

MINUTES

Seymour Housing Authority

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➤ 1082nd Regular Meeting

The 1082nd 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 December 10, 2025, and was called to order by Chairperson White at 6:12 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Davenport, 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 1080th Special Meeting held November 12, 2025

Commissioner Bellucci motioned to accept the minutes of the 1080th Special 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, 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, Davenport, Golebieski, Ortiz and White. Vice-Chairperson White declared the motion carried and the Bills approved for payment as presented.

➤ Executive Director's Report

See Annual Report in 1081st Meeting.

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➤ Old Business

None

➤ New Business

Commissioner White introduced Resolution # 478 concerning Board Approval to write off \$9,227.43 in Collection Loss for Rev. Callahan House. (See Exhibit II.)

Commissioner Bellucci motioned to adopt Resolution # 478 concerning Board Approval to write off \$9,227.43 in Collection Loss for Rev. Callahan House, Commissioner Golebieski seconded the motion.

Chairperson White acknowledged the motion and it's second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		
Davenport	X		
Golebieski	X		
Ortiz	X		
White	X		

Chairperson White declared the motion carried and declared Resolution concerning Board Approval to write off \$9,227.43 in Collection Loss for Rev. Callahan House duly adopted as presented.

Commissioner White introduced Resolution # 479 concerning Board Approval to write off \$2,272.18 in Collection Loss Norman Ray House. (See Exhibit III.)

Commissioner Bellucci motioned to adopt Resolution # 479 concerning Board Approval to write off \$2,272.18 in Collection Loss for Norman Ray House. Commissioner Ortiz seconded the motion.

Chairperson White acknowledged the motion and it's second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
Commissioner	Aye	Nay	Abstain
Bellucci	X		
Davenport	X		
Golebieski	X		
Ortiz	X		
White	X		

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Chairperson White declared the motion carried and declared Resolution #479 concerning Board Approval to write off \$2,272.18 in Collection Loss for Norman Ray House duly adopted as presented.

Commissioner White introduced Resolution # 480 concerning Board Approval to write off \$9,825.30 in Collection Loss for the Moderate Rental Program. (See Exhibit IV.)

Commissioner Bellucci motioned to adopt Resolution # 480 concerning Board Approval to write off \$9,825.30 in Collection Loss for the Moderate Rental Program. Commissioner Davenport seconded the motion.

Chairperson White acknowledged the motion and it's second and asked for a Roll Call Vote which was recorded as follows:

	Vote		
	Aye	Nay	Abstain
Commissioner			
Bellucci	X		
Davenport	X		
Golebieski	X		
Ortiz	X		
White	X		

Chairperson White declared the motion carried and declared Resolution concerning Board Approval to write off \$9,825.30 in Collection Loss for Moderate Rental Program duly adopted as presented.

Chairperson White introduced the Moderate Rental Occupancy Standards as they Pertain to Over Housed and Overcrowded Occupancy. (See Exhibit V.)

Discussion followed and the Executive Director discussed the proposed changes and clarification to the Tenant Selection and Continued Occupancy Policy as we as the Moderate Rental Lease.

After some further discussion Commissioner Bellucci motioned to adopt the proposed Moderate Rental Occupancy Standards as they Pertain to Over Housed and Overcrowded Occupancy. Commissioner Ortiz seconded the motion. Chairperson White acknowledged the motion and its second 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.

Chairperson White introduced the Moderate Rental Rules and Regulations as they pertain to Peaceful Enjoyment of the Premises. (See Exhibit VI)

Discussion followed and the Executive Director discussed the proposed Moderate Rental Rules and Regulations as pertain to Peaceful Enjoyment of the Premises. He stated that the proposed examples and definitions as presented are to be placed into the Moderate Rental Rules and Regulations, and not in the Lease. However, the Lease provision that

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residents must follow and be compliant with any rules and regulations promulgated by the Seymour Housing Authority.

Attorney Stamos agreed that the term Peaceful Enjoyment is rather vague, he cautioned, however, that we should add that the listed definitions are examples of breach of peaceful enjoyment, but should not be limited to. He recommended this in the event someone is breaching peaceful enjoyment in some other way that is not listed in these examples.

After some further discussion Commissioner Bellucci motioned to adopt the proposed language to Moderate Rental Rules and Regulations as they pertain to Peaceful Enjoyment and to add that these examples are not limited to what is presented. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second 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.

