

MINUTES

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Seymour Housing Authority

➤ 1080th Special Meeting

The 1080th Meeting, a Special 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 November 12, 2025 and was called to order by Chairperson White at 5:45 p.m.

➤ Roll Call

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

➤ Public Session

Wanda Serano, resident of 16 Seymour Ave. was acknowledged to make any comments.

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 1079th Regular Meeting held October 8, 2025

Commissioner Golebieski joined the meeting in progress at 5:46 P.M.

Commissioner Bellucci motioned to accept the minutes of the 1079th 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, Davenport, 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 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. Vice-Chairperson White declared the motion carried and the Bills approved for payment as presented.

The Executive Director reviewed email correspondence with Amazon about the use of the Parcel Pending lockers.

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➤ Executive Director's Report

See Exhibit II

➤ Old Business

The Executive Director reminded the Board of Commissioners that last month he discussed the changes in Policy that were affected by the Federal HOTMA Changes specifically to the Federal Tenant Selection and Continued Occupancy Policy to go into effect January 1, 2026. He reviewed again the Regulatory changes including the increase in the elderly/disabled deduction from \$400 to \$525, the Health and Medical Expense threshold increases from 3% to 10% in increments in year 1 to 5%, year 2 7.5% and year 3 to 10%; as well as introducing the Asset limit cap of \$100,000. He further explained that interim adjustments to rent will be triggered by 10% or greater changes in annual household income. He also reminded them about the update and clarification of the Community Service and Work Requirements for Unqualified Household Members.

The Executive Director mentioned that although the matter was discussed at the last meeting, he would need formal action taken on these matters.

After some further brief discussion, Commissioner Bellucci motioned to authorize the Executive Director to implement the new HOTMA rules and the update to the Community Service and Work Requirements by redrafting the TSCOP for Callahan House and Ray House accordingly to reflect the changes as discussed. Commissioner Ortiz seconded the motion. Vice-Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to vote Aye. Voting aye were Commissioners Bellucci, Davenport, Golebieski, Ortiz and White. Vice-Chairperson White declared the motion carried

➤ New Business

Chairperson White introduced the Post Office and Seymour Ave Post Boxes request.

The Executive Director explained that the Post Office would like to place parcel boxes at the beginning of Seymour Ave. The intention is to deliver mail to these boxes and end the door to door delivery.

At this point, Wanda Serrano, Resident of 16 Seymour Ave spoke. She indicated a number reasons why the mail delivery should continue to be delivered to the individual homes including residents with Ambulatory issues or people who do not drive or have cars. She said that none of the residents were made aware of this change. She

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commented that this change is discriminatory towards the people on Seymour Avenue if they are not making Emma Street or other Town Roads do this.

Commissioner Davenport asked where these boxes would be located. The Executive Director responded that the Post Office is considering two boxes placed by the side of the road next to 2 Seymour Ave before you turn the corner.

The Executive Director indicated that the Post Master General said this is a budgeting decision and the Post Office would be able to cut approximately \$7,000 if this measure was taken. He informed the Board of Commissioners that this is not anything the Seymour Housing Authority sought out. It is proposed by the Post Office, a Federal Agency.

Attorney Stamos commented that this would be a similar scenario to Condominiums around town.

The Executive Director stated that the Postmaster provided his email and has invited comments from the Commission or residents. He stated he would provide that email to anyone interested in submitting comments.

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

Commissioner Bellucci announced that with the help of First Selectwoman AnnMarie Drugonis and a Local Restaurant, Jimmies Place, a Thanksgiving Meal will be provided for about 30 residents of Callahan House.

Commissioner Bellucci also announced that the Congregational Church is holding a Thanksgiving Dinner and the Seymour Senior Bus will transport residents of Callahan House to the Church.

Commissioner Bellucci also stated that Trinity Church will be feeding the Residents at Callahan House on Saturday.


