

MINUTES

COPY RECEIVED
DATE: 9/4/2025
TIME: 9:05 AM
TOWN CLERK'S OFFICE

Seymour Housing Authority

➤ 1077th Regular Meeting

The 1077th 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 August 6, 2025, and was called to order by Chairperson White at 5:45 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Golebieski, Ortiz and White. Also, present was the Executive Director David Keyser and Attorney Gregory Stamos.

➤ Public Session

None

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 1076th Regular Meeting held July 9, 2025

Commissioner Bellucci motioned to accept the minutes of the 1076th Regular Meeting as presented. Commissioner Ortiz 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, Golebieski, Ortiz 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 Bellucci motioned to approve the bills as presented and authorize payment of the bills. 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, Ortiz and White. Vice-Chairperson White declared the motion carried and the Bills approved for payment as presented. Commissioner Golebieski asked if discarded appliances are written off. The Executive Director stated these are considered disposable when purchased. Their value is below the criteria for inventoried items.

MINUTES

➤ **Executive Director's Report**

See Exhibit II

Commissioner Davenport entered the meeting already in progress at 5:58 P.M.

➤ **Old Business**

None

➤ **New Business**

None

➤ **Executive Session**

➤ **Any Other Business Pertaining to the Board**

Chairperson White Introduced the 2nd quarter 2025 Financial Reports – Callahan House, (See Exhibit III).

The Executive Director reviewed the Financial Operating Statement for Rev. Callahan House and discussed variances including total income of \$427,461 and expenses totaling \$468,297 and a net loss of \$40,836.

Commissioner Bellucci motioned to acknowledge the financial reports for Rev. Callahan House as reported by the Executive Director. 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 Davenport, Golebieski and White. Commissioners Bellucci and Ortiz abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried

Chairperson White Introduced the 2nd quarter 2025 Financial Reports Norman Ray House. See Exhibit IV)

The Executive Director reviewed the Financial Operating Statement for Norman Ray House and discussed variances including total income of \$159,254 and expenses totaling \$184,549 and a net loss of \$25,295.

Commissioner Bellucci motioned to acknowledge the financial reports for Norman Ray House as reported by the Executive Director. Commissioner Ortiz 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, Ortiz and White. Chairperson White declared the motion carried

MINUTES

Chairperson White Introduced the 2nd quarter 2025 Financial Moderate Rental. (See Exhibit V)

The Executive Director reviewed the Financial Operating Statement for Moderate Rental and discussed variances including total income of \$348,028 and expenses totaling \$410,641 including a provision for repairs, maintenance and replacements of \$9,408 resulting in a net loss of \$62,613.00.

Commissioner Bellucci motioned to acknowledge the financial reports for Moderate Rental as reported by the Executive Director. Commissioner Davenport 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, Ortiz and White. Commissioner Davenport abstained from voting to avoid a conflict of interest. Chairperson White declared the motion carried,

Chairperson White Introduced the 2nd quarter 2025 Financial Reports for Smithfield Gardens. (See Exhibit VI)

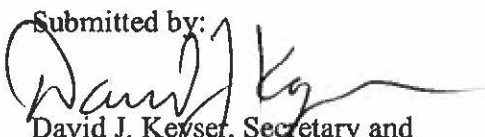
The Executive Director reviewed the Financial Operating Statement for Smithfield Gardens and discussed variances including total income of \$1,743,140 and expenses totaling \$1,722,257 and a net gain of \$20,612.

Commissioner Bellucci motioned to acknowledge the financial reports for Smithfield Gardens Assisted Living as reported by the Executive Director. 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, Ortiz and White. Chairperson White declared the motion carried

➤ Adjournment

Chairperson White asked for a motion to adjourn the 1077th meeting of the Seymour Housing Authority. At 6:19 P.M. Commissioner Bellucci motioned to adjourn the 1077th 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, Davenport, Golebieski, Ortiz and White. Chairperson White declared the motion carried and the 1077th Meeting, a Regular Meeting, duly adjourned.