➤ Any Other Business Pertaining to the Board

None

➤ Adjournment

Chairperson White asked for a motion to adjourn the 1082ndrd meeting of the Seymour Housing Authority. At 6:28 P.M. Commissioner Bellucci motioned to adjourn the 1082nd Meeting of the Seymour Housing Authority. Commissioner Ortiz 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 1082nd 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: November 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>
23	11/13/2025	No	DD	SHA PAYROLL	Payroll #23	No	\$37,539.81
24	11/24/2025	No	DD	SHA PAYROLL	Payroll #24	No	\$37,808.49
17147	11/13/2025	No	CHK	WEX BANK	Fuel Purchases	No	\$2,008.19
17148	11/21/2025	No	CHK	Advance Communications Inc	Message service: 9/10/2025 - 10/7/2	No	\$458.34
17149	11/21/2025	Yes	CHK	AmTrust North America	Workers Compensation Policy KWC	No	\$1,610.00
17149	11/21/2025	No	VD	AmTrust North America	wrong GL charge account	No	(\$1,610.00)
17150	11/21/2025	No	CHK	Anthem Blue Cross Blue Shield	Billing Period: 12/01/2025 - 01/01/20	No	\$9,485.76
17151	11/21/2025	No	CHK	Home Depot Credit Services	Grout and mortar	No	\$5,000.53
17152	11/21/2025	No	CHK	St. Treasurer For Merfund	MERF 10-2025	No	\$13,015.90
17153	11/21/2025	No	CHK	Talix	NSC Service Agreement	No	\$459.00
17154	11/21/2025	No	CHK	T-Mobile	Monthly Service Charges 9/21/2025	No	\$205.35
17155	11/21/2025	No	CHK	Accavallo & Company LLC	Callahan Monthly accounting service	No	\$3,923.75
17156	11/21/2025	No	CHK	Aflac Attn: Remittance Processing	October 2025 Bill Period Act# DHF8	No	\$481.56
17157	11/21/2025	No	CHK	Aquarion Water Company	Act# 200086455 - Ray	No	\$120.22
17158	11/21/2025	No	CHK	Aquarion Water Company	Act# 200086443 - Callahan	No	\$120.22
17159	11/21/2025	No	CHK	Arthur J Davies State Marshal	SHA vs Teal, Evict Summons	No	\$85.00
17160	11/21/2025	No	CHK	AssuredPartners	Renewal of Commercial Auto Cover	No	\$11,040.88
17161	11/21/2025	No	CHK	Bloxam Enterprises, LLC	Clean carpet at Callahan	No	\$204.00
17162	11/21/2025	No	CHK	Comcast	Act# 8773 40 216 0510406 - Callaha	No	\$262.72
17163	11/21/2025	No	CHK	Comcast	Act# 8773 40 216 00270270 - Callah	No	\$1,912.48
17164	11/21/2025	No	CHK	Comcast	Act# 8773 40 216 0041287 - Ray	No	\$968.11
17165	11/21/2025	No	CHK	Comcast	Act# 8773 40 216 0174468 - Callaha	No	\$193.80
17166	11/21/2025	No	CHK	Comcast	Act# 8773 40 216 0256349 - Ray	No	\$187.36
17167	11/21/2025	No	CHK	Eversource	Act# 5775 048 0048 - Callahan Gas	No	\$976.84
17168	11/21/2025	No	CHK	Eversource	Act# 5177 958 3004 - Callahan Elect	No	\$8,695.88
17169	11/21/2025	No	CHK	Eversource	Act# 5145 776 4090 - Ray	No	\$224.10
17170	11/21/2025	No	CHK	Eversource	Act# 5136 648 3014 - Ray	No	\$1,578.04
17171	11/21/2025	No	CHK	Eversource	Act# 5136 410 4042 - Ray	No	\$7.02
17172	11/21/2025	No	CHK	Friends Of Fur LLC	Treat 2J for roaches	No	\$190.00
17173	11/21/2025	No	CHK	Frontier	Act# 203-881-2464-110206-5 - Calla	No	\$687.44
17174	11/21/2025	No	CHK	Interstate Waste Services	Callahan November 2025 Trash Ser	No	\$605.91
17175	11/21/2025	No	CHK	Interstate Waste Services	Ray November 2025 Trash Service	No	\$549.09
17176	11/21/2025	No	CHK	Lincoln National Life Insurance C	Coverage: 12/01/2025 - 12/31/2025	No	\$430.80
17177	11/21/2025	No	CHK	Management Computer Services I	Monthly Support Fee	No	\$1,928.84
17178	11/21/2025	No	CHK	NRG Business Marketing	Act# 726491 - 966599	No	\$800.49
17179	11/21/2025	No	CHK	Nurse's Touch Cleaning Service L	Ray October 2025 Monthly cleaning	No	\$4,490.00
17180	11/21/2025	No	CHK	Purchase Power	Postage	No	\$1,200.00
17181	11/21/2025	No	CHK	VSP	December 2025 billing 30019995	No	\$66.73
17182	11/21/2025	No	CHK	Aquarion Water Company	Act# 200086434 - Ray	No	\$78.64
17183	11/21/2025	No	CHK	Aquarion Water Company	Act# 200086423 - Callahan Water	No	\$81.57
17184	11/21/2025	No	CHK	AmTrust North America	Workers Compensation Policy KWC	No	\$1,610.00
17185	11/24/2025	No	CHK	Spruce Scoop Dog Waste Remov	28 & 32 Smith Street clean up & gre	No	\$528.52
17186	11/24/2025	No	CHK	Accavallo & Company LLC	MR Monthly accounting services for	No	\$1,045.00
17187	11/24/2025	No	CHK	Allen's Plumbing Supply	Plumbing supplies	No	\$76.48
17188	11/24/2025	No	CHK	Aquarion Water Company	Act# 200535871 - 14 Seymour	No	\$16.43
17189	11/24/2025	No	CHK	Comcast Business	Act# 8773 40 216 0263568 - SHA	No	\$376.86
17190	11/24/2025	No	CHK	Derby Glass Company Inc.	Fabricate 3 screens for 2 Brothers	No	\$476.00