➤ **Adjournment**

Chairperson White asked for a motion to adjourn the 1080thrd meeting of the Seymour Housing Authority. At 6:32 P.M. Commissioner Bellucci motioned to adjourn the 1080th Meeting of the Seymour Housing Authority. Commissioner Davenport seconded the motion. Chairperson White acknowledged the motion and its second and asked all those

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in favor by voting aye Vice-Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to vote Aye. Voting aye were Commissioners Bellucci, Davenport, Golebieski, Ortiz and White. Chairperson White declared the motion carried and the 1080th Meeting, a Special Meeting, duly adjourned.

Submitted by:

A handwritten signature in black ink, appearing to read 'David J. Keyser', followed by a long horizontal line extending to the right.

David J. Keyser, Secretary and
Executive Director

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: October 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>
21	10/16/2025	No	DD	SHA PAYROLL	Payroll #21	No	\$36,726.37
22	10/29/2025	No	DD	SHA PAYROLL	Payroll #22	No	\$38,122.79
04161	09/19/2025	No	INV	American Express	Act# 6-37003	No	\$4,534.39
17085	10/15/2025	No	CHK	Arthur J Davies State Marshal	Eviction Summons for Kevin Molcyk	No	\$672.50
17086	10/23/2025	No	CHK	Advance Communications Inc	Message Service: 08/13/2025 - 9/9/	No	\$245.95
17087	10/23/2025	No	CHK	Anthem Blue Cross Blue Shield	Billing Period: 11/01/2025- 12/01/20	No	\$9,485.76
17088	10/23/2025	No	CHK	Arthur J Davies State Marshal	SHA vs Heather Smith, Evict Summ	No	\$113.50
17089	10/23/2025	No	CHK	ERS Plumbing and Heating LLC	Replaced ball valve at 10 Seymour	No	\$250.00
17090	10/23/2025	No	CHK	Eversource	Act# 5111 869 4017 - MR	No	\$45.81
17091	10/23/2025	No	CHK	Eversource	Act# 5147 148 3099 - SHA	No	\$216.18
17092	10/23/2025	No	CHK	Family Auto Service	Replace driver side axel, wheel bear	No	\$3,035.00
17093	10/23/2025	No	CHK	Formax	Billing Period: 09/08/2025 - 29/07/20	No	\$353.00
17094	10/23/2025	No	CHK	Freddy's	Snaked bathroom sink and bathtub	No	\$591.00
17095	10/23/2025	No	CHK	Friends Of Fur LLC	Treated 8 Seymour Ave for rats	No	\$320.00
17096	10/23/2025	No	CHK	Frontier	Act# 203-888-4579-123179-5 - SHA	No	\$739.49
17097	10/23/2025	No	CHK	Gregory Stamos	Court time for various tenants	No	\$4,023.00
17098	10/23/2025	No	CHK	Home Depot Credit Services	Painting supplies and light bulbs	No	\$2,082.94
17099	10/23/2025	No	CHK	Hungerfords Pump Service	Preventative Maintenance	No	\$300.00
17100	10/23/2025	No	CHK	Management Computer Services I	Monthly Support Fee	No	\$1,928.84
17101	10/23/2025	No	CHK	New England Septic & Excavating	Grinder pit pump	No	\$290.00
17102	10/23/2025	No	CHK	Primo Brands BlueTriton Brands, I	Primo 5G Purified Pet Bottle	No	\$135.80
17103	10/23/2025	No	CHK	St. Treasurer For Merfund	MERF 09-2025	No	\$19,621.44
17104	10/23/2025	No	CHK	Supreme Office Technology	Monthly Billing: 9/24/2025 - 10/23/20	No	\$302.40
17105	10/23/2025	No	CHK	Talix	NSC Service Agreement	No	\$1,004.00
17106	10/23/2025	No	CHK	T-Mobile	Monthly Service Charge: 8/21/25 - 9/	No	\$205.34
17107	10/23/2025	No	CHK	VSP	November 2025 billing	No	\$66.73
17108	10/23/2025	No	CHK	Aquarion Water Company	Act# 200552568 - 1 Seymour Ave	No	\$11.92
17109	10/23/2025	No	CHK	Aquarion Water Company	Act# 200552669 - 25 Seymour	No	\$12.77
17110	10/23/2025	No	CHK	Aquarion Water Company	Act# 200552568 - 1 Seymour	No	\$15.46
17111	10/23/2025	No	CHK	Aquarion Water Company	Act# 200535871 - 14 Seymour	No	\$15.18
17112	10/23/2025	No	CHK	Aquarion Water Company	Act# 200463455 - 26 Seymour	No	\$12.77
17113	10/23/2025	No	CHK	Aquarion Water Company	Act# 200262479 - 4 Brothers	No	\$19.26
17114	10/23/2025	No	CHK	Eversource	Act# 5186 336 4022 - 14 Seymour	No	\$27.53
17115	10/23/2025	No	CHK	Eversource	Act# 5186 766 4070 - 26 Seymour A	No	\$29.92
17116	10/23/2025	No	CHK	Eversource	Act# 5129 348 3053 - 1 Seymour	No	\$30.96
17117	10/23/2025	No	CHK	Eversource	Act# 5145 266 4030 - 8 Brothers	No	\$192.75
17118	10/23/2025	No	CHK	Eversource	Act# 5159 046 4053 - 4 Brothers	No	\$49.67
17119	10/23/2025	No	CHK	Accavallo & Company LLC	Callahan Accounting Services for Au	No	\$2,695.00
17120	10/23/2025	No	CHK	Aflac Altn: Remittance Processing	September Bill Period Act# DHF89	No	\$321.04
17121	10/23/2025	No	CHK	Allen's Plumbing Supply	Propane refill and plumbing supplies	No	\$89.23
17122	10/23/2025	No	CHK	Aquarion Water Company	Act# 200086455 - Ray	No	\$119.00
17123	10/23/2025	No	CHK	Aquarion Water Company	Act# 200086443 - Callahan	No	\$119.00
17124	10/23/2025	No	CHK	Calvert Safe & Lock Ltd.	Key Duplication	No	\$45.00
17125	10/23/2025	No	CHK	Clear Water	Full Service Water Treatment Progra	No	\$153.13
17126	10/23/2025	No	CHK	Comcast	Act# 8773 40 216 0027070 - Callaha	No	\$1,912.48
17127	10/23/2025	No	CHK	Comcast	Act# 8773 40 216 0041287 - Ray	No	\$968.11
17128	10/23/2025	No	CHK	Comcast	Act# 8773 40 216 0174468 - Callaha	No	\$96.90

