

MINUTES

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TOWN CLERK'S OFFICE

1008th Meeting

The 1008th a Regular Meeting of the Seymour Housing Authority was held Wednesday, April 8, 2020 at 5:30 P.M. via Tele-conferencing pursuant to Governor Ned Lamont's Executive Order 7B, Suspension of In-Person Open Meeting Requirements, Sections 1-206, 1-225 and 1-226. Participants who joined the meeting dialed 1-234-203-2766 and used access code 688 659 851. The meeting was called the order at 5:30 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 and Attorney Gregory J. Stamos

PUBLIC COMMENT

None

PREVIOUS MEETING MINUTES

Chairperson White introduced the previous meetings minutes of the 1006th Regular Meeting held on Wednesday February 5, 2020.

Commissioner Bellucci motioned to accept the minutes of the 1006th regular meeting held on Wednesday February 5, 2020 as presented. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to vote aye. Voting aye were Commissioners Bellucci Golebieski, Ortiz and White. Chairperson White declared the motion carried.

Chairperson White introduced the previous meetings minutes of the 1007th Special Meeting held on Wednesday Friday, March 27, 2020.

Commissioner Golebieski motioned to accept the minutes of the 1007th Special Meeting held on Friday, March 27, 2020 via teleconference pursuant to Governor Ned Lamont's Executive Order 7B, Suspension of In-Person Open Meeting Requirements, Sections 1-206, 1-225 and 1-226. Commissioner Ortiz seconded the motion. The Executive Director stated that the first paragraph in the minutes of the 1007th Special Meeting referenced the 1006th meeting. He stated this must be changed to 1007th. Commissioner Golebieski motioned to accept the minutes of the 1007th Special Meeting held on Friday; March 27, 2020 as amended. Commissioner Ortiz seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Golebieski, Ortiz and White. Chairperson White declared the motion carried.

BILLS & COMMUNICATIONS

Commissioner White introduced the bills (See exhibit I).

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After consideration and review and questions relative the Bills Listing Commissioner Bellucci motioned to approve the bills as presented and to authorize payment of the bills. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Golebieski Ortiz and White. Chairperson White declared the motion carried and the Bills approved for payment.

The Executive Director described the pertinent communications from Department of Housing regarding the Coronavirus, communications to residents of Callahan House and Ray House about regular cleaning and social distancing, and a letter from Legal Assistance to HUD regarding evictions.

Commissioner Golebieski asked if the Executive Director was following advices from the Oversight Agencies. The Executive Director stated that he has implemented a rotating office schedule so that employees are not in the office at the same time. He stated that no visitors, residents or applicants are allowed in the office until the State re-opens. He said transactions are done at the front window.

Attorney Stamos informed the Commission that the Courts are not trying eviction cases now and does not expect to be able to process Summons until October. With regard to the residents, he has communicated to Moderate Rental residents that if they become unemployed, to report to the Seymour Housing Authority so their rent would be adjusted to base rent. He stated he has taken precautions by closing the community rooms at both buildings. Maintenance is sanitizing hallways, common areas, mailboxes, elevator call buttons, hand rails and door knobs. He stated that he has been on several State Wide teleconference calls and discussing best practices across the State. He stated that he is implementing what can be done. He stated that Smithfield Gardens Assisted living has gone to a lockdown situation. No visitors or maintenance will be allowed in the building. He stated that Masonicare is doing a great job with the Nurses and Aides. He said that Masonicare is screening its staff for temps and having staff fill out the appropriate check in surveys. He stated there are no cases of Covid19 in Smithfield. He stated that the congregate meal service at Smithfield has been suspended and that residents are receiving meals in their rooms in Styrofoam containers. He added that the Congregate meal program at Callahan House has been suspended as well and that TEAM is delivering meals on wheels to their apartments. He added that Smithfield Gardens common areas are being sanitized with spray sanitizer similar to what is used in school classrooms, this is being done every two weeks by Nurses Touch Janitorial Services.

EXECUTIVE DIRECTOR'S REPORT

See Exhibit II

The Executive Director reviewed occupancy stats with the Commissioners.

With regard to the Capital Fund Program spending, the Executive Director stated that the intercom systems in Callahan House and Norman Ray House have been completed prior to the Virus shutdown. He stated that key fobs have been issued to all the residents and the intercoms are now all working to allow access to the buildings.