Minuteman
Exhibit P
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: November 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>
17191	11/24/2025	No	CHK	ERS Plumbing and Heating LLC	Replaced ball valve for main water s	No	\$250.00
17192	11/24/2025	No	CHK	Eversource	Act# 5111 869 4017 - MR	No	\$45.71
17193	11/24/2025	No	CHK	Eversource	Act# 5147 148 3099 - SHA	No	\$192.30
17194	11/24/2025	No	CHK	Eversource	Act# 5129 348 3053 - 1 Seymour Av	No	\$17.72
17195	11/24/2025	No	CHK	Ferguson & McGuire/APS	Directors & officers policy	No	\$7,992.00
17196	11/24/2025	No	CHK	Frontier	Act# 203-888-4579-123179-5 - SHA	No	\$552.76
17197	11/24/2025	No	CHK	HD Supply	Wall plates switch plates	No	\$1,319.53
17198	11/24/2025	No	CHK	Nurse's Touch Cleaning Service L	Monthly Cleaning Service Septembe	No	\$380.00
17199	11/24/2025	No	CHK	Precision Glass LLC	Fabricate new screen for 16 Chamb	No	\$70.00
17200	11/24/2025	No	CHK	St. Treasurer For Merfund	MERF 11-2025	No	\$13,224.85
17201	11/24/2025	No	CHK	Aquarion Water Company	Act# 200246069 - 2 Brothers	No	\$10.54
17202	11/24/2025	No	CHK	Aquarion Water Company	Act# 200262479 - 4 Brothers	No	\$23.22
17203	11/24/2025	No	CHK	Aquarion Water Company	Act# 200378269 - 8 Brothers	No	\$41.62
17204	11/24/2025	No	CHK	Aquarion Water Company	Act# 200463455 - 26 Seymour	No	\$14.46
17205	11/24/2025	No	CHK	Aquarion Water Company	Act# 200249961 - 17 Seymour	No	\$14.50
17206	11/24/2025	No	CHK	Aquarion Water Company	Act# 200552568 - 1 Seymour	No	\$14.04
17207	11/24/2025	No	CHK	Aquarion Water Company	Act# 200552669 - 25 Seymour Ave	No	\$14.89
17208	11/24/2025	No	CHK	Eversource	Act# 5159 046 4053 - 4 Brothers	No	\$41.55
17209	11/24/2025	No	CHK	Eversource	Act# 5145 266 4030 - 8 Brothers	No	\$19.44
17210	11/24/2025	No	CHK	Eversource	Act# 5186 336 4022 - 14 Seymour	No	\$13.28
17211	11/24/2025	No	CHK	Eversource	Act# 5186 766 4070 - 26 Seymour	No	\$23.74

Moderate Rental

Filter Criteria Includes: 1) Program: Moderate Rental 2) Project: All Projects 3) Payment Date: All 4) Financial Period: November 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

