$537	16C	Farrison	02/27/2025	Huertas	04/21/2025	53
\$540	6B	Fitzgerald	03/31/2025	Vacant		32
\$527	17S	Taylor-Smith	04/22/2025	Vacant		39
\$530	25S	Guzman	04/01/2025	Vacant		61

Average number of vacancy days per vacancy: 99.54

We have experienced \$19,530 in vacancy Loss since January 1, 2025. We budgeted \$2,665.00 for vacancy loss through May 31, 2025.

SMITHFIELD GARDENS ASSISTED LIVING	2025 YEAR TO DATE VACANCIES	1
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Smithfield Gardens experienced one move out and one move in during May 2025. Smithfield Gardens has experienced 6 days vacant since January 1, 2025 and has averaged 6 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 56 units X 365 days = 20,440 days available; 6 days/20,440 days available = 0.029% percentage through May 31, 2025

Smithfield Gardens	Vacancy/Turnover Days	2025
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[illegible]

Average number of vacancy days per vacancy: 6

We have experienced \$174 vacancy loss since January 1, 2024. We have budgeted \$5.150 for vacancy loss through May 31, 2025.

Complaints

Callahan House

We received a noise complaint about music being played loudly. Staff went to the floor and found no loud music.

A complaint about a resident smoking in their apartment. Staff investigated with the Dylos machine and found that the tenant was not smoking in their apartment.

Norman Ray House

Tenant complaint that a neighbor was making loud noises late at night and visitors all hours day and night. Mediation will be scheduled.

Smithfield Gardens

None

Moderate Rental

Two residents complained about each other over side yard space for a garden. This was a dispute about who's yard the property line went through. One tenant tried erecting a fence, which Seymour Housing Authority instructed to be taken down per the Lease. Both tenants were informed that there are no property lines, the property belongs to the Seymour Housing Authority and as such is community space. If this argument continues, we will seek to have a mediator work the issue out. Mediation is set for June 10

A complaint was received that a neighbor caused a disturbance at her front door. Reported that the neighbor was pounding on the glass storm door, kicked children's toys off the porch, was yelling at visitors and guests as well as the residents. Meanwhile, the tenant the perpetrated this behavior complained the tenant's visitors were leaving a car idling in front of her house. Among other things, the resident stated that the visitors were revving their engines and peeling out while leaving. A meeting for a mediation was scheduled and one party refused to show up. An eviction notice will be forthcoming.

GENERAL

The Annual waiting List Purge was mailed to all applicants. Notices went out on May 1, 2025.

REV. CALLAHAN HOUSE

The Co-generator at Callahan House experienced a fire. We are still working through the claim. The replacement co-generator has been ordered.

Don Smith and Silver Petrucelli are working on Bid Documents to replace the pumps and control boards as well as boiler and chiller replacements. This work is anticipated to come out of remaining CFP 2024 funds and upcoming 2025 funding.

The erosion behind the Callahan House was addressed by Five-Star Masonry the week before Memorial Day. A paver walkway was installed, and a bed of stones were installed on both sides of the walkway from the upper corner of the property to the pavers below. The storm drain was cleaned. This is an effective fix for the erosion.

NORMAN RAY HOUSE

There is an underground culvert that carries a stream past the building at the Norman Ray House. Erosion has exposed the culvert pipe. I am seeking a quote from our Landscaper Grassy Turtle to cover the culvert in some matter.

MODERATE RENTAL

SSHP & CDBG Funding – Castle Heights.

The first relocation residents were moved to vacant apartments during May. Construction has begun on June 2, 2025. The project sign was installed May 19, 2025. The first bulk trash pick up for the relocating residents occurred on May 14, 2025.

To date, the siding has been removed from 1, 3, 14 & 16 Seymour Ave.

SMITHFIELD GARDENS ASSISTED LIVING

Occupancy Statistics:

- 100% (56 of 56 units) occupied as of 05/31/2025
- 6 applications in processing
- One move-out in May; one move-in in May
- 28 applicants on waiting list for 60% units (\$1,065 rent)
- 11 applicants on waiting list for 50% units (\$900 rent)
- Average age is 83.9; age range is 67 – 101 (4 centenarians in occupancy!)
- Average length of tenancy is 34.13 months

Budgeting Statistics:

- 19 of 19 units rented at \$870/\$900
- 37 of 37 units rented at \$1,030/\$1,065
- 56 of 60 residents participating in the meal plan (\$495 per month)

Other:

- MRC/ALSA meeting held with Utopia on 5/7, 5/14, 5/28 attended by MRC Director, RSC, SALSA, and LPN
60 residents' statuses reviewed each week; one resident out at rehab as of 05/31/2025
- Rent increase for 2025 as residents move in or recertify (\$870 to \$900 and \$1,030 to \$1,065)
- Resident Council Meeting held 05/01/2025; next meeting scheduled 07/03/2025

May fire drill completed 05/23/2025 (second shift)

Application Processing:

WL	Moved In
MB	SGAL verifications in progress; CHCPE pending; ALSA – not time yet
LP	SGAL verifications in progress; CHCPE pending; ALSA – not time yet
RK	SGAL verifications in progress; CHCPE pending; ALSA – not time yet
RL	SGAL verifications in progress; CHCPE pending; ALSA – not time yet
PP	Refused current offer

JG
EJ

SGAL verifications in progress; CHCPE pending; ALSA – not time yet
Waiting on info from conservator; MFP pending; ALSA – not time JG
SGAL initial interview scheduled for 05/15/25