OLD BUSINESS

None

NEW BUSINESS

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The Executive Director informed the Board for Direction that handling rent collection is going to be changing. He announced that he is aware that there is a moratorium of evictions for non-payment during this pandemic. He stated that a number of in-house agreements may result in this time period.

Commissioner Bellucci stated that he viewed a statement by HUD Secretary Ben Carson that evictions are suspended for federal LIPH programs.

The Executive Director stated that the Governor has announced that he would like to see a freeze on any evictions in the State.

The Executive Director stated that he has suspended the late notices for March and April and probably will for May as well.

He stated that he does not believe this will affect rent collection for Callahan House, Ray House and Smithfield Garden as the residents are on fixed incomes.

Attorney Stamos reminded the Board of the Authority's role and mission to provide affordable housing for the community. He stated that he has not seen an official order to stay evictions.

Attorney Stamos informed the Commission that the Housing Court Clerks were shuffled around and are now administering from the Milford Court House. This has caused many delays in processing evictions; usually taking 4 to 5 weeks is now taking 2 months. He also stated that Judges are using discretion and not signing evictions.

Commissioner Bellucci asked what happens with these balances, does this mean we can't collect back rent.

The Executive Director responded that rents are still due and payable during this time and that in-house arrangements for payments will be made during this period of the Pandemic. He stated that his interpretation of the measures during the pandemic is that rents are not excused.

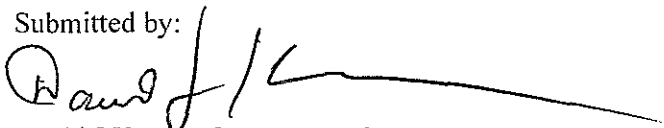
ANY OTHER BUSINESS PERTAINING TO THE BOARD

None

ADJOURNMENT

Chairperson White asked for a motion to adjourn the 1008th meeting of the Seymour Housing Authority. At 6:08 PM Commissioner Bellucci motioned to adjourn the 1008th meeting of the Seymour Housing Authority. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Bellucci, Golebieski, Ortiz and White. Chairperson White declared the motion carried and the 1008th meeting 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) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: February 2020, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

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>
4	02/14/2020	No	DD	SHA PAYROLL	Payroll #4	No	\$29,091.63