<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>
40883	11/21/2025	No	CHK	Ally	2023 Chevy Bolt October 2025	No	\$564.24
40884	11/21/2025	No	CHK	Buddy's Fuel, LLC	Annual Cleaning at 34 Chamberlin	No	\$4,380.00
40885	11/21/2025	No	CHK	Buddy's Fuel, LLC	Oil delivery for 1 Seymour	No	\$2,199.20
40886	11/21/2025	No	CHK	Connecticut Housing Finance Aut	Loan 96089D payment SHA Hoffma	No	\$481.35
40887	11/21/2025	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	No	\$2,940.11
40888	11/21/2025	No	CHK	Seymour Housing Authority	Purchase Money Market for Sick Ti	No	\$900.00
40889	11/21/2025	No	CHK	Seymour Housing Authority	Wire Fee	No	\$10.00
40890	11/21/2025	No	CHK	Seymour Housing Authority	CHFA wire shortage for invoices. AC	No	\$1.80
40891	11/21/2025	No	CHK	Seymour Housing Authority	MR AMEX ACH funding for inv 0423	No	\$3,250.94
40892	11/24/2025	No	CHK	Seymour Housing Authority	Fund AP Nov MR	No	\$17,367.24
40893	11/24/2025	No	CHK	Seymour Housing Authority	Fund Payrolls # 23 24 MR	No	\$18,188.66
40894	11/25/2025	No	CHK	Seymour Housing Authority	Fund AP-2 Nov Part 2 MR	No	\$10,186.09

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>
223	11/26/2025	No	CHK	Eagle Environmental Inc.	Hazardous Building Materials Monito	No	\$6,582.50
224	11/26/2025	No	CHK	HousingToHome,LLC	Travel reimbursement	No	\$149.80
225	11/26/2025	No	CHK	Quisenberry Arcari Architects, LL	Construction Admin & Close out	No	\$7,858.50

Filter Criteria Includes: 1) Program: Federal 2) Project: All Projects 3) Payment Date: All 4) Financial Period: November 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
21095	11/12/2025	No	CHK	Seymour Housing Authority	Voucher# 092-01191628 disbursed	No	\$0.10
21096	11/21/2025	No	CHK	Ally	2022 Chevy Silverado	No	\$1,454.82
21097	11/21/2025	No	CHK	Comprehensive Grants Managem	Ross Grant renewal	No	\$4,500.00
21098	11/21/2025	No	CHK	HARRG, Inc.	Commercial Liability - Installment 3	No	\$4,037.00
21099	11/21/2025	No	CHK	Housing Insurance Services Inc.	Commercial Property - Installment 3	No	\$7,470.00
21100	11/21/2025	No	CHK	Online Information Services Inc	Online Rental Exchange criminal an	No	\$220.01
21101	11/21/2025	No	CHK	Siemens Industry Inc	Fire Service Agreement for Callahan	No	\$8,614.00
21102	11/21/2025	No	CHK	Swanson Electric LLC	Provide power for wifi router and rac	No	\$300.00
21103	11/21/2025	No	CHK	Talix	Desktop computers	No	\$3,985.00
21104	11/21/2025	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	No	\$4,355.72
21105	11/21/2025	No	CHK	Seymour Housing Authority	Purchase Money Market for Sick Ti	No	\$1,320.00
21106	11/21/2025	No	CHK	Seymour Housing Authority	FED AMEX ACH funding for inv 042	No	\$1,431.34
21107	11/24/2025	No	CHK	Seymour Housing Authority	Fund AP Nov Federal	No	\$48,478.46
21108	11/24/2025	No	CHK	Seymour Housing Authority	Fund Payroll # 23 & 24 Federal	No	\$25,678.11
21109	11/25/2025	No	CHK	Seymour Housing Authority	Fund AP-2 Nov Federal	No	\$9,414.23

Smithfield Gardens

Filter Criteria Includes: 1) Program: Smithfield Gardens 2) Project: All Projects 3) Payment Date: All 4) Financial Period: November 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