Submitted by:



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) Program: Revolving Fund 2) Project: Revolving Fund 3) Payment Date: All 4) Financial Period: July 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

Doc Num	Payment Date	Voided	Type	Document Receipt #	Document Description	Cleared	Amount
14	07/22/2025	No	DD	SHA PAYROLL	Payroll #14	No	\$36,517.56
15	07/22/2025	No	DD	SHA PAYROLL	Payroll #15	No	\$38,312.00
16889	07/24/2025	No	CHK	Aflac Attn: Remittance Processing	June Bill Period Act# DHF89	No	\$321.04
16890	07/24/2025	No	CHK	AmTrust North America	Workers Compensation Policy WES	No	\$1,628.00
16891	07/24/2025	No	CHK	Anthem Blue Cross Blue Shield	Billing Period: 08/01/2025 - 09/01/20	No	\$9,485.76
16892	07/24/2025	No	CHK	Lincoln National Life Insurance C	Coverage: 08/01/2025 - 08/31/2025	No	\$430.80
16893	07/24/2025	No	CHK	Management Computer Services I	Monthly Support Fee	No	\$1,028.84
16894	07/24/2025	No	CHK	SI Treasurer For Merfund	MERF 06-2025	No	\$12,717.93
16895	07/24/2025	No	CHK	VSP	August 2025 billing 30019995	No	\$66.73
16896	07/24/2025	No	CHK	3 Leos Construction, LLC	Paint Apt 9 Ray	No	\$1,400.00
16897	07/24/2025	No	CHK	Accavallo & Company LLC	Ray Monthly Accounting Services fo	No	\$750.00
16898	07/24/2025	No	CHK	American Rooter LLC	Quarterly Preventative maintenance	No	\$579.50
16899	07/24/2025	No	CHK	Aquarion Water Company	Act# 200086455 - Ray	No	\$116.90
16900	07/24/2025	No	CHK	Aquarion Water Company	Act# 200086443 - Callahan	No	\$116.90
16901	07/24/2025	No	CHK	Bender Plumbing Supplies Inc	2 Sloan flush tank	No	\$2,113.61
16902	07/24/2025	No	CHK	Calvert Safe & Lock Ltd.	Key duplication	No	\$39.00
16903	07/24/2025	No	CHK	Clear Water	Full Service Water Treatment Progra	No	\$306.26
16904	07/24/2025	No	CHK	Comcast	Act# 8773 40 216 0174468 - Callaha	No	\$96.90
16905	07/24/2025	No	CHK	Comcast	Act# 8773 40 216 0256349 - Ray	No	\$186.17
16906	07/24/2025	No	CHK	Comcast	Act# 8773 40 216 0027070 - Callaha	No	\$1,912.63
16907	07/24/2025	No	CHK	Comcast	Act# 8773 40 216 0041287 - Ray Bu	No	\$968.11
16908	07/24/2025	No	CHK	Eversource	Act# 5145 776 4090 - Ray	No	\$344.27
16909	07/24/2025	No	CHK	Eversource	Act# 5136 648 3014 - Ray	No	\$1,758.79
16910	07/24/2025	No	CHK	Freddy's	Snaked bathroom sink in 3B	No	\$394.00
16911	07/24/2025	No	CHK	Friends Of Fur LLC	Set up bait station outside and traps	No	\$295.00
16912	07/24/2025	No	CHK	Frontier	Act# 203-881-2464-110206-5 - Calla	No	\$711.68
16913	07/24/2025	No	CHK	Ge Appliance	8 air conditioners	No	\$8,050.00
16914	07/24/2025	No	CHK	Interstate Waste Services	Cal July 2025 Monthly Trash Service	No	\$605.91
16915	07/24/2025	No	CHK	Interstate Waste Services	Ray July 2025 Monthly Trash Servic	No	\$549.09
16916	07/24/2025	No	CHK	Nurse's Touch Cleaning Service L	Ray May 2025 monthly Cleanings	No	\$2,020.00
16917	07/24/2025	No	CHK	Troy Industrial Solutions	Pillow block bearing	No	\$117.32
16918	07/24/2025	No	CHK	Yojoa Home Services LI C	Install new flooring at 9 Ray	No	\$1,300.00
16919	07/24/2025	No	CHK	Aquarion Water Company	Act# 200086434 - Ray	No	\$433.63
16920	07/24/2025	No	CHK	Aquarion Water Company	Act# 200086423 - Callahan	No	\$908.68
16921	07/24/2025	No	CHK	Home Depot Credit Services	Light bulbs and supply lines	No	\$2,045.87
16922	07/24/2025	No	CHK	Advance Communications Inc	Message Service: 05/21/2025 - 6/17	No	\$243.02
16923	07/24/2025	No	CHK	American Rooter LLC	Water jet trailer and camera inspecti	No	\$1,410.00
16924	07/24/2025	No	CHK	Aquarion Water Company	Act# 200463455 - 26 Seymour Ave	No	\$13.62
16925	07/24/2025	No	CHK	Coastal Handyman Services, LLC	Removal of cinder blocks	No	\$225.00
16926	07/24/2025	No	CHK	Derby Glass Company Inc.	Repair and fabricate screens	No	\$877.50
16927	07/24/2025	No	CHK	Eversource	Act# 5186 766 4070 - 26 Seymour A	No	\$41.80
16928	07/24/2025	No	CHK	Eversource	Act# 5111 869 4017 - MR	No	\$45.91
16929	07/24/2025	No	CHK	Eversource	Act# 5147 148 3099 - SHA	No	\$372.93
16930	07/24/2025	No	CHK	Family Auto Service	Replaced catalytic converter, fuel pu	No	\$3,605.00
16931	07/24/2025	No	CHK	Freddy's	Snaked bathroom sink at 13 Seymo	No	\$197.00
16932	07/24/2025	No	CHK	Friends Of Fur LLC	Set traps for mice at 21 Seymour Av	No	\$460.00
16933	07/24/2025	No	CHK	Frontier	Act# 203-888-4579-123179- SHA	No	\$557.30

