

MINUTES

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Seymour Housing Authority

➤ 1088th Special Meeting

The 1088th 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 July 15, 2026, and was called to order by Chairperson White at 5:51 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

None

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 1087th Reg Meeting held June 3, 2026.

Commissioner Bellucci motioned to accept the minutes of the 1087th Regular Meeting as presented. Commissioner Davenport seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Davenport, 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 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, Davenport, Ortiz and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

The Executive Director Authority continues to experience a telephone outage affecting incoming calls due to Frontier service issues. Outgoing calls remain operational through secondary lines, and an answering service has been utilized. Residents have been notified of the disruption.

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➤ **Executive Director's Report**

See Exhibit II

Occupancy and Vacancy Report

The Board reviewed occupancy and vacancy statistics for all Authority properties.

- **Callahan House**
 - Remained fully occupied during June.
 - Average unit turnaround time: approximately 44 days.
 - Vacancy percentage remained below HUD performance thresholds despite exceeding allowable vacancy days.
- **Norman Ray House**
 - One move-out and two move-ins occurred during June.
 - Property remains fully occupied.
 - Average turnover is approximately 45 days.
 - Vacancy performance remains within acceptable limits.
- **Moderate Rental Program**
 - Seven units remained vacant.
 - Two move-outs and two transfers completed during June.
 - Average turnover is approximately 40 days.
 - Vacancy loss exceeded budget; however, the Authority received approximately \$11,000 in state vacancy reimbursement and will continue submitting reimbursement requests.
- **Smithfield Gardens Assisted Living**
 - Three move-outs and five move-ins occurred during June.
 - Three vacancies remain with applicants currently being processed.
 - Average turnover is approximately 32 days.

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Waiting Lists

The annual waiting list purge has concluded. Notices were mailed to applicants who failed to respond, and staff continue processing appeals and reinstatement requests.

Capital Improvements

The Authority received approximately \$245,000 in 2026 Capital Fund Program funding.

Projects include:

- Continued repairs to the cogeneration system.
- Replacement of damaged apartment ceilings.
- Completion of chiller control panel upgrades.

The Board discussed the need to restore full air conditioning in the community room as quickly as possible.

Resident Organizations

The Executive Director reported that the Norman Ray House Tenant Association has reorganized with a newly elected board and is updating its bylaws. The organization already maintains its nonprofit status.

Castle Heights Rehabilitation Project

Construction continues.

Updates included:

- 3 Rehabilitated units will be returned to occupancy.
- 1 additional unit has been turned over to the contractor.
- Resident relocations continue as construction progresses.

Annual Inspections

Annual inspections at the Moderate Rental properties will be conducted on July 29 and July 30 by Pat Kelson Associates.

Smithfield Gardens Boiler Project

The Authority received insurance reimbursement related to the boiler failure. The reimbursement will offset previous expenditures and may allow purchase of a second boiler.

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➤ Old Business

None

➤ New Business

Chairperson White introduced the Late Fee Regulatory changes. (See Exhibit III)

The Executive Director reviewed Connecticut's new statutory requirements governing residential late fees, effective July 1, 2026.

Key changes include:

- Only one late fee may be charged per month.
- The late fee is limited to **5% of the tenant's monthly rent or \$50, whichever is less.**
- PHA Web software will automate the calculations.

Commissioner Bellucci discussed concerns regarding chronic non-payment of rent and the accumulation of large tenant balances that the Seymour Housing Authority writes off each year. Attorney Greg Stamos explained that while tenants may accumulate significant arrearages before an eviction is completed, this is largely the result of Connecticut's statutory eviction process and court scheduling rather than delays by the Housing Authority. He noted that once the legal process begins, matters often take several weeks to reach Housing Court because eviction matters are heard on limited court calendars. He referenced a recent matter involving a private client where the rent balance was approximately \$5,600 in unpaid rent, noting that collection of such balances is often difficult and that extended timelines can result in substantial arrearages despite the Authority initiating legal action promptly.

The Executive Director further explained that the revised policy maintains the Authority's existing collection procedures, including reminder notices, pre-termination notices, payment agreements when appropriate, and referral to legal counsel for eviction proceedings when necessary.

After discussion, review, and questions about Late Fee Regulatory changes, Commissioner Bellucci motioned to approve the Late Fee Regulatory changes as presented and statutorily implemented for July 1, 2026. 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, Davenport, Ortiz and White. Chairperson White declared the motion carried.

Chairperson White introduced Moderate Rental Pet Policy Discussion. (See Exhibit IV)

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The Executive Director discussed significant damage caused by pets in several Moderate Rental units, including one unit requiring extensive environmental remediation and approximately \$28,000 in repairs.

Discussion included:

- Limiting new pets in the Moderate Rental Program.
- Grandfathering existing approved pets.
- Continuing to permit service and assistance animals as required by law.
- Providing residents with notice and an opportunity to comment before implementation.
- Strengthening enforcement of existing lease provisions related to pet care and sanitation.

Also was discussed the Authority's ability to regulate pets while recognizing the legal requirement to accommodate service animals and other approved assistance animals under federal and state fair housing laws. It was noted that although the Moderate Rental Program may prohibit new household pets through a lease amendment, assistance animals required as reasonable accommodations would continue to be permitted as required by law. Existing pets would be grandfathered under the current policy.