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
92702	11/21/2025	No	CHK	Seymour Housing Authority	SGAL AMEX ACH funding for inv 04	No	\$2,077.12
92703	11/24/2025	No	CHK	Accavallo & Company LLC	SGAL Monthly accounting services f	No	\$810.00
92704	11/24/2025	No	CHK	Advance Communications Inc	Message Service: 10/08/2025 - 11/0	No	\$410.56
92705	11/24/2025	No	CHK	Aquarion Water Company Of CT	Act# 200204656 - SGAL	No	\$125.39
92706	11/24/2025	No	CHK	Clear Water	Full Service Water Treatment Progra	No	\$145.84
92707	11/24/2025	No	CHK	Comcast	Act# 8773 40 216 0069528 - SGAL	No	\$221.80
92708	11/24/2025	No	CHK	Comcast	Act# 8773 40 216 0069510 - SGAL	No	\$2,643.12
92709	11/24/2025	No	CHK	Comcast	Act# 8773 40 216 0381287 - SGAL	No	\$205.47
92710	11/24/2025	No	CHK	Constellation Newenergy Inc	Act# 51083234013976292004	No	\$3,548.21
92711	11/24/2025	No	CHK	Danilo's Painting LLC	Paint apt 102	No	\$1,418.00
92712	11/24/2025	No	CHK	Eversource	Act# 5766 997 0055 - SGAL	No	\$114.25
92713	11/24/2025	No	CHK	Eversource	Act# 5747 654 0034 - SGAL Gas	No	\$3,557.49
92714	11/24/2025	No	CHK	Eversource	Act# 51083234013 - SGAL	No	\$4,301.97
92715	11/24/2025	No	CHK	Ferrari's Appliance	Replaced door lock on speed queen	No	\$212.70
92716	11/24/2025	No	CHK	Frontier	Act# 203-888-5093-092806-5 - SGA	No	\$834.80
92717	11/24/2025	No	CHK	Gary's East Coast Service, Inc.	Replaced bad temp probe on dishwa	No	\$711.78
92718	11/24/2025	No	CHK	Glendale Senior Dining, Inc.	Meal Services - October 2025 (Inv.	No	\$40,366.87
92719	11/24/2025	No	CHK	Home Depot Credit Services	Paint	No	\$223.77
92720	11/24/2025	No	CHK	Interstate Waste Services	SGAL November 2025 Trash Servic	No	\$742.84
92721	11/24/2025	No	CHK	Jeff's Appliance And Vacuums	Handle for refrigerator	No	\$176.45
92722	11/24/2025	No	CHK	Market Pros International	Digital Marketing	No	\$500.00
92723	11/24/2025	No	CHK	NRG Business Marketing	Act# 726491-962403	No	\$3,393.93
92724	11/24/2025	No	CHK	Nurse's Touch Cleaning Service L	SGAL October 2025 Locker room cl	No	\$450.00
92725	11/24/2025	No	CHK	Robert Brian Gillie	One-Hour Performance	No	\$160.00
92726	11/24/2025	No	CHK	Tecogen	Billing Period: 10/01/2025 - 10/31/20	No	\$2,520.48
92727	11/24/2025	No	CHK	Theo Pro	File PreApprovals 07/16/25-10/31/25	No	\$165.00
92728	11/24/2025	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	No	\$5,200.00
92729	11/24/2025	No	CHK	Seymour Housing Authority	Purchase Money Market for Sick Ti	No	\$600.00
92730	11/24/2025	No	CHK	Seymour Housing Authority	Fund AP Nov SGAL	No	\$8,488.86
92731	11/24/2025	No	CHK	Seymour Housing Authority	Fund Payrolls # 23 24 SGAL	No	\$31,481.53
92732	11/24/2025	No	CHK	Home Depot Credit Services	Misc maintenance supplies	No	\$188.44
92733	11/25/2025	No	CHK	Seymour Housing Authority	Fund AP -2 Nov SGAL	No	\$6,666.60

Minutes
Exhibit J

Resolution #478

A resolution concerning Board approval to write off \$9,227.43 in Collection Loss for Rev. Callahan House
CT035000001

Whereas, the Seymour Housing Authority has exhausted all reasonable legal measures of collection to satisfy these outstanding balances, and

Whereas, the balance being requested to be written off as follow:

Tenant	Former Address	Balance	Date of Vacate
Rafael Acevedo	32 Smith Apt 4U	\$4,307.50	02/07/2025
Margaret Baldwin	32 Smith Apt 4T	\$ 40.00	02/27/2025
Kelvin Brown	32 Smith Apt 4N	\$ 4,349.93	04/28/2025
James E Black	32 Smith Apt 2G	\$530.00	11/07/2025

Now Therefore, Be it Resolved that the Board of Commissioners approve of the proposed write off the total balance of \$9,227.43 in Collection Loss.

Brenda A. White – Chairperson

(SEAL)

Date

Minutes
Exhibit III

Resolution #479

A resolution concerning Board approval to write off \$2,272.18 in Collection Loss for Norman Ray House
CT035000002

Whereas, the Seymour Housing Authority has exhausted all reasonable legal measures of collection to satisfy these outstanding balances, and

Whereas, the balance being requested to be written off as follow:

Tenant	Former Address	Balance	Date of Vacate
Robert Maggi	133 Walnut Apt 16	\$ 121.52	03/12/2025
Jean Christansen	133 Walnut Apt 09	\$ 289.66	05/12/2025
Edwin Jacek	133 Walnut Apt 27	\$ 1,861.00	10/02/2025

Now Therefore, Be it Resolved that the Board of Commissioners approve of the proposed write off the total balance of \$2,272.18 in Collection Loss.