Minutes Exhibit I Revolving Fund

Filter Criteria Includes: 1) Program: Revolving Fund 2) Project: Revolving Fund 3) Payment Date: All 4) Financial Period: July 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

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
16934	07/24/2025	No	CHK	Gregory Stamos	Court time for various tenants	No	\$1,648.00
16935	07/24/2025	No	CHK	Hearst Media Services CT, LLC	MR waitlist advertising	No	\$1,731.80
16936	07/24/2025	No	CHK	Home Depot Credit Services	Paint supplies	No	\$653.82
16937	07/24/2025	No	CHK	Hungerfords Pump Service	Preventative Maintenance	No	\$300.00
16938	07/24/2025	No	CHK	La Voz Hispana de Connecticut	MR Wait List Advertisement	No	\$1,275.00
16939	07/24/2025	No	CHK	Nurse's Touch Cleaning Service L	Cleaning of 4 and 8 Brothers	No	\$780.00
16940	07/24/2025	No	CHK	Primo Brands BlueTriton Brands, I	Primo FG Purified Water	No	\$175.88
16941	07/24/2025	No	CHK	Purchase Power	Postage	No	\$1,861.31
16942	07/24/2025	No	CHK	State Marshal Richard D. Krueger	SHA vs Beall, Services of Notice to	No	\$479.00
16943	07/24/2025	No	CHK	WB Mason	Folders, glue, label, and notebooks	No	\$154.36
16944	07/24/2025	No	CHK	Eversource	Act# 5129 348 3053 - 1 Seymour Av	No	\$33.53
16945	07/24/2025	No	CHK	Eversource	Act# 5186 336 4022 - 14 Seymour	No	\$12.28
16946	07/24/2025	No	CHK	Eversource	Act# 5145 266 4030 - 8 Brothers	No	\$165.21
16947	07/24/2025	No	CHK	Eversource	Act# 5159 046 4053 - 4 Brothers	No	\$53.03
16948	07/24/2025	No	CHK	WEX BANK	Fuel Purchases	No	\$776.47
03981b	06/20/2025	No	INV	American Express	Act# 6-37003	No	\$42.01

Federal

Filter Criteria Includes: 1) Program: Federal 2) Project: All Projects 3) Payment Date: All 4) Financial Period: July 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

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
21052	07/23/2025	No	CHK	Ally	2022 Chevy Silverado May 2025	No	\$1,454.82
21053	07/23/2025	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	No	\$4,355.72
21054	07/23/2025	No	CHK	Seymour Housing Authority	Fund Payroll #14 15 Federal	No	\$24,916.00
21055	07/23/2025	No	CHK	Seymour Housing Authority	AMEX ACH funding for FED inv# 03	No	\$102.42
21056	07/24/2025	No	CHK	Seymour Housing Authority	Fund AP Jul 24 Federal	No	\$44,060.44
21057	07/25/2025	No	CHK	Buel Cpa, P.C.	1st half of 12/31/24 Audit	No	\$9,375.00

Moderate Rental

Filter Criteria Includes: 1) Program: Moderate Rental 2) Project: All Projects 3) Payment Date: All 4) Financial Period: July 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: 12345, GL Account: 1111.2