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: October 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>
17129	10/23/2025	No	CHK	Comcast	Act# 8773 40 216 0256349 - Ray	No	\$187.36
17130	10/23/2025	No	CHK	Danilo's Painting LLC	Paint 123 and fix whole in ceiling. Po	No	\$3,500.00
17131	10/23/2025	No	CHK	Edgerton, Inc	Rebuilt mixing valve	No	\$6,677.38
17132	10/23/2025	No	CHK	ERS Plumbing and Heating LLC	Replace wax ring and replaced back	No	\$325.00
17133	10/23/2025	No	CHK	Eversource	Act# 5136 410 4042 - Ray	No	\$6.22
17134	10/23/2025	No	CHK	Eversource	Act# 5177 958 3004 - Callahan	No	\$6,647.72
17135	10/23/2025	No	CHK	Eversource	Act# 5145 776 4090 - Ray	No	\$318.53
17136	10/23/2025	No	CHK	Eversource	Act# 5775 048 0048 - Callahan Gas	No	\$846.92
17137	10/23/2025	No	CHK	Eversource	Act# 5136 648 3014 - Ray	No	\$1,681.94
17138	10/23/2025	No	CHK	Flagman Of America	Flags	No	\$460.00
17139	10/23/2025	No	CHK	Friends Of Fur LLC	Put traps in 2U for rodents	No	\$93.50
17140	10/23/2025	No	CHK	Frontier	Act# 203-881-2464-110206-5 - Calla	No	\$711.33
17141	10/23/2025	No	CHK	Interstate Waste Services	Callahan October 2025 Trash servc	No	\$605.91
17142	10/23/2025	No	CHK	Interstate Waste Services	Ray October 2025 Trash service	No	\$549.09
17143	10/23/2025	No	CHK	Kone Inc	Overtime door operation repair on C	No	\$843.45
17144	10/23/2025	No	CHK	NRG Business Marketing	Act# 726491-966599	No	\$1,157.12
17145	10/23/2025	No	CHK	Nurse's Touch Cleaning Service L	SHA Office August 2025 Monthly Cl	No	\$380.00
17146	10/23/2025	No	CHK	Lincoln National Life Insurance C	Coverage: 11/01/2025 - 11/30/2025	No	\$430.80