Board members also discussed:

- Difficulties enforcing pet-related lease violations due to staffing limitations and the practical challenges of monitoring compliance.
- The importance of enforcing existing lease provisions regarding sanitation, nuisance conditions, pet waste, animal control, and damage to Authority property.
- Concerns that pet ownership can negatively impact neighboring residents when animals are not properly cared for or when owners fail to clean up after their pets.
- The need to balance resident quality of life with legal obligations under fair housing laws.

The Executive Director explained that the proposal is intended to reduce future pet-related issues over time rather than immediately eliminating pets from the Moderate Rental Program, as existing approved pets would remain permitted under grandfather provision

After discussion, review, and questions about Moderate Rental Pet Policy changes, Commissioner Bellucci motioned to approve the Moderate Rental Pet Policy changes as presented and to instruct the Executive Director to notify existing residents and waiting list applicants regarding the provision for no pets upon entry and no new pets for existing residents., Commissioner Ortiz seconded the motion. Chairperson White acknowledged

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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, Ortiz and White. Chairperson White declared the motion carried.

➤ Any Other Business Pertaining to the Board

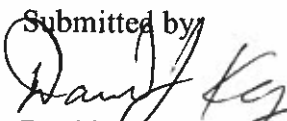
Additional matters discussed included:

- Exterior lighting repairs at Norman Ray House.
- Smoke damage caused by smoking in Moderate Rental units and the possibility of researching smoke-free policies.
- Resident concerns regarding unauthorized long-term guests and the difficulty of proving lease violations.
- Pet waste complaints and enforcement of existing lease provisions.
- Parking space management and replacement vehicle grace periods.
- Maintenance assistance requested for the tenant association bingo machine.

➤ Adjournment

Chairperson White asked for a motion to adjourn the 1088th meeting of the Seymour Housing Authority. At 6:32 P.M. Commissioner Bellucci motioned to adjourn the 1088th 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, Ortiz and White. Chairperson White declared the motion carried and the 1088th 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: All Projects 3) Payment Date: All 4) Financial Period: June 2026 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>
12	06/11/2026	No	DD	SHA PAYROLL	Payroll #12	Yes	\$38,281.0
13	06/24/2026	No	DD	SHA PAYROLL	Payroll #13	Yes	\$39,293.0
04707	06/19/2026	No	INV	American Express	Act# 6-37003 -	Yes	\$4,390.2
17644	06/17/2026	No	CHK	AmTrust North America	Workers Compensation Policy KWC	Yes	\$1,629.0
17645	06/25/2026	No	CHK	Aflac Attn: Remittance Processing	May 2026 Bill Period Act# DHF89	No	\$321.0
17646	06/25/2026	No	CHK	Anthem Blue Cross Blue Shield	Billing Period: 07/01/2026 - 08/01/20	No	\$10,641.5
17647	06/25/2026	No	CHK	Lincoln National Life Insurance C	Coverage: 07/01/2026 - 07/31/2026	No	\$430.8
17648	06/25/2026	No	CHK	VSP	July 2026 billing 30019995	No	\$66.7
17649	06/25/2026	No	CHK	Accavallo & Company LLC	Ray Accounting Services for May 20	No	\$425.0
17650	06/25/2026	No	CHK	American Rooter LLC	Snake main line at Ray House and s	No	\$647.0
17651	06/25/2026	No	CHK	Aquarion Water Company	Act# 200086443 - Callahan Fire Wat	No	\$120.98
17652	06/25/2026	No	CHK	Aquarion Water Company	Act# 200086455 - Ray Fire Water	No	\$122.81
17653	06/25/2026	No	CHK	Clear Water	Full Service Water Treatment Progra	No	\$153.13
17654	06/25/2026	No	CHK	Comcast	Act# 8773 40 216 0027070 - Callaha	No	\$2,021.98
17655	06/25/2026	No	CHK	Comcast	Act# 8773 40 216 0041287 - Ray	No	\$1,023.38
17656	06/25/2026	No	CHK	Comcast	Act# 8773 40 216 0174468 - Callaha	No	\$96.90
17657	06/25/2026	No	CHK	Comcast	Act# 8773 40 216 0256349 - Ray	No	\$196.26
17658	06/25/2026	No	CHK	Door Control, Inc.	Apartment 1E Door key	No	\$485.00
17659	06/25/2026	No	CHK	Eversource	Act# 5136 648 3014 - Ray	No	\$1,191.33
17660	06/25/2026	No	CHK	Eversource	Act# 5177 958 3004 - Callahan Gas	No	\$4,268.13
17661	06/25/2026	No	CHK	Eversource	Act# 5775 048 0048 - Gas	No	\$2,269.29
17662	06/25/2026	No	CHK	Eversource	Act# 5136 410 4042 - Ray	No	\$5.65
17663	06/25/2026	No	CHK	Eversource	Act# 5145 776 4090 - Ray	No	\$126.27
17664	06/25/2026	No	CHK	Freddy's	Snaked bathtub at 35 Ray	No	\$394.00
17665	06/25/2026	No	CHK	Frontier	Act# 203-881-2464-110206-5 - Calla	No	\$827.04
17666	06/25/2026	No	CHK	Grassy Turtle Services LLC	Ray Lawn Maintenance Agreement	No	\$2,170.00
17667	06/25/2026	No	CHK	Interstate Waste Services	Ray Monthly Trash Service for June	No	\$631.45
17668	06/25/2026	No	CHK	Interstate Waste Services	Callahan Monthly Trash Service for	No	\$696.80
17669	06/25/2026	No	CHK	Kone Inc	Maintenance Period: 06/01/2026 - 0	No	\$1,559.82
17670	06/25/2026	No	CHK	NRG Business Marketing	Act# 726491-966599	No	\$2,231.30
17671	06/25/2026	No	CHK	State of Connecticut	Elevator renewal invoice	No	\$240.00
17672	06/25/2026	No	CHK	Aquarion Water Company	Act# 200086434 - Ray	No	\$369.24
17673	06/25/2026	No	CHK	Aquarion Water Company	Act# 200086423 - Callahan	No	\$680.80
17674	06/29/2026	No	CHK	ABC Marketing	#10 Regular Envelopes	No	\$484.00
17675	06/29/2026	No	CHK	Comcast	Act# 8773 40 216 0069528 - SHA	No	\$229.80
17676	06/29/2026	No	CHK	Comcast Business	Act# 8773 40 216 0263568 - SHA	No	\$191.62
17677	06/29/2026	No	CHK	Eversource	Act# 5147 148 3099 - SHA	No	\$222.33
17678	06/29/2026	No	CHK	Frontier	Act# 203-888-4579-123179-5 - SHA	No	\$695.18
17679	06/29/2026	No	CHK	Management Computer Services I	Monthly Support Fee	No	\$1,977.09
17680	06/29/2026	No	CHK	Primo Brands BlueTriton Brands, I	Primo Purified Water 5 Gallon	No	\$207.65
17681	06/29/2026	No	CHK	Supreme Office Technology	Monthly Billing 4/24/2026 - 05/23/20	No	\$633.97
17682	06/29/2026	No	CHK	T-Mobile	Monthly service from 4/21/26 - 5/20/	No	\$208.82
17683	06/29/2026	No	CHK	WB Mason	Office Supplies	No	\$1,584.50
17684	06/30/2026	No	CHK	Accavallo & Company LLC	MR Accounting Services for May 20	No	\$245.00
17685	06/30/2026	No	CHK	Advance Communications Inc	Message Service: 04/22/26 - 05/19/	No	\$384.68
17686	06/30/2026	No	CHK	Aquarion Water Company	Act# 200373595 - 34 Seymour	No	\$27.04
17687	06/30/2026	No	CHK	Doctor RoofN' Shine	Softwash treatments of roofs on Sey	No	\$2,789.00