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
40832	07/09/2025	No	CHK	Eagle Environmental Inc.	27 Seymour Mold Remediation and	No	\$1,355.00
40833	07/11/2025	No	CHK	HARRG, Inc.	Commercial Liability - Installment 1	No	\$2,057.00
40834	07/11/2025	No	CHK	Housing Insurance Services Inc.	Commercial Property - Installment 1	No	\$11,364.00
40835	07/11/2025	No	CHK	Seymour Housing Authority	Wire Fee	No	\$10.00
40836	07/23/2025	No	CHK	Ally	2023 Chevy Bolt June 2025	No	\$564.24
40837	07/23/2025	No	CHK	Connecticut Housing Finance Aut	Loan 96089D payment SHA Hoffma	No	\$481.35
40838	07/23/2025	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	No	\$2,940.11
40839	07/23/2025	No	CHK	Seymour Housing Authority	Fund Payroll # 14 & 15 MR	No	\$17,691.32
40840	07/23/2025	No	CHK	Seymour Housing Authority	AMEX ACH funding for MR inv# 039	No	\$1,420.48
40841	07/24/2025	No	CHK	Online Information Services Inc	Online Rental Exchange, criminal re	No	\$125.72
40842	07/24/2025	No	CHK	Seymour Housing Authority	Fund AP Jul 2025 MR	No	\$20,833.11
40843	07/25/2025	No	CHK	Seymour Housing Authority	Wire Fee	No	\$10.00
40844	07/25/2025	No	CHK	Seymour Housing Authority	Funds for SSHP wire shortage on 7/	No	\$1.74

minutes Exhibit I

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>
211	07/11/2025	No	CHK	BluSky Restoration Contractors, L	Mold Remediation at 14 Seymour Av	No	\$49,467.45
212	07/11/2025	No	CHK	J. D'Amelia & Associates, LLC	Castle Heights Priority Needs	No	\$12,300.00
213	07/25/2025	No	CHK	Eagle Environmental Inc.	Hazardous Building Material Project	No	\$1,338.75
214	07/25/2025	No	CHK	HousingToHome, LLC	Consulting 5/5 & 5/19, May Moves,	No	\$7,649.19
215	07/25/2025	No	CHK	Quisenberry Arcari Architects, LL	Construction Admin & Closeout plus	No	\$2,315.80
216	07/25/2025	No	CHK	Vase Management, LLC	Contractors Requisition #2	No	\$52,706.00