5	02/28/2020	No	DD	SHA PAYROLL	Payroll #5	No	\$29,402.77
11554	02/05/2020	No	CHK	Management Computer Services I	Monthly Support Fee	No	\$1,159.50
11555	02/05/2020	No	CHK	Aegis Energy Services, Inc.	Monthly installment - 1/15/20 - 2/15/	No	\$445.12
11556	02/05/2020	No	CHK	American Express	Account ending 6-36005	No	\$239.26
11557	02/05/2020	No	CHK	Aquarion Water Company	Act# 200086423	No	\$1,315.95
11558	02/05/2020	No	CHK	Aquarion Water Company	Act# 200086434	No	\$664.21
11559	02/05/2020	No	CHK	Bender Plumbing Supplies Inc.	Faucets	No	\$135.53
11560	02/05/2020	No	CHK	Comcast	Act# 8773 40 216 0256349	No	\$149.52
11561	02/05/2020	No	CHK	Comcast	Act# 8773 40 216 0027070	No	\$1,500.84
11562	02/05/2020	No	CHK	Comcast	Act# 8773 40 216 0041287	No	\$759.75
11563	02/05/2020	No	CHK	Eversource	Act# 5146 136 4051 - 12 Ray	No	\$18.74
11564	02/05/2020	No	CHK	Friends Of Fur LLC	Bed bug treatment for 4N	No	\$190.00
11565	02/05/2020	No	CHK	Frontier	Act# 203-888-4579-123179-5	No	\$267.90
11566	02/05/2020	No	CHK	George Ellis Company	Annual billing per service contract	No	\$1,900.00
11567	02/05/2020	No	CHK	Gregory Stamos	Court time for Chadwick, Hubert, Laf	No	\$2,111.20
11568	02/05/2020	No	CHK	Oak Ridge Hauling, LLC	Feb Monthly Trash Service Callahan	No	\$441.10
11569	02/05/2020	No	CHK	Oak Ridge Hauling, LLC	Feb Monthly Trash Service Callahan	No	\$480.08
11570	02/05/2020	No	CHK	Peter E. Karpovich,	SHA vs. MacConnie, Service of NTQ	No	\$75.96
11571	02/05/2020	No	CHK	Pleasant Point Partners (Proshred	First 36" Executive Console	No	\$55.00
11572	02/05/2020	No	CHK	Sherwin Williams	Décor white paint	No	\$161.75
11573	02/05/2020	Yes	CHK	Sprague Operating Resources LL	Act# 72003843 Yankee Gas	No	\$14,103.61
11573	02/05/2020	No	VD	Sprague Operating Resources LL	Wrong amount	No	(\$14,103.61)
11574	02/05/2020	No	CHK	St. Treasurer For Merfund	MERF 01-2020	No	\$11,454.02
11575	02/05/2020	No	CHK	WB Mason	Brown paper towel rolls	No	\$2,257.05
11576	02/05/2020	No	CHK	West State Mechanical, Inc	Evaluations and repairs made to Chi	No	\$6,160.00
11577	02/10/2020	No	CHK	Aflac Attn: Remittance Processing	Policy DHF89 January 2020	No	\$452.16
11578	02/10/2020	No	CHK	Sprague Operating Resources LL	Act# 72003843 Yankee Gas	No	\$14,103.61
11579	02/18/2020	No	CHK	Aegis Energy Services, Inc.	Monthly installment - 2/15/20 - 3/15/	No	\$445.12
11580	02/18/2020	No	CHK	AmTrust North America	Workers Compensation Policy WWC	No	\$2,454.00
11581	02/18/2020	No	CHK	Anthem Blue Cross and Blue Shie	Premium 03/01/2020 - 04/01/2020	No	\$5,603.31
11582	02/18/2020	No	CHK	State Of Connecticut-Dept.Of Lab	VPN Key 07/01/19 to 12/31/19	No	\$136.28