Minutes Exhibit I

Revolving Fund

Filter Criteria Includes: 1) Program: Revolving Fund 2) Project: All Projects 3) Payment Date: All 4) Financial Period: June 2026 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
17688	06/30/2026	No	CHK	ERS Plumbing and Heating LLC	Replace ball valve at 11 Seymour A	No	\$1,125.00
17689	06/30/2026	No	CHK	Eversource	Act# 5111 869 4017 - MR	No	\$44.84
17690	06/30/2026	No	CHK	Eversource	Act# 5145 266 4030 - 8 Brothers	No	\$233.46
17691	06/30/2026	No	CHK	Family Auto Service	Changed tires, fixed thermostat, and	No	\$2,309.00
17692	06/30/2026	No	CHK	Friends Of Fur LLC	Pest treatment for 17 & 34 Seymour	No	\$1,010.00
17693	06/30/2026	Yes	CHK	Grassy Turtle Services LLC	MR Salt Service	No	\$4,804.76
17693	06/30/2026	No	VD	Grassy Turtle Services LLC	wrong GL charge account	No	(\$4,804.76)
17694	06/30/2026	No	CHK	Gregory Stamos	Court time for various tenants	No	\$3,089.00
17695	06/30/2026	No	CHK	Home Depot Credit Services	Prowler owl	No	\$5,082.71
17696	06/30/2026	No	CHK	Professional Painters	Paint 26 Seymour Ave	No	\$1,500.00
17697	06/30/2026	No	CHK	WEX BANK	Fuel Purchases	No	\$713.64
17698	06/30/2026	No	CHK	Aquarion Water Company	Act# 200378269 - 8 Brothers	No	\$38.69
17699	06/30/2026	No	CHK	Aquarion Water Company	Act# 200262479 - 4 Brothers	No	\$12.32
17700	06/30/2026	No	CHK	Aquarion Water Company	Act# 200552669 - 25 Seymour	No	\$25.41
17701	06/30/2026	No	CHK	Aquarion Water Company	Act# 200463455 - 26 Seymour Ave	No	\$25.40
17702	06/30/2026	No	CHK	Aquarion Water Company	Act# 200249585 - 11 Seymour	No	\$17.55
17703	06/30/2026	No	CHK	Aquarion Water Company	Act# 200249961 - 17 Seymour	No	\$30.21
17704	06/30/2026	No	CHK	Aquarion Water Company	Act# 200463455 - 26 Seymour Ave	No	\$2.10
17705	06/30/2026	No	CHK	Eversource	Act# 5134 346 4095 - 25 Seymour	No	\$185.32
17706	06/30/2026	No	CHK	Eversource	Act# 5186 766 4070 - 26 Seymour A	No	\$51.46
17707	06/30/2026	No	CHK	Eversource	Act# 5159 046 4053 - 4 Brothers	No	\$66.62
17708	06/30/2026	No	CHK	Eversource	Act# 5145 856 4002 - 17 Seymour A	No	\$163.85
17709	06/30/2026	No	CHK	Nurse's Touch Cleaning Service L	SHA Office Cleanings April 2026	No	\$380.00
17710	06/30/2026	No	CHK	Grassy Turtle Services LLC	MR Salt Service	No	\$4,804.76