Smithfield Gardens

Filter Criteria Includes 1) Program: Smithfield Gardens 2) Project: All Projects 3) Payment Date: All 4) Financial Period: July 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>
92573	07/23/2025	No	CHK	Seymour Housing Authority	Fund Payroll # 14 15 SGAL	No	\$32,222.24
92574	07/23/2025	Yes	CHK	Seymour Housing Authority	AMEX ACH funding for SGAL inv# 0	No	\$1,443.43
92574	07/23/2025	No	VD	Seymour Housing Authority	Wrong amount	No	(\$1,443.43)
92575	07/23/2025	No	CHK	Seymour Housing Authority	AMEX ACH funding for SGAL inv# 0	No	\$1,401.42
92576	07/23/2025	No	CHK	Seymour Housing Authority	AMEX ACH funding for SGAL inv# 0	No	\$42.01
92577	07/24/2025	No	CHK	Accavallo & Company LLC	SGAL Monthly Accounting Services	No	\$50.00
92578	07/24/2025	No	CHK	Advance Communications Inc	Message Service: 05/21/2025 - 06/1	No	\$357.78
92579	07/24/2025	No	CHK	Aquarion Water Company Of CT	Act# 200204656 - SGAL	No	\$121.89
92580	07/24/2025	No	CHK	Bender Plumbing Supplies Inc.	4 ultraflush toilet tanks	No	\$936.26
92581	07/24/2025	No	CHK	Carter Hayes + Associates, P.C.	Final bill for audit of company's finan	No	\$3,710.00
92582	07/24/2025	No	CHK	Clear Water	Full Service Water Treatment	No	\$145.84
92583	07/24/2025	No	CHK	Comcast	Act# 8773 40 216 0381287 - SGAL	No	\$165.47
92584	07/24/2025	No	CHK	Country Quill Llama Farm LLC	August Entertainment	No	\$275.00
92585	07/24/2025	No	CHK	Derby Glass Company Inc.	Repaired screen at 28 Smith St	No	\$25.00
92586	07/24/2025	No	CHK	Frontier	Act# 203-888-5093-092806-5 - SGA	No	\$833.70
92587	07/24/2025	No	CHK	Glendale Senior Dining, Inc.	Meal Services - June 2025 (Inv. Rec'	No	\$38,627.07
92588	07/24/2025	No	CHK	Home Depot Credit Services	Bleach, boxes, duct tape, and ryobi	No	\$1,431.15
92589	07/24/2025	No	CHK	Interstate Waste Services	SGAL July 2025 Monthly Trash Serv	No	\$742.84
92590	07/24/2025	No	CHK	Jeff's Appliance And Vacuums	Replaced fan motor in apt 110	No	\$765.96
92591	07/24/2025	No	CHK	Nurse's Touch Cleaning Service L	SGAL May 2025 Monthly Locker ro	No	\$200.00
92592	07/24/2025	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	No	\$5,200.00
92593	07/24/2025	No	CHK	Tecogen	Billing Period: 06/01/2025 - 06/30/20	No	\$2,299.70
92594	07/24/2025	No	CHK	Theo Pro	File PreApprovals 06/01/25-07/15/25	No	\$99.00
92595	07/24/2025	No	CHK	WB Mason	office supplies and housekeeping su	No	\$392.69
92596	07/24/2025	Yes	CHK	Eversource	Act# 51083234013 - SGAL	No	\$3,500.00
92596	07/25/2025	No	VD	Eversource	Wrong amount	No	(\$3,500.00)
92597	07/24/2025	No	CHK	Seymour Housing Authority	Fund AP Jul 24 SGAL	No	\$7,954.56
92598	07/25/2025	No	CHK	Eversource	Act# 51083234013 - SGAL	No	\$4,854.65

Minutes
Exhibit II

EXECUTIVE DIRECTOR REPORT AUGUST 2025

HOUSING AUTHORITY OF THE TOWN OF
SEYMOUR

Occupancy

RENT CALLAHAN HOUSE 2025 YEAR TO DATE VACANCIES

Callahan House experienced One move out and one move in during July 2025. Callahan House has experienced 168 days vacant since January 1, 2025, and has averaged 28 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; 168 days/29200 days available = 0.575 % percentage through July 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 2026 FYE budget we have used 7 days and have 341 vacancy days remaining to use. 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.

Callahan House Vacancy/Turnover Days 6 YTD 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
4J	Tokarz	7/1/2025	Macedonia	07/08/2025	7

Average number of vacancy days per vacancy

28

Minutes Exhibit A

NORMAN RAY HOUSE 2025 YEAR TO DATE VACANCIES

Norman Ray House Remained fully occupied during July 2025 Norman Ray House has experienced 66 days vacant since January 1, 2025 and has averaged 16.5 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 = 14,600 days available; 11 days/14,600 days available = 0.452 % percentage through June 30, 2025.

July 31

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating subsidy Calculation. HUD is allowing 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 mos. =480-unit months available (UMA). 480*3%= 14.4 UMA or 168 days. We have used 0vacancy days for the FFY Budget Year 2026 and have 168 days remaining to use. We have used 181 vacancy days for FFY 2025 and have exceed the HUD guideline by 13 days. 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	Turechek	06/20/2025	39

Average number of vacancy days per vacancy

16.5

minutes
Exhibit II

STATE MODERATE RENTAL PROGRAM 12 MONTH TO DATE VACANCIES

Nine units remained vacant at the Moderate Rental Program July 2025. MR Exerieded one move in during July 2025. The Moderate Rental Program has experienced 1602 days vacant since January 1, 2025 and has averaged 133.5 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: 81 units X 365 days = 29,565 days available; 1602 days/29,565 days available = 5.42% percentage through July 31, 2025.