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>
40165	02/05/2020	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	No	\$1,741.67
40166	02/05/2020	No	CHK	Buddy's Fuel, LLC	Annual Cleaning for 30 Seymour Av	No	\$770.00
40167	02/05/2020	No	CHK	Seymour Housing Authority	AP MR 02/05/20reimbursement	No	\$5,241.17
40168	02/18/2020	No	CHK	Seymour Housing Authority	AP MR 02/18/2020 reimbursement	No	\$2,355.71
40169	02/28/2020	No	CHK	Seymour Housing Authority	Fund Payroll 4 5 MR	No	\$12,712.75

Minut
Exhibit I

**Seymour Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Smithfield Gardens**

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: February 2020, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 4318164011, GL Account: 1120.1

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
90694	02/05/2020	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	No	\$4,965.00
90695	02/05/2020	No	CHK	Seymour Housing Authority	Payment to Revolving Fund from S	No	\$3,041.00
90696	02/05/2020	No	CHK	Charles Payne Jr	Supply and install new transition stri	No	\$8,387.00
90697	02/05/2020	No	CHK	Advance Communications Inc	Message service 12/11 - 1/7/19	No	\$274.54
90698	02/05/2020	No	CHK	Buddy's Fuel, LLC	Adjust flow through radiators in 119	No	\$110.00
90699	02/05/2020	No	CHK	Buddy's Fuel, LLC	Oil delivery at SGAL	No	\$349.72
90700	02/05/2020	No	CHK	Clear Water	Full Service Water Treatment Progra	No	\$145.84
90701	02/05/2020	No	CHK	Comcast	Act# 8773 40 216 0069528	No	\$193.35
90702	02/05/2020	No	CHK	Comcast	Act# 8773 40 216 0069510	No	\$1,037.71
90703	02/05/2020	No	CHK	Environmental Systems Corporati	Installed primary pump on boiler #2	No	\$2,338.23
90704	02/05/2020	No	CHK	Eversource	Act# 5766 997 0055	No	\$303.79
90705	02/05/2020	No	CHK	Eversource	Act# 5747 654 0034	No	\$1,846.06
90706	02/05/2020	No	CHK	Eversource	Act# 51083234013	No	\$2,483.14
90707	02/05/2020	No	CHK	Frontier	Act# 203-888-5093-092806-5	No	\$390.35
90708	02/05/2020	No	CHK	HD Supply	Janitorial Supplies	No	\$437.05
90709	02/05/2020	No	CHK	Kone Inc	Emergency communication monitori	No	\$1,140.81
90710	02/05/2020	No	CHK	AO & Company, LLC	Monthly accounting service for Octo	No	\$1,498.75
90711	02/05/2020	No	CHK	New England Septic & Excavating	Pump grease trap	No	\$235.00
90712	02/05/2020	No	CHK	Nurse's Touch Cleaning Service L	December Monthly cleaning of SGA	No	\$250.00
90713	02/05/2020	No	CHK	Oak Ridge Hauling, LLC	Jan Monthly Trash Service	No	\$952.02
90714	02/05/2020	No	CHK	TPC Associates, Inc.	Second QTR Billing 12/1/19-2/28/20	No	\$844.20
90715	02/05/2020	No	CHK	Valley Electric Supply Company	Various bulbs for SGAL	No	\$453.88
90716	02/05/2020	No	CHK	WB Mason	Laundry detergent and dryer sheets	No	\$115.97
90718	02/05/2020	No	CHK	Seymour Housing Authority	AP SGAL 02/05/20reimbursement	No	\$6,035.69
90719	02/18/2020	No	CHK	Cura Hospitality, LLC	Meal Services - November 2019	No	\$28,961.99
90720	02/18/2020	No	CHK	Danilo's Painting LLC	Paint apartment 109	No	\$950.00
90721	02/18/2020	No	CHK	Seymour Housing Authority	AP SGAL 02/05/2020 reimbursemen	No	\$11,026.65
90722	02/28/2020	No	CHK	Seymour Housing Authority	Fund Payroll 4 5 Smithfield Gardens	No	\$27,730.13

Bank: TD Banknorth, Bank Account: 424-0200579, GL Account: 1111.4

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>
20189	02/05/2020	No	CHK	Callahan House Tenants Associat	Monthly Association fee	No	\$25.00
20190	02/05/2020	No	CHK	Norman Ray Tenant Association	Monthly Association fee	No	\$25.00
20191	02/05/2020	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	No	\$2,612.50
20192	02/05/2020	No	CHK	Seymour Housing Authority	AP Federal 02/05/20reimbursement	No	\$20,665.62
20193	02/10/2020	No	CHK	Lindsey Horvath	Matthies Grant Pay period ending 1/	No	\$720.00
20194	02/18/2020	No	CHK	Seymour Housing Authority	AP Fed 02/18/2020 reimbursement	No	\$9,812.12
20195	02/18/2020	No	CHK	Housing Authority Risk Retention	Commercial Liability HARRG-794-	No	\$3,247.00
20196	02/18/2020	No	CHK	Housing Insurance Services Inc.	Property Insurance - HAPI-794-	No	\$4,506.00
20197	02/25/2020	No	CHK	Lindsey Horvath	Matthies Grant Pay period ending	No	\$360.00
20198	02/28/2020	No	CHK	Seymour Housing Authority	Fund Payroll #4 5 Federal	No	\$18,051.52

Minutes Exhibit I Seymour Housing Authority

Vendor Accounting Cash Payment/Receipt Register Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 3/1/2020 to 3/31/2020, 3) Financial Period: March 2020, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