Federal

Filter Criteria Includes: 1) Program: Federal 2) Project: All Projects 3) Payment Date: All 4) Financial Period: June 2026 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
21182	06/09/2026	No	CHK	Advanced Alarm Security System	Pulled back up for card access syste	Yes	\$150.00
21183	06/09/2026	No	CHK	Housing Insurance Services Inc.	Policy# HAPI-794-259449-2026 Co	Yes	\$8,050.00
21184	06/09/2026	No	CHK	Seymour Housing Authority	Voucher# 092-0121878 Grant# CT2	Yes	\$17,196.00
21185	06/11/2026	No	CHK	SNE Building Systems	B1 Final Interlock Wiring Rev Callah	Yes	\$1,531.50
21186	06/12/2026	No	CHK	Comcast	Act# 8773 40 216 0510406 - Cal Co	Yes	\$442.31
21187	06/24/2026	No	CHK	Seymour Housing Authority	Fund Payroll # 12 13 Federal	Yes	\$26,475.67
21188	06/24/2026	No	CHK	Ally	2026 Chevrolet Silverado May 2026	No	\$1,893.82
21189	06/24/2026	No	CHK	HARRG, Inc.	Adjustment expense for insurance cl	No	\$5,092.00
21190	06/24/2026	No	CHK	Seymour Housing Authority	Purchase Money Market for Sick Ti	Yes	\$1,320.00
21191	06/24/2026	No	CHK	Siemens Industry Inc	Replaced supply charger at Ray	No	\$4,250.45
21192	06/24/2026	No	CHK	Ally	2022 Chevy Silverado May 2026	No	\$1,454.82
21193	06/24/2026	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	Yes	\$4,486.39
21194	06/30/2026	No	CHK	Seymour Housing Authority	Fund AP Jun Federal	Yes	\$39,298.19

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

Posted Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
112	06/11/2026	No	CHK	SNE Building Systems	B1 Callahan House Upgrade 50% Bi	Yes	\$17,196.00

Minister
Exhibit 2
Moderate Rental

Filter Criteria Includes: 1) Program: Moderate Rental 2) Project: All Projects 3) Payment Date: All 4) Financial Period: June 2026 5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
89	06/04/2026	No	CHK	Nurse's Touch Cleaning Service L	Castle Heights Revitalization, mold r	Yes	\$1,150.00
90	06/04/2026	No	CHK	Quisenberry Arcari Architects, LL	Construction Administration & Close	Yes	\$7,880.10
91	06/25/2026	No	CHK	Seymour Housing Authority	Reimbursement for Invoice No.1 for	Yes	\$42,879.90
257	06/04/2026	No	CHK	Eagle Environmental Inc.	Hazardous Materials Monitoring serv	Yes	\$8,792.50
258	06/04/2026	No	CHK	Excellent Quality Movers	Moving of 23 & 26 Seymour Ave int	Yes	\$12,220.00
259	06/04/2026	No	CHK	HousingToHome,LLC	2 move outs and 4 move backs	Yes	\$13,008.90

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>
40985	06/04/2026	No	CHK	CM Junk Removal Services LLC	Clean out unit 17 Ray	Yes	\$300.00
40986	06/24/2026	No	CHK	Seymour Housing Authority	Fund Payroll # 12 13 MR	Yes	\$18,861.73
40987	06/25/2026	No	CHK	Connecticut Housing Finance Aut	Loan 96089D payment SHA Hoffma	No	\$481.35
40988	06/25/2026	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	Yes	\$3,028.32
40989	06/25/2026	No	CHK	Seymour Housing Authority	Purchase Money Market for Sick Ti	Yes	\$900.00
40990	06/30/2026	No	CHK	Ally	2023 Chevy Bolt May 2026	No	\$1,128.48
40991	06/30/2026	No	CHK	G. Parenti's Professional Carpet	Clean floor/wall vents	No	\$1,900.00
40992	06/30/2026	No	CHK	Seymour Housing Authority	Partial correction for chk# 91 Reimb	Yes	\$6,479.00
40993	06/30/2026	No	CHK	Seymour Housing Authority	Wire Fee	Yes	\$10.00
40994	06/30/2026	No	CHK	Seymour Housing Authority	Shortage	Yes	\$0.42
40995	06/30/2026	No	CHK	Seymour Housing Authority	Wire Fee	Yes	\$10.00
40996	06/30/2026	No	CHK	Seymour Housing Authority	CHFA wire shortage	Yes	\$1.64
40997	06/30/2026	No	CHK	Seymour Housing Authority	Harland Clark Check order	No	\$26.84
40998	06/30/2026	No	CHK	Seymour Housing Authority	Fund AP MR June	Yes	\$22,670.00