Moderate Rental Vacancy/Turnover Days 12 YTD 2025

Base Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days
\$537/\$562	14S *	Lydem	08/10/2023	Vacant		215
\$537/\$562	26S*	Teal	5/15/2024	Vacant		215
\$540/\$565	4B*	Harris	07/01/2024	Vacant		215
\$540/\$565	8B*	Rocha	07/08/2024	Vacant		215
\$530/\$555	15*	Riggsbee	07/01/2024	Vacant		215
\$530/\$555	6C	Speciale	12/10/2024	Fitzgerald	4/1/2925	92
\$537/\$562	23C	Elhanaoui	02/04/2025	Lebron	03/24/2025	48
\$537/\$562	16C	Farrison	02/27/2025	Huertas	04/21/2025	53
\$540/\$555	6B	Fitzgerald	03/31/2025	Florenzan	6/10/2025	32
\$527/\$552	17S*	Taylor-Smith	04/22/2025	Vacant		100
\$530/\$555	25S*	Guzman	04/01/2025	Vacant		122
\$600/\$625	18C	Daniels	5/12/2025	Johnson	07/31/2025	80

Average number of vacancy days per vacancy: 133.5

We have experienced \$28,317 in vacancy Loss since January 1, 2025. We budgeted \$3,731.00 for vacancy loss through July 31, 2025.

SMITHFIELD GARDENS ASSURED LIVING 2024 YEAR 10 LEASE VACANCIES 8

minutes
Exhibit #

Monthly Report for Smithfield Gardens

08/01/2025

Occupancy Statistics:

- 98% (55 of 56 units) occupied as of 07/31/2025
- 3 applications in processing
- One move-out in July; one move-out in July
- 27 applicants on waiting list for 60% units (\$1,065 rent)
- 14 applicants on waiting list for 50% units (\$900 rent)
- Average age is 83.6; age range is 68 – 101 (3 centenarians in occupancy!)
- Average length of tenancy is 34.27 months

Budgeting Statistics:

- 19 of 19 units rented at \$870/\$900
- 36 of 37 units rented at \$1,030/\$1,065
- 55 of 58 residents participating in the meal plan (\$495 per month)

Other:

- MRC/ALSA meeting held with Utopia on 7/2, 7/9, 7/16, 7/23 attended by MRC Director, RSC, SALSA, and LPN
59 residents' statuses reviewed each week; one resident out at rehab as of 07/31/2025
- Rent increase for 2025 as residents move in or recertify (\$870 to \$900 and \$1,030 to \$1,065)
- Resident Council Meeting held 07/03/2025; next meeting scheduled 09/04/2025
- July fire drill completed 07/25/2025 (first shift)

2025 Move-Ins/Outs

Apt	Income Limit	Resident	Move Out Date	New Resident	Move In Date	Vacancy Days
225	50%	BB	05/02/25	WL	05/08/25	5
101	60%	SI	06/25/25	MB	07/03/25	7
219	60%	MM	07/23/25			

Application Processing:

RL Scheduled Move-In for 08/01/25
 LP SGAL verifications complete; CHCPE pending; ALSA – completed
 JG SGAL verifications complete; CHCPE pending; ALSA – to be scheduled
 EJ No response from conservator; documented as first refusal

Minutes
Exhibit III
Seymour Housing Authority
Operating Statement
Six Months Ending 06/30/2025
Reverend Callahan House

	Last Year's YTD Amount	YTD Amount	YTD Budget	YTD Variance
INCOME				
Rental Income	208,324	228,432	218,922	9,510
Interest Income	1,014	580	750	(170)
Tenant Charges	4,669	6,584	5,100	1,484
Other Income	19,252	19,876	17,948	1,928
Operating Subsidy	165,824	171,989	189,247	(17,258)
TOTAL INCOME	399,082	427,461	431,967	(4,506)
EXPENSES				
ADMINISTRATIVE				
Wages	71,199	77,739	72,339	(5,400)
Legal	3,710	4,791	3,258	(1,533)
Travel	1,761	1,507	1,756	249
Accounting & Auditing	14,408	12,789	14,775	1,986
Office Supplies	6,419	2,948	2,164	(785)
Office Expenses	25,050	24,266	21,126	(3,141)
Office Rent	17,000	17,423	17,510	87
Tenant Services	9,898	10,008	10,278	269
TOTAL ADMINISTRATIVE	149,444	151,472	143,204	(8,268)
UTILITIES				
Water	6,359	6,085	6,750	655
Electricity	45,945	66,625	46,950	(19,675)
Gas	16,145	15,618	17,650	2,032
Cable	1,492	1,963	1,000	(963)
TOTAL UTILITIES	69,941	90,301	72,350	(17,951)
MAINTENANCE				
Wages	30,579	32,309	33,933	1,623
Supplies	28,282	18,507	23,600	5,093
Contractors	55,985	73,126	55,300	(17,826)
TOTAL MAINTENANCE	114,847	123,942	112,833	(11,110)
OTHER				
Insurance	20,144	24,757	24,835	78
Employee Benefits	43,620	47,257	47,638	381
Miscellaneous	2,328	1,811	1,000	(811)
Extraordinary Maintenance		8,900	750	(8,150)
Pilot	13,988	14,009	16,657	2,648
Property Betterments	17,573	5,848	10,125	4,277
TOTAL OTHER	97,654	102,583	101,005	(1,578)
NET SURPLUS (DEFICIT)	(32,804)	(40,836)	2,576	(43,412)