Brenda A. White – Chairperson

Date

(SEAL)

Minutes
Exhibit H

Resolution #480

A resolution concerning Board approval to write off \$9,825.30 in Collection Loss for the State Moderate Rental Properties MR 19, 19A, 66 & 008.

Whereas, the Seymour Housing Authority has exhausted all reasonable legal measures of collection to satisfy these outstanding balances, and

Whereas, the balance being requested to be written off as follow:

Tenant	Former Address	Balance	Date of Vacate
Project: 088 - State Moderate Rental			
Kimberly Daniels	18 Chamberlin Road	\$1,227.87	05/12/2025
Project: 019 - State Moderate Rental			
Chakib Elhanaoui	23 Chamberlin Road	\$253.04	02/04/2025
Tammy Garrison	16 Chamberlin Road	\$440.85	02/27/2025
Shante Vines	11 Chamberlin Road	\$3,608.60	10/13/2025
Project: 19A - State Moderate Rental			
Susan Taylor-Smith	17 Seymour Avenue	\$4,294.94	04/22/2025

Now Therefore, Be it Resolved that the Board of Commissioners approve of the proposed write off the total balance of \$9,825.30 in Collection Loss.

Brenda A. White – Chairperson

Date

(SEAL)

OCCUPANCY STANDARDS AND UNIT TRANSFER POLICY

This policy defines the minimum and maximum occupancy requirements for dwelling units within the State of Connecticut Moderate Rental Program (CTMRP) and outlines the mandatory procedure for tenants deemed "over-housed." These standards are enforced to ensure fair housing, efficient resource allocation, and compliance with all program and safety guidelines.

1. Occupancy Standards Chart

Occupancy is determined by the number of individuals (occupants) listed on the current lease agreement. Maximum occupancy adheres to the federally recognized standard of two people per bedroom.

Unit Type	Minimum Occupancy (CTMRP Requirement)	Maximum Occupancy (Fair Housing Standard)
Two-Bedroom (2BR)	Two (2) Occupants	Four (4) Occupants
Three-Bedroom (3BR)	Three (3) Occupants	Six (6) Occupants

Note on Maximum Occupancy: The maximum limits are established to prevent overcrowding and ensure compliance with the principles of the Federal Fair Housing Act and general public health standards, which typically restrict occupancy to two people per bedroom.

2. Determination of Over-Housed Status

A household is deemed "Over-Housed" if the number of legal occupants in the dwelling unit falls below the **Minimum Occupancy Standard** defined in the chart above.

Example: If a household residing in a Three-Bedroom Unit reduces its occupancy to two (2) individuals, it is considered over-housed.

3. Determination of Overcrowded Status

A household is deemed "Overcrowded" if the number of legal occupants in the dwelling unit exceeds the **Maximum Occupancy Standard** defined in the chart above.

Overcrowding is a material violation of the lease agreement.

4. Mandatory Unit Transfer Requirement (Over-Housed)

If the Tenant is determined to be over-housed (i.e., fails to meet the minimum occupancy required for their current unit size), the Tenant is **required to transfer** to a smaller, appropriately sized unit as soon as a suitable unit becomes available.

Specifically, any household deemed over-housed in a **Three-Bedroom Unit (3BR)** will be required to transfer to an available **Two-Bedroom Unit (2BR)**, provided the household meets the Two-Bedroom Unit's minimum occupancy standard.

The Tenant must cooperate fully with Management to complete the transfer process, including signing a new lease for the smaller unit, within the time frame specified by Management upon notification of unit availability. Failure to comply with a mandatory unit transfer requirement constitutes material non-compliance with the lease agreement and may result in tenancy termination.

Family Composition and Transfer Requirement

- 1. Program Designation.** The MODERATE Rental Program is designated as a *Family Program* and is intended for occupancy by households that meet the definition of a "family," which shall consist of **two (2) or more persons** as defined by Housing Authority policy and applicable HUD regulations.
- 2. Change in Family Composition.** In the event the Tenant's family composition changes such that the household no longer meets the definition of a "family," the Tenant agrees to transfer to an appropriately sized dwelling unit, as determined by the Housing Authority, within **six (6) months** from the effective date of the change in family composition.
- 3. Failure to Comply.** Failure of the Tenant to comply with the provisions of this Section may constitute a material violation of this Lease and may result in termination of tenancy or assistance, in accordance with Housing Authority policies and applicable federal regulations.