Seymour Housing Authority General Ledger Account Check Register Report

Filter Criteria Includes: 1) Bank Name: TD Banknorth, 2) Bank Account: Federal Operating 424-0200579, 3) Check Numbers From: All, 4) Date From: 10/1/2025 to 10/31/2025

<u>Check No.</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Check Description</u>	<u>Voided</u>	<u>Cleared</u>	<u>Amount</u>
21081	10/21/2025	Seymour Housing Authority	Voucher# 092-01191628 # CT26P033501-24	No	No	36,448.56
21082	10/21/2025	Seymour Housing Authority	Voucher# 092-1196130 # CT26P033501-25	No	No	97,556.34
21083	10/22/2025	Advanced Alarm Security Systems Inc	Installation of analog cameras in laundry rooms	No	No	3,300.00
21084	10/22/2025	Ally	2022 Chevy Silverado September 2025	No	No	1,454.82
21085	10/22/2025	Buel Cpa, P.C.	2nd half of December 31, 2024	No	No	12,300.00
21086	10/22/2025	Donald W. Smith, Jr. P.E	Printing of contract plans	No	No	180.00
21087	10/22/2025	Professional Painters	Paint 3D	No	No	800.00
21088	10/22/2025	Seymour Housing Authority	Federal pays rent which is split by the programs	No	No	4,355.72
21089	10/22/2025	Seymour Housing Authority	Purchase Money Market for Sick Time Pay Out	No	No	1,320.00
21090	10/24/2025	Seymour Housing Authority	Federal funding for deposit slips purchased by	No	No	44.83
21091	10/24/2025	Seymour Housing Authority	Fed ach funding for inv# 04161	No	No	2,665.23
21092	10/24/2025	Hernandez, Ana	Payment Oct 25	No	No	154.70
21093	10/24/2025	Seymour Housing Authority	Fund AP Oct Federal	No	No	47,504.91
21094	10/29/2025	Seymour Housing Authority	Fund Payroll # 21 22 Federal	No	No	25,334.91

Bank: Liberty, Bank Account: 6577724008, GL Account: 1111.CARES

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>
114	10/29/2025	No	CHK	Seymour Housing Authority	Cares Act transfer to close account	No	\$30.22

Bank: Liberty, Bank Account: 6576750468, GL Account: 1111.KM

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>
126	10/29/2025	No	CHK	Seymour Housing Authority	Katharine Matthies transfer to close	No	\$2,997.99

Exhibit E

Bank: Liberty, Bank Account: 6578652860, GL Account: 1111.CFP.5501.22

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>
107	10/22/2025	No	CHK	Seymour Housing Authority	CFP 22 transfer to close account	No	\$34.10

