

MINUTES

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TIME: 9:50 AM
TOWN CLERK'S OFFICE

1081st Meeting

The 1081st an Annual Meeting of the Seymour Housing Authority was held Wednesday, December 10, 2025. The meeting was called the order at 5:49 PM by Chairperson White.

ROLL CALL

Answering the Roll Call Commissioners Bellucci, Golebieski, Ortiz and White.

Also present was Secretary and Executive Director David Keyser.

Election of Officers

Chairperson White announced the Election of Officers and then stepped down and vacated her position as Chairperson and turned the meeting over to Vice-Chairman Bellucci to begin the nominations for Chairperson.

Vice-Chairman Bellucci asked for nominations for Chairman of the Board of Commissioners.

Vice-Chairman Bellucci nominated Commissioner White as Chairperson. The nomination was seconded by Commissioner Golebieski.

Vice Chairman Bellucci acknowledged the nomination and its second and asked if there were any further nominations for Chairman;

Hearing none, Vice-Chairman Bellucci asked if there were any nominations for Chairman,

Hearing none, Vice-Chairman Bellucci asked the Secretary to cast one unanimous vote for Commissioner White as Chairperson of the Seymour Housing Authority Board of Commissioners.

The Secretary cast one unanimous vote and Vice-Chairman Bellucci declared Commissioner White as Chairperson of the Seymour Housing Authority.

Commissioner Bellucci stepped down and vacated the position of Vice-Chairman.

Chairperson White asked if there were any nominations for the position of Vice-Chairman.

Chairperson White nominated Commissioner Bellucci for the position of Vice-Chairman. This nomination was seconded by Commissioner Ortiz.

Chairperson White acknowledged the nomination and its second and asked if there were any further nominations for Vice-Chairman.

Hearing none, Chairperson White asked if there were any further nomination for the position of Vice Chairman.

Hearing none, Chairperson White asked the Secretary to cast one unanimous vote for Commissioner Bellucci as Vice-Chairman of the Seymour Housing Authority Board of Commissioners.

The Secretary cast one unanimous vote and Chairperson White declared Commissioner Bellucci as Vice-Chairman of the Seymour Housing Authority.

Commissioner Davenport entered the meeting already in progress at 5:55 P.M.

Chairperson White asked if there were any nominations for the position of Treasurer.

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Chairperson White nominated Commissioner Davenport for the position of Treasurer. This nomination was seconded by Commissioner Ortiz.

Chairperson White acknowledged the nomination and its second and asked if there were any further nominations for Treasurer

Hearing none, Chairperson White asked if there were any further nomination for the position of Treasurer.

Hearing none, Chairperson White asked the Secretary to cast one unanimous vote for Commissioner Golebieski as Treasurer of the Seymour Housing Authority Board of Commissioners.

The Secretary cast one unanimous vote and Chairperson White declared Commissioner Davenport as Treasurer of the Seymour Housing Authority.

Chairperson White asked if there were any nominations for the position of Assistant Treasurer.

Commissioner Davenport nominated Commissioner Ortiz for the position of Assistant Treasurer. This nomination was seconded by Commissioner Bellucci.

Chairperson White acknowledged the nomination and its second and asked if there were any further nominations for Assistant Treasurer

Hearing none, Chairperson White asked if there were any further nomination for the position of Assistant Treasurer.

Hearing none, Chairperson White asked the Secretary to cast one unanimous vote for Commissioner Ortiz as Assistant Treasurer of the Seymour Housing Authority Board of Commissioners.

The Secretary cast one unanimous vote and Chairperson White declared Commissioner Ortiz as Assistant Treasurer of the Seymour Housing Authority.

ANNUAL REPORT

See Exhibit I

2026 MEETING SCHEDULE

Chairperson White introduced the 2025 schedule of Seymour Housing Authority meetings and asked for a motion to approve of the schedule as presented. (See Exhibit II)

After a brief moment for review, Commissioner Bellucci motioned to adopt the 2025 Meeting Schedule as presented. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked everyone 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 and the 2025 Meeting Schedule duly adopted.

ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1081st meeting of the Seymour Housing Authority. At 6:111 PM Commissioner Bellucci motioned to adjourn the 1081st Annual Meeting of the Seymour Housing Authority. Commissioner Davenport seconded the motion. Chairperson White acknowledged the

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motion and its second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Davenport, Golebjeski, Ortiz and White. Chairperson White declared the motion carried and the 1081st meeting adjourned.

Submitted by:

David J Keyser, Secretary and
Executive Director

Minutes
Exhibit I

ANNUAL REPORT
DECEMBER 2025

HOUSING AUTHORITY OF THE TOWN OF
SEYMOUR

Occupancy

REV. CALLAHAN HOUSE

2025 YEAR TO DATE VACANCIES 11

Callahan House experienced 2 move outs and one transfer during November 2025. One unit remained vacant during November 2025. Callahan House has experienced 284 days vacant since January 1, 2025, and has averaged 25.81 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; 284 days/29200 days available = 0.976 % percentage through November 30, 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 123 days and have 225 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 11 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	DeZolt	11/10/2025	27
2J	Rivera	10/31/2025	Vacant		31
2G	Black	11/7/2025	Vacant		23
2N	DeZolt	11/10/2025	Vacant		20

Average number of vacant days per vacancy

25.81

Norman Ray House Remained fully occupied during November 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). $480 * 3\% = 14.4$ 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 transfer at the Moderate Rental Program during November 2025. The Moderate Rental Program has experienced 2,462 days vacant since January 1, 2025 and has averaged 164.13 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; 2,462 days/29,565 days available = 8.327% percentage through November 30, 2025.