From the Moderate Rental Lease

D. If the Housing Authority determines that the size of the dwelling unit is no longer appropriate to the Tenants' needs, the Housing Authority may amend this lease by an appropriate notice to the Tenant, in accordance with Section 9 hereof, that the Tenant will be required to move to an appropriate size unit, giving the Tenant a reasonable time in which to move.

From the Tenant Selection and Continued Occupancy Policy

H. Occupancy Standards

The age, sex and relationship of the members of the family will be taken into consideration in assigning unit sizes.

Units will be assigned as follows:

<u>Number of Bedrooms</u>	<u>Minimum</u>	<u>Maximum</u>
2	2	4
3	4	6

Seymour Housing Authority's Moderate Rental Housing stock consists solely of two bedroom and three-bedroom apartments. In an effort to efficiently utilize this stock and to maximize the supply of housing for larger families, the Seymour Housing Authority will apply the following principals in addition to the above occupancy standards: Two-bedroom apartments may be filled with families consisting of one or two adults with two children or other members of similar sex. Families consisting of four members, being one or two adults and two children or other members of opposite sex shall be offered a three-bedroom apartment.

The next eligible applicant shall be offered a suitable unit at a location, which contains the larger number of vacancies. If such offer is rejected, the applicant shall be offered another unit at a location containing the next largest number of vacancies. If the applicant rejects both offers, the application will be removed from the waiting list.

If the applicant provides clear evidence of "good cause" for the refusal due to an undue hardship, not caused by discriminatory practices, the refusal shall not count as a rejection.

Determining Unit Size at Move-In. The Seymour Housing Authority's goal is to balance the need to avoid overcrowding with the need to make the best use of available space. The Seymour Housing Authority will consider both the number of persons in the household and the relationship and sex of those persons.

a. Household members. To determine how many bedrooms a family may have, Seymour Housing Authority may count:

1. all full-time members of the household,
2. children who are away at school but live with the family during school recesses,
3. children who are subject to a joint custody agreement but live in the unit at least 50% of the time,
4. an unborn child,
5. missing children, and
6. live-in attendants.

NOTE: Seymour Housing Authority does not provide bedroom space for individuals who are not members of the household such as adult children on active military duty, permanently institutionalized family members, incarcerated individuals, or visitors.

b. General Occupancy Standards.

1. children of the same sex should share a bedroom,
2. unrelated adults and persons of the opposite sex (other than spouses) may occupy separate bedrooms, and
3. children should not share a bedroom with parents.

Overcrowded or Underutilized Units.

a. After move-in, if the unit becomes overcrowded or underutilized because of changes in household composition, the Seymour Housing Authority should require the family to move to an appropriate size unit when one becomes available.

b. In deciding whether the tenant should be required to move, the Seymour Housing Authority should consider the following:

1. Is there an appropriately sized unit in the project?

2. Is there a market for the size of unit the tenant would be vacating? If the tenant is occupying a unit that is larger than needed and there is no demand for that larger unit, the Seymour Housing Authority need not require the tenant to move from the larger unit until there is a demand for that size of unit.

3. How long will the tenant remain in the project? Had he/she given an indication of moving out of the project? If the tenant will be moving within a few months, the Seymour Housing Authority need not require the tenant to transfer.

4. The financial impact on the tenant.

c. If the Seymour Housing Authority requests the tenant to transfer, the tenant must be given the option of:

1. remaining in the unit and paying the higher of base rent for that unit or the approved percentage of their adjusted gross income

2. moving within 30 days after the Seymour Housing Authority notifies him/her that a unit of the required size is available within the complex.

The Seymour Housing Authority does not have emergency housing and cannot house applicants until other applicants of the same family size ahead of them on the waiting list are housed.

The Seymour Housing Authority does not offer lateral transfers to units of similar size.

*Minutes
Exhibit VI*

Q.1 General Rule and Standard of Conduct (Foundation for Enforcement)

The Tenant covenants and agrees that the Tenant and all persons who are on the Premises with the Tenant's consent (Guests) shall, at all times, conduct themselves in a manner that: (a) strictly adheres to the definitions and prohibitions detailed in this Conduct Rider; (b) ensures the Peaceful and Quiet Enjoyment of all accommodations by all neighbors, tenants, and occupants; and (c) maintains the Project in a decent, safe, sanitary, non-coercive, and non-hostile condition, consistent with the duties imposed by Connecticut General Statutes § 47a-11(g) and (h). Any conduct violating this Section shall constitute a Material Noncompliance with the Rental Agreement, providing immediate grounds for issuance of a Notice to Cure or Terminate pursuant to CGS § 47a-15.