minutes
Exhibit IV
Seymour Housing Authority
Operating Statement
Six Months Ending 06/30/2025
Norman Ray House

	Last Year's YTD Amount	YTD Amount	YTD Budget	YTD Variance
INCOME				
Rental Income	85,414	80,622	87,888	(7,266)
Tenant Charges	1,612	1,648	1,650	(2)
Other Income	14,895	15,483	15,248	235
Operating Subsidy	55,838	61,501	63,725	(2,224)
TOTAL INCOME	157,758	159,254	168,511	(9,257)
EXPENSES				
ADMINISTRATIVE				
Wages	35433.34	38681.68	35985	-2696.68
Legal	1,062	1,093	2,004	911
Travel	624	634	578	(56)
Accounting & Auditing	6,780	7,116	7,375	259
Office Supplies	2,289	1,346	1,082	(264)
Office Expenses	12,196	9,213	8,600	(613)
Office Rent	8,500	8,711	8,755	44
Tenant Services	1,300	1,300	900	(400)
TOTAL ADMINISTRATIVE	68,185	68,095	65,279	(2,816)
UTILITIES				
Water	4560.91	3296.1	4900	1603.9
Electricity	12,790	14,544	12,800	(1,744)
Cable	763	1,027	700	(327)
TOTAL UTILITIES	18,114	18,867	18,400	(467)
MAINTENANCE				
Wages	14,248	15,127	16,575	1,448
Supplies	11216.73	9787.3	4750	-5037.3
Contractors	29,618	28,291	20,500	(7,791)
TOTAL MAINTENANCE	55,083	53,205	41,825	(11,380)
OTHER				
Insurance	9,493	11,777	10,656	(1,121)
Employee Benefits	21264.69	23039.93	23354.5	314.57
Miscellaneous	659	405		(405)
Extraordinary Maintenance			750	750
Pilot	6,806	6,278	8,229	1,951
Property Betterments	2,881	2,881		(2,881)
TOTAL OTHER	41,104	44,382	42,990	(1,392)
NET SURPLUS (DEFICIT)	(24,727)	(25,295)	18	(25,313)

minutes
Exhibit
Seymour Housing Authority
Operating Statement
Six Months Ending 06/30/2026
Moderate Rental

	Last Year's YTD Amount	YTD Amount	YTD Budget	YTD Variance
INCOME				
TENANT RENT				
Rental Income - Base Rent	251,934	261,654	267,729	(6,075)
Rental Income - Excess of Base	114,099	108,068	99,932	8,126
Dwelling Vacancy Loss	(6,739)	(24,472)	(2,500)	(21,972)
TOTAL TENANT RENT	359,294	345,241	365,161	(19,920)
Interest Income	127	127		127
Tenant Charges	1,418	2,661	825	1,836
TOTAL INCOME	360,839	348,028	365,986	(17,958)
EXPENSES				
ADMINISTRATIVE				
Office Salaries	71,728	78,308	72,849	(5,460)
Employee Benefits	38,383	42,034	39,034	(3,001)
Legal	8,473	9,477	10,033	556
Accounting & Auditing	4,823	5,293	5,565	273
Office Supplies	3,681	2,594	3,404	810
Rent	17,000	17,641	17,510	(131)
Travel	1,229	1,867	1,408	(460)
Office Expense	29,679	17,556	17,136	(420)
Payroll Taxes	8,214	8,524	8,382	(142)
TOTAL ADMINISTRATIVE	183,210	183,293	175,319	(7,975)
UTILITIES				
Water	60	120	100	(20)
Electricity	1,024	2,253	1,000	(1,253)
Fuel Oil		2,287	250	(2,037)
TOTAL UTILITIES	1,084	4,660	1,350	(3,310)
MAINTENANCE				
Maintenance Wages	37,935	40,199	34,347	(5,852)
Maintenance Materials	7,683	20,749	13,128	(7,622)
Maintenance Contractors	39,151	69,458	47,800	(21,658)
TOTAL MAINTENANCE	84,769	130,406	95,275	(35,132)
OTHER EXPENSES				
Interest Expense	745	524		(524)
Insurance	24,205	28,496	28,574	78
Payment in Lieu of Taxes	35,821	34,058	36,381	2,323
Mortgage Payments	3,447	2,888	2,772	(116)
Prov for Repair & Replacement	16,147	18,817	18,817	
Prov for Collection Losses	4,000	7,500	7,500	
TOTAL OTHER EXPENSES	84,365	92,282	94,043	1,761
TOTAL EXPENSES	353,427	410,641	365,986	44,655
OPERATING SURPLUS (DEFICIT)	7,412	(62,613)		(62,613)
Income from Grants		3,500,000		3,500,000
NET SURPLUS (DEFICIT)	7,412	3,437,387		3,437,387