Minutes
Exhibit I

Seymour Housing Authority General Ledger Account Check Register Report

Filter Criteria Includes: 1) Bank Name: TD Banknorth, 2) Bank Account: TD 4318164011 Operating Cash 4318164011, 3) Check Numbers From: All, 4) Date From: 6/1/2026 to 6/30/2026

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
92896	06/04/2026	Lamberg, William	Payment Jun 26	No	Yes	34.
92897	06/04/2026	Young at Heart Magazine, LLC	Meal Services - April 2026	No	Yes	39,900.0
92898	06/24/2026	Seymour Housing Authority	Fund Payroll # 12 13 SGAL	No	Yes	32,236.0
92899	06/25/2026	Southern Voice Band LLC	July Entertainment	No	No	150.0
92900	06/25/2026	The Occasional Players	June Entertainment	No	No	180.0
92901	06/25/2026	Young at Heart Magazine, LLC	Meal Services - May 2026 (Inv. rec'd 06-22-26)	No	No	41,230.0
92902	06/25/2026	Quinn, Judith	Payment Jun 26	No	No	861.0
92903	06/26/2026	Accavallo & Company LLC	SGAL Accounting Services for May 2026	No	No	320.0
92904	06/26/2026	Ace Refrigeration, LLC	Unclogged drain line and replace air filter	No	No	337.3
92905	06/26/2026	Advance Communications Inc	Message Service: 04/22/26 - 05/19/26	No	No	372.5
92906	06/26/2026	Aquarion Water Company Of CT	Act# 200204664 - SGAL	No	No	960.0
92907	06/26/2026	Buddy's Fuel, LLC	Delivered zone valves to Larry	No	No	1,260.0
92908	06/26/2026	Clear Water	Full Service Water Treatment Program	No	No	437.5
92909	06/26/2026	Comcast	Act# 8773 40 216 0381287 - SGAL	No	No	225.3
92910	06/26/2026	Comcast	Act# 8773 40 216 0069510 - SGAL Bulk Cable	No	No	1,396.1
92911	06/26/2026	Constellation Newenergy Inc	Act# 51083234013976292004	No	No	2,235.4
92912	06/26/2026	Danilo's Painting LLC	Paint apt 222	No	No	1,000.0
92913	06/26/2026	ERS Plumbing and Heating LLC	Replaced posi-temp cartridge in shower at Apt	No	No	275.0
92914	06/26/2026	Eversource	Act# 5766 997 0055 - SGAL	No	No	62.5
92915	06/26/2026	Eversource	Act# 5747 654 0034 - SGAL	No	No	2,022.97
92916	06/26/2026	Ferrari's Appliance	Service call clean 3 dryers	No	No	370.0
92917	06/26/2026	Fire System Services, LLC	Fire Sprinkler Inspection	No	No	590.0
92918	06/26/2026	Frontier	Act# 203-888-5093-092806-5 - SGAL	No	No	1,087.81
92919	06/26/2026	Gary's East Coast Service, Inc.	Removed bad switch from c-oven	No	No	745.69
92920	06/26/2026	Home Depot Credit Services	Janitorial supplies	No	No	1,350.50
92921	06/26/2026	Interstate Waste Services	SGAL Monthly Trash Service for June	No	No	854.27
92922	06/26/2026	Kone Inc	Maintenance Period: 03/01/2026 - 05/31/2026	No	No	1,820.19
92923	06/26/2026	Market Pros International	Digital Marketing	No	No	1,000.00
92924	06/26/2026	NRG Business Marketing	Act# 726491-962403	No	No	1,854.12
92925	06/26/2026	Nurse's Touch Cleaning Service LLC	February 2026 SGAL locker room cleanings	No	No	450.00
92926	06/26/2026	Precision Doors & Hardware	Door handles	No	No	1,500.00
92927	06/26/2026	Salamone & Associates, P.C.	For Professional Engineering Services rendere	No	No	1,760.00
92928	06/26/2026	Seymour Housing Authority	Purchase Money Market for Sick Time Pay Out	No	Yes	600.00
92929	06/26/2026	Seymour Housing Authority	SGAL pays To Federal Management Fee	No	Yes	5,200.00
92930	06/26/2026	Tecogen	Billing Period: 03/01/2026-03/31/2026	No	No	909.78
92931	06/26/2026	WB Mason	Dryer sheets	No	No	433.64
92932	06/26/2026	Aquarion Water Company Of CT	Act# 200204656 - SGAL	No	No	126.89
92933	06/26/2026	Aquarion Water Company Of CT	Act# 200204656 - SGAL	No	No	120.99
92934	06/30/2026	Seymour Housing Authority	Fund AP- June SGAL	No	Yes	4,866.52

MINUTES

EXHIBIT II

DIRECTOR'S REPORT

JUNE 2026

HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

MINUTES

EXHIBIT II

Occupancy

REV. CALLAHAN HOUSE

2026 YEAR TO DATE VACANCIES 6

Callahan House experienced 2 move-ins during May 2026 and one unit remained vacant. Callahan House has experienced 264 days vacant since January 1, 2026, and has averaged 44 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: $80 \text{ units} \times 365 \text{ days} = 29,200 \text{ days available}$; $264 \text{ days} / 29200 \text{ days available} = .9041 \%$ percentage through June 30, 2026.