Moderate Rental Vacancy/Turnover Days 2025

Base Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days
\$537	14S *	Lydem	08/10/2023	Vacant		324
\$537	26S*	Teal	5/15/2024	Vacant		324
\$540	4B*	Harris	07/01/2024	Vacant		324
\$540	8B*	Rocha	07/08/2024	Vacant		324
\$530	1S*	Riggsbee	07/01/2024	Taber	11/20/2025	314
\$530	6C	Speciale	12/10/2024	Fitzgerald	4/1/2925	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	71
\$527	17S*	Taylor-Smith	04/22/2025	Vacant		191
\$530	25S*	Guzman	04/01/2025	Vacant		213
\$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	Vacant		47
\$527	34S	Taber	11/20/2025	Vacant		10

Average number of vacancy days per vacancy: 164.13

We have experienced \$45,997 in vacancy Loss since January 1, 2025. We budgeted \$5,907 for vacancy loss through November 30, 2025.

Smithfield Gardens experienced two move ins during November 2025. Three units remained unoccupied and are anticipated to be occupied by December 5, 2025. Smithfield Gardens has experienced 232 days vacant since January 1, 2025 and has averaged 25.78 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; 232 days/20,440 days available = 1.14% percentage through November 30, 2025

Smithfield Gardens Vacancy/Turnover Days 2025

Average number of vacancy days per vacancy: 25.78

We have experienced \$7,480 vacancy loss since January 1, 2024. We have budgeted \$9,712 for vacancy loss through November 30, 2025.

Complaints

Callahan House

A complaint came through the HUD field office regarding a thermostat in her apartment. Maintenance has checked this thermostat and found it to be working fine. Heat producing 79 degrees and set at 80 degrees at the thermostat. State statute directs that we must provide no less than 65 degrees. The unit and heat is in compliance with the State requirements.

Norman Ray House

None.

Smithfield Gardens

None

Moderate Rental

There was a tenant video taping a move in and overheard stating disparaging remarks and sentiments regarding the volume of belongings. This was reported to management. A correspondence went out to the resident explaining expectations for peaceful enjoyment of the premises, bullying and the importance of minding their own business.

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:

- 95% (53 of 56 units) occupied as of 11/30/2025
- 7 applications in processing
- November move-ins: 2
- November move-outs: 0
- 29 applicants on waiting list for 60% units (\$1,065 rent)
- 15 applicants on waiting list for 50% units (\$900 rent)
- Average age is 84.1; age range is 68 – 101 (4 centenarians in occupancy!)
- Average length of tenancy is 34.42 months

Budgeting Statistics:

- 18 of 19 units rented at \$900
- 35 of 37 units rented at \$1,065
- 52 of 55 residents participating in the meal plan (\$495 per month)

Other:

- MRC/ALSA meeting held with Utopia on 11/5, 11/12, 11/20, 11/26 attended by MRC Director, RSC, SALSA, and LPN
55 residents' statuses reviewed each week; 4 residents out at rehab as of 11/30/2025
- Rent increase for 2026 as residents move in or recertify (\$900 to \$925 and \$1,065 to \$1,095)
- Meal Plan increase for 2026 to \$505 per month on 01/01/2026
- Resident Council Meeting held 11/06/2025; next meeting scheduled 01/08/2026
- November fire drill completed 11/28/2025 (second shift)
- New England Young at Heart will be assuming the food service operation as of 12/01/2025

Application Processing:

JG	Moved In scheduled for 11/01/2025
PC	Moved in 11/15/2025
AF	Move In scheduled for 12/01/2025
JD	Move In scheduled for 12/05/2025
DF	Move In scheduled for 12/05/2025
GS	SGAL verifications complete; CHCPE pending; ALSA – completed; needs January move-in
BT	SGAL verifications complete; CHCPE penalty period to 02/2026; ALSA – completed
KG	SGAL initial interview to be scheduled
SH	Withdrew
FW	SGAL initial interview scheduled for 12/11/2025

*Min. wt. 65
Exhibit H*

HOUSING AUTHORITY OF THE TOWN OF SEYMORE

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TTY 711

December 2, 2025

The following is the schedule of Meetings of the Seymour Housing Authority to be held during 2026. The meetings are generally scheduled on the first Wednesday of each month located at the Smithfield Gardens Assisted Living Multi-Purpose Room located at 26 smith Street and the time of the meetings are set for 5:45 P.M.

Date	Meeting
January 7, 2026	Regular Meeting
February 4, 2026	Regular Meeting
March 4, 2026	Regular Meeting
April 8, 2026	Regular Meeting
May 6, 2026	Regular Meeting
June 3, 2026	Regular Meeting
July 8, 2026	Regular Meeting
August 5, 2026	Regular Meeting
September 9, 2026	Regular Meeting
October 7, 2026	Regular Meeting
November 4, 2026	Regular Meeting
December 9, 2026	Annual and Regular Meeting

Brenda A. White - *Chairperson/Tenant Commissioner*
Dominick Bellucci - *Vice Chairperson/Tenant Commissioner*
Tamisha Davenport - *Treasurer/Tenant Commissioner*
Isolina Ortiz - *Assistant Treasurer/Tenant Commissioner*
Rebecca Golebieski - *Commissioner*

David J. Keyser, PHM
*Executive Director
and Secretary*



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