Bank: Liberty, Bank Account: 6579152273, GL Account: 1111.CFP.5501.23

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>
107	10/22/2025	No	CHK	Seymour Housing Authority	CFP 23 transfer to close account	No	\$32.75

Bank: Wachovia Bank, Bank Account: 6578652852, GL Account: 1111.CFP

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>
110	10/21/2025	No	CHK	West State Mechanical, Inc	Periodic Estimate #2	No	\$116,550.00

Smithfield Gardens

Filter Criteria Includes: 1) Program: Smithfield Gardens 2) Project: All Projects 3) Payment Date: All 4) Financial Period: October 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>
92671	10/23/2025	No	CHK	Accavallo & Company LLC	SGAL Monthly accounting services f	No	\$1,925.00
92672	10/23/2025	No	CHK	Advance Communications Inc	Message Service: 9/10/2025 - 10/7/	No	\$393.42
92673	10/23/2025	No	CHK	Allen's Plumbing Supply	Plumbing supplies	No	\$164.90
92674	10/23/2025	No	CHK	Aquarion Water Company Of CT	Act# 200204656 - SGAL	No	\$125.86
92675	10/23/2025	No	CHK	Comcast	Act# 8773 40 216 0381287 - SGAL	No	\$205.47
92676	10/23/2025	No	CHK	Constellation Newenergy Inc	Act# 51083234013976292004	No	\$4,638.54
92677	10/23/2025	No	CHK	Danilo's Painting LLC	Repair and paint ceiling in unit 120	No	\$1,500.00
92678	10/23/2025	No	CHK	ERS Plumbing and Heating LLC	Replace shower drain in apt 216	No	\$365.00
92679	10/23/2025	No	CHK	Eversource	Act# 51083234013 - SGAL	No	\$5,324.61
92680	10/23/2025	No	CHK	Ferrari's Appliance	Installed new bearings and felt on M	No	\$362.00
92681	10/23/2025	No	CHK	Frontier	Act# 203-888-5093-092806-5 - SGA	No	\$837.31
92682	10/23/2025	No	CHK	Glendale Senior Dining, Inc.	Meal Services - September 2025 (In	No	\$38,298.49
92683	10/23/2025	No	CHK	Grassy Turtle Services LLC	SGAL 5 Step Fertilizer Program	No	\$3,650.00
92684	10/23/2025	No	CHK	Home Depot Credit Services	tide pods	No	\$649.29
92685	10/23/2025	No	CHK	Interstate Waste Services	SGAL October 2025 Trash service	No	\$742.84
92686	10/23/2025	No	CHK	Jeff's Appliance And Vacuums	Installed evap fan motor	No	\$348.00
92687	10/23/2025	No	CHK	Kone Inc	Maintenance Period: 09/01/2025 - 1	No	\$1,705.89
92688	10/23/2025	No	CHK	New England Septic & Excavating	Grease Tank Pump	No	\$290.00
92689	10/23/2025	No	CHK	NRG Business Marketing	Act# 726491-962403	No	\$1,180.30
92690	10/23/2025	No	CHK	Tecogen	Monthly Maintenance: 09/01/2025 -	No	\$1,412.42
92691	10/23/2025	No	CHK	WB Mason	Housekeeping and office supplies	No	\$414.47
92692	10/23/2025	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	No	\$5,200.00
92693	10/23/2025	No	CHK	Seymour Housing Authority	Purchase Money Market for Sick Ti	No	\$600.00
92694	10/23/2025	No	CHK	Seymour Housing Authority	SGAL funding for deposit slips purch	No	\$21.24
92695	10/23/2025	No	CHK	Aquarion Water Company Of CT	Act# 200204664 - SGAL	No	\$891.64
92696	10/24/2025	No	CHK	Seymour Housing Authority	SGAL AMEX ach funding for inv# 04	No	\$997.33
92698	10/24/2025	No	CHK	Seymour Housing Authority	Fund AP Oct SGAL	No	\$11,805.89
92699	10/29/2025	No	CHK	Seymour Housing Authority	Fund Payroll # 21 22 SGAL	No	\$31,602.68