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: $80 \text{ units} \times 12 \text{ mos.} = 960\text{-unit months available (UMA)}$. $960 \times 3\% = 29 \text{ UMA}$ or 348 days. For the 2026 FYE budget we have used 513 days and have exceeded allowable days by 165. 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 2026

Unit	Prior Resident	Move Out	New Resident	Move In Date	No. of Days
3X	Carson	12/19/2025	Falcioni	01/27/2026	27
3E	Falcioni	1/27/2026	Madgic	04/17/2026	62
2B	Mahan	03/01/2026	Gonzalez	04/17/2026	47
3U	Pettway	03/05/2026	Castillo	05/15/2026	71
2G	Lenart	03/30/2026	Colasanto	04/24/2026	26
4V	Mooney	04/06/2026	Scully	05/07/2026	31

Average number of vacant days per vacancy

44

MINUTES

EXHIBIT II

RAY HOUSE 2026 YEAR TO DATE VACANCIES 2

Norman Ray House one move in during June 2026 and one remained vacant. Norman Ray House has experienced 72 days vacant since January 1, 2026 and has averaged 36 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; 72 days/14,600 days available = 0.493% percentage through May 31, 2026.

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 41 vacancy days for the FFY Budget Year 2026 and have 127 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 2026

Unit	Prior Resident	Move Out	New Resident	Move In Date	No. of Days
40	Tuozzola	03/25/2026	Vacant		37
36	Toupin	04/10/2026	Corrigan	05/15/2026	35

Average number of vacancy days per vacancy

36

MINUTES

EXHIBIT II

STATE MODERATE RENTAL

2026 YEAR TO DATE VACANCIES 10

Seven units remained vacant during June due to the Rehabilitation project and we experienced one move out during April at the Moderate Rental Program during April 2026. The Moderate Rental Program has experienced 987 days vacant since January 1, 2026 and has averaged 98.7 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; 987 days/29,565 days available = 3.338% percentage through May 31, 2026.

Moderate Rental

Vacancy/Turnover Days

2025

Base Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days	
\$562	14S *	Lydem	08/10/2023	Vacant		120	\$2,810
\$562	26S*	Teal	5/15/2024	Vacant		120	\$2,810
\$565	4B*	Harris	07/01/2024	Vacant		120	\$2,825
\$565	8B*	Rocha	07/08/2024	Vacant		120	\$2,825
\$555	17S*	Taylor-Smith	04/22/2025	Vacant		120	\$2,775
\$555	25S*	Guzman	04/01/2025	Vacant		120	\$2,775
\$555	34S*	Taber	11/20/2025	Vacant		120	\$2,775
\$565	2B	Morales	12/15/2025	Blasi	03/20/2026	63	\$1,187
\$615	17C	Torres	01/09/2026	Molina	03/02/2026	52	\$1,109
\$562	4S	Sanni	04/30/2026	Vacant		32	\$599

Average number of vacancy days per vacancy: 98.7

We have experienced \$22,490 in vacancy Loss since January 1, 2026. We budgeted \$2,685 for vacancy loss through May 31, 2026.

MINUTES

EXHIBIT II

SMITHFIELD GARDENS ASSISTED LIVING 2026 YEAR TO DATE VACANCIES 14

Smithfield Gardens experienced one move outs and two move ins during May 2026. Smithfield has experienced 425 days vacant since January 1, 2026 and has averaged 30.36 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; 425 days/20,440 days available = 2.079% percentage through May 31, 2026

Smithfield Gardens Vacancy/Turnover Days 2026

Rent	Unit	Prior Resident	Move out Date	New Resident	Move in Date	No. of Days	Dollars lost
\$1,095	125	Schietinger	12/11/2025	Spickle	01/15/2026	15	\$548
\$ 925	223	Messier	01/06/2026	Grega	01/20/2026	14	\$432
\$1,095	214	Wojtowicz	01/31/2026	Epstein	03/06/2026	29	\$1,059
\$1,095	222	Bendler	02/03/2026	Cormack	03/09/2026	25	\$ 925
\$1,095	122	Cusanelli	02/04/2026	Wilde	03/19/2026	24	\$ 876
\$1,095	121	Fernandes	02/20/2026	Tillotson	04/06/2026	8	\$ 292
\$1,095	208	Lucuk	02/20/2026	Bierwirth	05/19/2026	27	\$ 986
\$ 925	204	Miner	02/25/2026	Vacant		34	\$1,048
\$1,095	113	Aldrich	03/13/2026	Ciliberti	05/19/2026	37	\$1,351
\$ 925	105	Lynch	03/31/2026	Vacant		61	\$1,881
\$1,095	120	Franklin	04/15/2026	Vacant		46	\$1,679
\$925	111	Dahm	04/20/2026	Vacant		41	\$1,264
\$925	204	Shiff	04/26/2026	Vacant		35	\$1,079
\$1,095	102	Fortier	05/02/2026	Vacant		29	\$1,059

Average number of vacancy days per vacancy: 30.36

We have experienced \$14,479 vacancy loss since January 1, 2026. We have budgeted \$4,415 for vacancy loss through May 31, 2026.

MINUTES

EXHIBIT II

Complaints

During the month of March, two tenant-related complaints were addressed.

A resident contacted Seymour Police Department regarding another resident breaking their lawn chairs. Police responded. The accused paid for the Chairs. The Police Officer went to Job Lot and purchased replacement chairs with the money.