Q.2 Prohibition of Invasive and Intrusive Conduct (Addressing "Busy Body" Behavior)

Tenant is strictly prohibited from engaging in Unwarranted Intrusion, Coercive Conduct, or Unauthorized Imposition of Will upon any other resident, their guests, or the Landlord's management staff. Such prohibited conduct includes, but is not limited to:

Q.2.1 Invasion of Privacy and Monitoring

Persistent, unwelcome observation, monitoring, or surveillance of other residents' movements, activities, guests, or belongings outside of the Tenant's own Leased Premises. This includes, but is not limited to, the persistent "busy body minding everyone else's business" that creates friction and toxicity within the community, substantially interfering with a neighbor's comfort.

Q.2.2 Unauthorized Rules and Coercive Conduct

The active enforcement or attempted imposition of personal, unauthorized rules, restrictions, or regulatory authority over the conduct of other tenants or the use of common areas, beyond those officially established by the Landlord. Furthermore, Coercive Conduct—defined as any non-emergency communication or persistent interaction with neighbors that is unsolicited, unwelcome, or intended to dictate their actions, cause alarm, or interfere with their private management of their own affairs or property—is strictly prohibited.

Q.3 Prohibition of Disruptive Communication and Harassment (Social Nuisance)

Tenant shall not engage in any behavior, whether verbal, written, or physical, intended to harass, intimidate, threaten, or bully any person on the Premises. This includes, but is not limited to, actions constituting a Nuisance defined as conduct which interferes substantially with the comfort or safety of other tenants.

Q.3.1 Bullying, Gossip, and Conversations

The use of aggressive, domineering, or hostile words, gestures, or actions toward any resident or guest is prohibited. Specifically, the willful dissemination of "cruel gossip or rumors about a person" intended to damage that person's reputation, friendships, or standing in the community, or otherwise causing them annoyance or alarm, is a breach of this Rider.

Q.3.2 FHA Discriminatory Harassment (Civil Rights)

Engaging in any unwelcome conduct that is based on a person's race, color, religion, sex, disability, familial status, or national origin (or any other characteristic protected by CT or federal law), which is sufficiently severe or pervasive to create a hostile living environment, is strictly prohibited. Any established act of discriminatory harassment shall be considered a severe and immediate Material Noncompliance breach, justifying immediate termination proceedings.

Q.4 Noise, Operation, and Vehicle Control

Tenant agrees not to make or permit any disturbing noises that would breach the covenant of quiet enjoyment for other tenants.

Q.4.1 Excessive Noise

All sound originating from the Leased Premises or generated by the Tenant or Guests, including but not limited to music, hooting, yelling, shouting, singing, operational sounds (machinery, appliances, stereo, television, musical instruments), must be confined within the Leased Premises and must not materially interfere with the enjoyment of adjacent units. Noise that is plainly audible outside the boundaries of the Leased Premises between the hours of 10:00 PM and 8:00 AM is defined as excessive and constitutes a violation of this Rider. Conduct constituting "unreasonable noise with intent to cause inconvenience, annoyance, or alarm" may simultaneously constitute a Material Breach of Lease and a violation of Connecticut's criminal laws regarding public disturbance or disorderly conduct (CGS §§ 53a-181a and 182).

Q.4.2 Unreasonable Use of Motor Vehicles

The use or operation of motor vehicles on the Premises by the Tenant or Guests is prohibited if it creates a noise nuisance or safety hazard. This includes: excessive engine revving, loud exhaust systems, playing excessively loud stereos from vehicles, speeding, using the Premises for unauthorized vehicular stunts or aggressive driving, or using designated parking areas for unauthorized or prolonged maintenance.

Q.5. Exclusive Possession and Trespass on Leased Space

The Lease grants the Tenant exclusive possession of the specific interior dwelling unit and any explicitly designated exterior areas (e.g., balconies, patios, assigned parking). The right to exclusive possession grants the tenant control over that area against all others, including the landlord (except for statutory entry rights).

Q.5.1 Prohibition of Trespass on Neighbors' Leased Space

Tenant and Guests are strictly prohibited from entering, traversing, using, or placing any object upon any portion of the Project that has been leased for the sole and exclusive possession of another resident. This includes, without limitation, unauthorized entry onto another unit's designated private patio, balcony, or assigned parking space. Unauthorized intrusion upon a neighbor's exclusive space is a breach of both the quiet enjoyment covenant and the duty of non-trespass, and will be treated as a Material Noncompliance violation.