Minutes Exhibit I

Filter Criteria Includes: 1) Bank Name: TD Banknorth, 2) Bank Account: Cash 12345, 3) Check Numbers From: All, 4) Date From: 10/1/2025 to 10/31/2025

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
40870	10/08/2025	Pratts, Edwin	Payment Oct 25	No	No	658.30
40871	10/10/2025	CM Junk Removal Services LLC	Clean out 11 Chamberlin	No	No	700.00
40872	10/23/2025	Ally	2022 Chevy Silverado August 2025	No	No	564.24
40873	10/23/2025	Connecticut Housing Finance Authority	Loan 96089D payment SHA Hoffman HGTS Ye	No	No	481.35
40874	10/23/2025	Online Information Services Inc	Enhanced rental exchange, criminal and evictio	No	No	31.53
40875	10/23/2025	Seymour Housing Authority	MR Pays Rent To SGAL	No	No	2,940.11
40876	10/23/2025	Seymour Housing Authority	Purchase Money Market for Sick Time Pay Out	No	No	900.00
40877	10/23/2025	Seymour Housing Authority	MR funding for deposit slips purchased by Rev	No	No	30.37
40878	10/23/2025	Swanson Electric LLC	Replaced bad breaker at 7 Brothers	No	No	175.00
40879	10/23/2025	Treasurer - Town of Seymour	Bulk pick up charges	No	No	1,686.06
40880	10/24/2025	Seymour Housing Authority	MR ach funding for inv# 04161	No	No	871.83
40881	10/24/2025	Seymour Housing Authority	Fund AP Oct MR	No	No	19,077.23
40882	10/29/2025	Seymour Housing Authority	Fund Payroll # 21 22 MR	No	No	17,911.57

Minutes

Exhibit II

EXECUTIVE DIRECTOR REPORT NOVEMBER 2025

HOUSING AUTHORITY OF THE TOWN OF
SEYMOUR

Occupancy

REV. CALLAHAN HOUSE 2025 YEAR TO DATE VACANCIES 9

Callahan House experienced 2 move outs during October 2025. Callahan House has experienced 201 days vacant since January 1, 2025, and has averaged 22.33 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; 201 days/29200 days available = 0.688 % percentage through October 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 40 days and have 308 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
3D	Botti	09/02/2025	Perachio	09/17/2025	15
1P	Hernandez	10/13/2025	Vacant		17
2J	Rivera	10/31/2025	Vacant		1

Average number of vacancy days per vacancy

22.33

Norman Ray House Remained fully occupied during August 2025 Norman Ray House has experienced 81 days vacant since January 1, 2025 and has averaged 16.2 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: 40 units X 365 days = 14,600 days available; 81 days/14,600 days available = 0.55 % percentage through September 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 15 vacancy days for the FFY Budget Year 2026 and have 1153 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
27	Jacek	10/02/2025	Rawls	10/17/2025	15

Average number of vacancy days per vacancy

16.2

Seven units remained vacant and we experienced one move in and one move out at the Moderate Rental Program during October 2025. The Moderate Rental Program has experienced 2,061 days vacant since January 1, 2025 and has averaged 147.21 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; 1772 days/29,565 days available = 5.99% percentage through August 31, 2025.