A complaint was received regarding use of shared property behind one of our multi unit properties. Mediation will be recommended for the residents.

GENERAL

Annual Recertification letters regarding May 1, 2026 rent adjustments went out.

REV. CALLAHAN HOUSE

Capital Fund Program work continues at Callahan House. Replacement equipment for the co-generator has been installed; however, startup has not yet been initiated as final connections remain. Two backup boilers have been replaced and are currently supplying heat to the first and second floors, as well as to the common hallways and community areas. A replacement chiller is also pending installation to ensure cooling capacity for the upcoming summer months. Final connections and startup of the co-generator occurred mid-March.

The 2026 Capital Fund was funded in the amount of \$245,000. There is some funding in there to complete pump repairs for the Co-Generator and to resume work on the asbestos remediation.

NORMAN RAY HOUSE

We are working with the Norman Ray House Tenant Association to re-organize. Elections were held and a Board has been established.

MODERATE RENTAL

SSHP & CDBG Funding – Castle Heights.

Vase Construction reports that rehabilitation work at 27, 28, 30, 32, and 34 Seymour Avenue is nearing completion. Relocation arrangements have been scheduled to return original tenants to their renovated units. Subsequently, tenants from 21, 22, and 23 Seymour Avenue were relocated into available units as they became vacant.

MINUTES

EXHIBIT II

Prior to turning over vacated units to the contractor, SHA maintenance and the janitorial contractor complete a comprehensive preparation checklist. This includes removal of accessibility grab bars, basement insulation, window treatments, TV mounts, heat register covers, appliances, baseboard phone jacks, yard debris, and miscellaneous materials, as well as notification to tenants to remove personal surveillance devices. These procedures are implemented to minimize contractor delays and avoid potential change orders.

Units 11 and 12 Seymour Ave are being relocated and prepared to turn over to Vase for rehabilitation.

SMITHFIELD GARDENS ASSISTED LIVING

Occupancy Statistics:

- 91% (51 of 56 units) occupied as of 03/31/2026
- 13 applications in processing
- March move-ins: 3
- March move-outs: 2
- 30 applicants on waiting list for 60% units (\$1,095 rent)
- 15 applicants on waiting list for 50% units (\$925 rent)
- Average age is 84.3; age range is 68 – 100 (2 centenarians in occupancy!)
- Average length of tenancy is 34.41 months

Budgeting Statistics:

- 17 of 19 units rented at \$900/\$925
- 34 of 37 units rented at \$1,065/\$1,095
- 50 of 53 residents participating in the meal plan (\$505 per month)

Other:

- Heating system repairs nearing completion
- MRC/ALSA meeting held with Utopia on 3/4, 3/11, 3/18, 3/25 attended by MRC Director, RSC, SALSA, and LPN
- 53 residents' statuses reviewed each week; one resident out at rehab as of 03/31/2026
- 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 03/05/2026; next meeting scheduled 05/07/2026
- March fire drill completed 03/27/2026 (third shift)

Application Processing:

LE	Moved In
FC	Moved In
FW & TW	Moved In
BT	Move in scheduled for 04/06/2026
RB	SGAL verifications complete; CHCPE – in progress; ALSA – completed
VD	SGAL verifications in progress; CHCPE – in progress; ALSA – waiting on MD form
FO	Withdrawn from processing; not ready
MW	Withdrawn from processing pending DSS review
JS	Withdrawn from processing; not ready
DC	SGAL verifications complete; CHCPE – in progress; ALSA – completed
LF	SGAL verifications in progress; CHCPE – in progress; ALSA – not yet time
ES	SGAL verifications in progress; CHCPE – in progress; ALSA – not yet time
BS	SGAL verifications in progress; CHCPE – in progress; ALSA – not yet time

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EXHIBIT II

FF
MSc
CH
MSa
LC
MC

SGAL verifications in progress; CHCPE – in progress; ALSA – not yet time
SGAL verifications in progress; CHCPE – in progress; ALSA – not yet time
SGAL initial interview scheduled for 04/02/2026
SGAL initial interview scheduled for 04/09/2026
SGAL initial interview scheduled for 04/09/2026
SGAL initial interview scheduled for 04/28/2026

SEYMOUR HOUSING AUTHORITY

RENT COLLECTION POLICY

I. PURPOSE

The purpose of this policy is to establish fair, consistent, and legally compliant procedures for the collection of rent owed to the Seymour Housing Authority.

Rental income is essential to maintaining quality housing, preserving Authority-owned properties, and ensuring the continued operation of housing programs. The Seymour Housing Authority is committed to administering rent collection in a manner that is equitable, consistent, and in compliance with Connecticut General Statutes, applicable federal regulations, and the Seymour Housing Authority Dwelling Lease.

II. POLICY

All tenants are responsible for paying rent in full on or before the established due date.

This policy applies uniformly to all residential housing owned and operated by the Seymour Housing Authority unless otherwise required by federal or state law.

III. RENT DUE DATE

Rent is due and payable on the **first (1st) day of each month**.

Payments shall be made using a payment method approved by the Seymour Housing Authority.

IV. GRACE PERIOD

MINUTES
EXHIBIT III

In accordance with Connecticut General Statutes, tenants shall have **through the tenth (10th) day of each month** to pay rent without incurring a late charge.