Minutes
Exhibit VI
Seymour Housing Authority
Operating Statement
Six Months Ending 06/30/2025
Smithfield Gardens

	Last Year's YTD Amount	YTD Amount	YTD Budget	YTD Variance
INCOME				
RENT				
Tenant Rent Revenues	326,720	329,860	333,548	(3,688)
Rental Subsidies	292,226	317,485	291,046	26,439
Other Rent Revenues	42,500	43,775	43,775	(0)
Vacancy Loss	(20,922)	(159)	(16,678)	16,519
TOTAL RENT	640,524	690,961	651,691	39,270
ASSISTED LIVING SERVICES				
Core Services Income	138,323	156,548	142,431	14,117
Meal Service Income	154,891	165,387	155,034	10,353
ALSA Service Income	584,398	729,650	587,500	142,150
TOTAL ASSISTED LIVING SERVICES	877,612	1,051,585	884,965	166,620
Other Revenues	656	593	625	(32)
TOTAL INCOME	1,518,793	1,743,140	1,537,281	205,859
EXPENSES				
ADMINISTRATIVE				
Meetings & Marketing	9,599	2,480	9,285	6,805
Office Salaries	13,978	14,678	17,921	3,242
Office Expense	23,466	19,751	20,279	527
Management Fee	29,790	31,200	30,396	(804)
Manager Salaries	35,100	36,075	38,763	2,688
Legal, Accounting & Auditing	9,633	10,781	12,156	1,374
Miscellaneous Administrative	66	66	150	84
TOTAL ADMINISTRATIVE	121,632	116,032	128,948	13,916
UTILITIES				
Electricity	18,668	21,941	20,000	(1,941)
Water	4,317	3,533	4,600	1,067
Gas	35,413	34,759	36,000	1,241
TOTAL UTILITIES	58,399	60,233	60,600	367
MAINTENANCE				
Maintenance/Cleaning Salaries	14,720	15,752	16,224	472
Supplies	7,406	7,158	8,250	1,092
Contractors	23,833	26,601	26,000	(601)
Trash Removal	3,893	5,044	3,750	(1,294)
HVAC Repairs & Maintenance	15,397	23,331	15,750	(7,581)
Snow Removal	5,962	11,862	3,500	(8,362)
Cable & Internet	7,567	7,927	7,600	(327)
TOTAL MAINTENANCE	78,778	97,675	81,074	(16,601)
OTHER EXPENSE				
Payroll & Property Taxes	13,468	13,675	12,851	(824)
Insurance	57,281	61,126	61,126	(0)
Employee Benefits	26,785	30,307	28,954	(1,353)
Misc Taxes, Licenses, Ins.			100	100
Mortgage Payments	210,710	210,710	210,710	0
Replacement Reserve Deposits	17,676	17,676	17,676	
TOTAL OTHER EXPENSE	325,920	333,494	331,417	(2,077)
ASSISTED LIVING SERVICES				
Core Services	169,043	158,226	158,952	726
Meal Services	232,189	228,218	210,000	(18,218)
ALSA Services	584,398	729,650	587,500	(142,150)
TOTAL ASSISTED LIVING SERVICES	985,630	1,116,094	956,452	(159,642)
TOTAL EXPENSES	1,570,359	1,722,627	1,558,490	(164,038)
NET SURPLUS (DEFICIT)	(51,566)	20,612	(21,209)	41,821