Moderate Rental

Vacancy/Turnover Days

2025

Base Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days
\$37	14S *	Lydem	08/10/2023	Vacant		294
\$537	26S*	Teal	5/15/2024	Vacant		294
\$540	4B*	Harris	07/01/2024	Vacant		294
\$540	8B*	Rocha	07/08/2024	Vacant		294
\$530	1S*	Riggsbee	07/01/2024	Vacant		294
\$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	Florenzan	6/10/2025	32
\$527	17S*	Taylor-Smith	04/22/2025	Vacant		161
\$530	25S*	Guzman	04/01/2025	Vacant		183
\$625	18C	Daniels	05/12/2025	Johnson	07/31/2025	110
\$565	2B	Vines	09/23/2025	Morales	10/10/2023	17
\$549	11C	Vines	10/13/2025			17

Average number of vacancy days per vacancy: 147.21

We have experienced \$43,440 in vacancy Loss since January 1, 2025. We budgeted \$5,307.50 for vacancy loss through October 31, 2025.

SMITHFIELD GARDENS ASSISTED LIVING 2025 YEAR TO DATE VACANCIES 9

Smithfield Gardens experienced three move outs October 2025. Smithfield Gardens has experienced 141 days vacant since January 1, 2025 and has averaged 15.67 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; 24days/20,440 days available = 0.11% percentage through August 31, 2025

Smithfield Gardens	Vacancy/Turnover Days	2025
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[illegible]

Average number of vacancy days per vacancy: 15.67

We have experienced \$4,699 vacancy loss since January 1, 2024. We have budgeted \$8,829 for vacancy loss through October 31, 2025.

Complaints

Callahan House

None

Norman Ray House

None.

Smithfield Gardens

None

Moderate Rental

None.

GENERAL

Waiting lists are closed

REV. CALLAHAN HOUSE

The Cogenerator replacement is progressing well. Two boilers have been replaced and are operating. The Cogenerator is mostly installed and waiting on a few components. Expected start up is December 15.

NORMAN RAY HOUSE

No significant report this month

MODERATE RENTAL

The two bedroom and three bedroom waiting lists were open on July 1, 2025. We have received over 1500 applications.

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. The interior work began Monday, July 7, 2025. We have been informed that the goal is to have completed the two relocated units by 8/4/2025.

This work is progressing much slower than anticipated. There were several challenges and the most recent, an electrical issue is hopefully the last item to be re-worked with the Architect. We have been informed that the units

in Phase 1 will be ready to re-occupy on September 26, 2025. We will relocate the two tenants out and begin to relocate the next phase residents into the prepared units.

SMITHFIELD GARDENS ASSISTED LIVING

Occupancy Statistics:

- 91% (51 of 56 units) occupied as of 10/31/2025
- 7 applications in processing
- October move-ins: None
- October move-outs: 3
- 32 applicants on waiting list for 60% units (\$1,065 rent)
- 15 applicants on waiting list for 50% units (\$900 rent)
- Average age is 83.7; age range is 68 – 101 (3 centenarians in occupancy!)
- Average length of tenancy is 34.56 months

Budgeting Statistics:

- 18 of 19 units rented at \$870/\$900
- 33 of 37 units rented at \$1,030/\$1,065
- 51 of 53 residents participating in the meal plan (\$495 per month)

Other:

- MRC/ALSA meeting held with Utopia on 10/1, 10/8, 10/15, 10/22, 10/29 attended by MRC Director, RSC, SALSA, and LPN
53 residents' statuses reviewed each week; one resident out at rehab as of 10/31/2025
- Rent increase for 2025 as residents move in or recertify (\$870 to \$900 and \$1,030 to \$1,065)
- Resident Council Meeting held 09/04/2025; next meeting scheduled 11/06/2025
- October fire drill completed 10/27/2025 (first shift)
- Changing food service provider as of 12/01/2025

Application Processing:

JG	Moved In scheduled for 11/01/2025
AF	SGAL verifications complete; CHCPE pending; ALSA – completed
BT	SGAL verifications complete; CHCPE pending; ALSA – completed
DF	SGAL verifications complete; CHCPE pending; ALSA – completed
PC	SGAL verifications complete; CHCPE pending; ALSA – completed
JD	SGAL verifications complete; CHCPE pending; ALSA – completed
GS	SGAL verifications in progress; CHCPE pending; ALSA – not yet time