If the tenth (10th) day falls on a Saturday, Sunday, or Seymour Housing Authority holiday, rent received on the next business day shall be considered timely.

Rent not received by the close of business on the applicable due date shall be considered delinquent.

V. LATE CHARGES

A one-time late charge shall be assessed for each delinquent monthly rent payment.

The late charge shall be the lesser of:

- Five percent (5%) of the tenant's monthly rent obligation; or
- Fifty Dollars (\$50.00).

Only **one late charge** may be assessed for each month's delinquent rent regardless of how long the rent remains unpaid.

Late charges shall not accrue daily and shall not be assessed more than once for the same month's rent.

VI. DELINQUENT RENT COLLECTION

When rent becomes delinquent, Seymour Housing Authority shall initiate collection procedures designed to encourage prompt payment while providing tenants the opportunity to resolve the delinquency.

Collection efforts may include:

- Written reminder notices;
- Personal contact with the tenant;
- Repayment agreements when appropriate;
- Notices required by law;
- Legal action authorized by Connecticut law.

Nothing in this policy shall require the Seymour Housing Authority to offer a repayment agreement in every circumstance.

VII. NOTICE TO QUIT

If the delinquent rent has not been paid or otherwise resolved by the **twenty-fifth (25th) day of the month**, Seymour Housing Authority may serve a Notice to Quit Possession in accordance with Connecticut General Statutes.

If the twenty-fifth (25th) day falls on a Saturday, Sunday, or Seymour Housing Authority holiday, the next business day shall apply.

Nothing contained in this policy shall limit the Authority's ability to pursue any legal remedy authorized by law.

VIII. RETURNED PAYMENTS

Any payment returned or dishonored by a financial institution shall be treated as unpaid rent.

The Seymour Housing Authority may require future payments to be made by certified check, cashier's check, money order, electronic payment, or another guaranteed form of payment acceptable to the Authority.

IX. REPAYMENT AGREEMENTS

The Executive Director or designee may approve written repayment agreements when doing so is determined to be in the best interest of the Seymour Housing Authority.

Failure to comply with the terms of a repayment agreement may result in immediate continuation of collection or eviction proceedings.

X. ADMINISTRATION

The Executive Director is authorized to establish administrative procedures necessary to implement this policy and ensure compliance with:

- Connecticut General Statutes;

MINUTES
EXHIBIT III

- HUD regulations and guidance;
- Seymour Housing Authority leases;
- Applicable federal and state requirements.

Administrative procedures may be revised by the Executive Director provided such revisions do not conflict with this policy.

XI. SEVERABILITY

If any provision of this policy is determined to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

XII. EFFECTIVE DATE

This policy shall become effective upon approval by the Seymour Housing Authority Board of Commissioners and shall supersede all previously adopted Rent Collection Policies.

APPENDIX A

Administrative Rent Collection Timeline

The following timeline is provided as an administrative guide for staff and does not create any contractual rights beyond those provided by law or the dwelling lease.

Date	Administrative Action
1st	Monthly rent due.
2nd–10th	Statutory grace period. No late charge assessed.
11th	Rent becomes delinquent. Assess one-time late charge of the lesser of 5% of the tenant's monthly rent obligation or \$50. Begin collection efforts.
11th–25th	Continue collection activities, including reminder notices and repayment agreements where appropriate.
25th	If the delinquency has not been resolved, the Authority may serve a Notice to Quit Possession in accordance with Connecticut law.

Policy Statement Regarding Future Pets

Effective _____, 2026, the Seymour Housing Authority has determined that allowing new household pets in the Moderate Rental Program is no longer in the best financial interest of the Housing Authority or the residents it serves.

The Housing Authority has experienced repeated and significant property damage associated with household pets, including but not limited to severe contamination from cat urine and feces, flea infestations, dog waste, damage to flooring, subfloors, walls, trim, and other building components..

As the Housing Authority has a fiduciary responsibility to preserve public housing assets and maintain safe, sanitary, and affordable housing for present and future residents, the Board of Commissioners has determined that discontinuing the approval of new household pets is necessary to preserve the Authority's housing stock.

Accordingly, all existing tenants with pets that have been properly approved under this policy shall be grandfathered and may retain their approved pet(s) for the remainder of that animal's natural life, provided all provisions of this Pet Policy continue to be fully complied with.

No replacement pet shall be permitted following the death, permanent removal, or transfer of an approved grandfathered pet.

No new household pets shall be approved after the effective date of this policy except as required by applicable federal or state law regarding service animals or reasonable accommodations for persons with disabilities.

29. Grandfathered Pets

Any household pet approved by the Seymour Housing Authority prior to the effective date of this amendment shall be considered a "Grandfathered Pet."

The following conditions shall apply:

1. Grandfathered pets may remain in the dwelling unit only while continuously owned by the approved tenant.
2. If the approved pet dies, is permanently removed, given away, sold, or otherwise no longer resides in the dwelling unit, the approval shall automatically terminate.
3. No replacement pet shall be approved.
4. Tenants who move to another Seymour Housing Authority Moderate Rental unit shall not be entitled to obtain a new pet if their grandfathered pet is no longer living.
5. All other provisions of this Pet Policy shall remain in full force and effect for grandfathered pets.