Posted Payments

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6	03/23/2020	No	DD	SHA PAYROLL	Payroll #6	Yes	\$28,936.18
7	03/24/2020	No	DD	SHA PAYROLL	Payroll #7	Yes	\$28,993.26
11583	03/09/2020	No	CHK	Management Computer Services I	Monthly Support Fee	Yes	\$1,159.50
11584	03/09/2020	No	CHK	Cbs Bloom's Business Systems	Staples for printer	No	\$208.00
11585	03/09/2020	No	CHK	Cintas	Uniform Cleanings	Yes	\$106.58
11586	03/09/2020	No	CHK	Comcast Business	Act# 8773 40 216 0263568	Yes	\$149.57
11587	03/09/2020	No	CHK	Connecticut Business Systems LL	1/21 - 2/20 Lease Payment and frei	Yes	\$462.00
11588	03/09/2020	No	CHK	Eversource	Act# 5147 148 3099	Yes	\$215.62
11589	03/09/2020	No	CHK	Frontier	Act# 203-888-4579-123179-5	Yes	\$263.58
11590	03/09/2020	No	CHK	Home Depot Credit Services	Garbage bags and fabuloso	Yes	\$37.91
11591	03/09/2020	No	CHK	Lincoln National Life Insurance C	Premium 03/01/2020 - 03/31/2020	Yes	\$388.08
11592	03/09/2020	No	CHK	NERC/NAHRO	Housing Authority Member Annual D	No	\$110.00
11593	03/09/2020	No	CHK	Nurse's Touch Cleaning Service L	Clean SHA offices and bathrooms	Yes	\$760.00
11594	03/09/2020	No	CHK	Pitney Bowes Global Financial Se	001114462 leased equipment	Yes	\$151.44
11595	03/09/2020	No	CHK	Purchase Power	Postage meter activity act.# 8000-90	Yes	\$347.98
11596	03/09/2020	No	CHK	Sprague Operating Resources LL	Act# 72003843 Yankee Gas	Yes	\$7,156.78
11597	03/09/2020	No	CHK	Sprint	Cell Phone Jan 07 - Feb 06, 2020	Yes	\$277.97
11598	03/09/2020	No	CHK	St. Treasurer For Merfund	MERF 02-2020	Yes	\$7,693.54
11599	03/09/2020	No	CHK	VSP	March 2020 billing 30 019995	Yes	\$57.85
11600	03/09/2020	No	CHK	WEX BANK	Fuel Purchases	Yes	\$685.69
11601	03/09/2020	No	CHK	Comcast	Act# 8773 40 216 0027070	Yes	\$1,500.84
11602	03/09/2020	No	CHK	Comcast	Act# 8773 40 216 0174468	Yes	\$88.40
11603	03/09/2020	No	CHK	Comcast	Act# 8773 40 216 0256349	Yes	\$149.52
11604	03/09/2020	No	CHK	Eversource	Act# 5177 958 3004	Yes	\$4,190.95
11605	03/09/2020	No	CHK	Eversource	Act# 5775 048 0048	Yes	\$1,554.22
11606	03/09/2020	No	CHK	Eversource	Act# 5111 869 4017	Yes	\$45.49
11607	03/09/2020	No	CHK	Eversource	Act# 5145 776 4090	Yes	\$145.70
11608	03/09/2020	No	CHK	Eversource	Act# 5136 648 3014	Yes	\$2,010.29
11609	03/09/2020	No	CHK	Frontier	Act# 203-881-2464-110206-5	Yes	\$347.82
11610	03/09/2020	No	CHK	Frontier	Act# 203-881-0115-021194-5	Yes	\$90.09
11611	03/09/2020	No	CHK	Advance Communications Inc	Message Service from 2/5/2020 - 3/	Yes	\$116.80
11612	03/09/2020	No	CHK	Aegis Energy Services, Inc.	Monthly installment - 3/15/20 - 4/15/	Yes	\$445.12
11613	03/09/2020	No	CHK	Aflac Attn: Remittance Processing	Policy DHF89 February 2020	Yes	\$301.44
11614	03/09/2020	No	CHK	Anthem Blue Cross and Blue Shie	Premium 04/01/2020 - 05/01/2020	Yes	\$5,603.31
11615	03/09/2020	No	CHK	AO & Company, LLC	Monthly accounting service for Janu	Yes	\$2,175.00
11616	03/09/2020	No	CHK	Aquarion Water Company	Act# 200086443	Yes	\$132.52
11617	03/09/2020	No	CHK	Calvert Safe & Lock Ltd.	Mailbox keys	Yes	\$6.30
11618	03/09/2020	No	CHK	Daniilo's Painting LLC	Painted 4Q	Yes	\$950.00
11619	03/09/2020	No	CHK	Elizabeth Holly	Monthly Cleaning of Callahan Febru	Yes	\$1,105.50
11620	03/09/2020	No	CHK	Fire System Services, LLC	Emergency Service Call to investigat	Yes	\$1,890.00
11621	03/09/2020	No	CHK	Freddy's	Snaked kitchen sink and main line.	Yes	\$780.00
11622	03/09/2020	No	CHK	Friends Of Fur LLC	Ants at 2 and 4 Chamberlain. Fruit fli	Yes	\$285.00
11623	03/09/2020	No	CHK	Hungerfords Pump Service	Preventative maintenance march	Yes	\$250.00
11624	03/09/2020	No	CHK	Nahro	8 Member ID 000000000666	Yes	\$345.52
11625	03/09/2020	No	CHK	Nurse's Touch Cleaning Service L	Norman Ray House Cleaning	Yes	\$1,935.00
11626	03/09/2020	No	CHK	Oak Ridge Hauling, LLC	March Monthly Service for Ray	Yes	\$440.31
11627	03/09/2020	No	CHK	Oak Ridge Hauling, LLC	March Monthly Service for Callahan	Yes	\$479.22

Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000

Minutes Exhibit I

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>
11628	03/09/2020	No	CHK	Peter E. Karpovich,	SHA vs Macconnie Service of Summ	Yes	\$119.96
11629	03/09/2020	No	CHK	West State Mechanical, Inc	Checked hot water circulator pump f	Yes	\$346.50
11630	03/10/2020	No	CHK	Peter E. Karpovich,	SHA vs Simko, Service of Summons	Yes	\$249.08

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>
40170	03/09/2020	No	CHK	Seymour Housing Authority	MR Pays Rent To SGAL	Yes	\$1,741.67
40171	03/09/2020	No	CHK	Belletti's Tree Service	Removal of tree at 24 Seymour and	Yes	\$14,225.00
40172	03/09/2020	No	CHK	Buddy's Fuel, LLC	Checked boiler for proper operation	Yes	\$1,939.90
40173	03/09/2020	No	CHK	Buddy's Fuel, LLC	18 1/2 Chamberlain oil delivery 150	Yes	\$360.00
40174	03/09/2020	No	CHK	Charles Payne Jr	Replaced smoke detectors in 7 Cha	Yes	\$1,099.00
40175	03/09/2020	No	CHK	Connecticut Housing Finance Aut	Loan 96089D Payment SHA	Yes	\$479.93
40176	03/09/2020	No	CHK	Ford Motor Credit Company	2016 Ford Transit Connect XL	Yes	\$574.87
40177	03/09/2020	No	CHK	Network Synergy Systems Integra	HP computer and accessories	Yes	\$1,034.00
40178	03/10/2020	No	CHK	Seymour Housing Authority	AP MR 03/09/2020 reimbursement	Yes	\$7,352.54
40180	03/24/2020	No	CHK	Seymour Housing Authority	Reimburse Fed Payroll 6 7	Yes	\$12,506.81
1742844	03/17/2020	No	INV	Ford Motor Credit Company	2016 Ford Transit Connect XL	No	\$574.87
1742844-a	03/17/2020	No	INV	Ford Motor Credit Company	2016 Ford Transit Connect XL	No	(\$574.87)

Bank: TD Banknorth, Bank Account: 424-0200579, GL Account: 1111.4

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>
20199	03/03/2020	No	CHK	Seymour Housing Authority	CFP CT26P03550117 02-28-2020	Yes	\$94,250.00
20200	03/03/2020	No	CHK	Seymour Housing Authority	CFP CT26P03550118 02-28-2020	Yes	\$86,471.65
20201	03/03/2020	No	CHK	Seymour Housing Authority	CFP CT26P03550119 02-28-2020	Yes	\$2,988.83
20202	03/09/2020	No	CHK	Callahan House Tenants Associat	Monthly Association fee	No	\$25.00
20203	03/09/2020	No	CHK	Norman Ray Tenant Association	Monthly Association fee	No	\$25.00
20204	03/09/2020	No	CHK	Seymour Housing Authority	Federal pays rent which is split by th	Yes	\$2,612.50
20205	03/09/2020	No	CHK	Belletti's Tree Service	Second pruning, fertilization, aeratin	Yes	\$1,875.00
20206	03/09/2020	No	CHK	Buddy's Fuel, LLC	Replaced motor in 1A	Yes	\$394.30
20207	03/09/2020	No	CHK	Charles Payne Jr	R - Supply and install new thermosta	Yes	\$2,342.50
20208	03/10/2020	No	CHK	Seymour Housing Authority	AP Federal 03/09/2020 reimbursem	Yes	\$28,919.54
20209	03/20/2020	No	CHK	Seymour Housing Authority	Advance to Teila Cheever for fundin	Yes	\$10,000.00
20210	03/23/2020	No	CHK	Lindsey Horvath	Pay Period 2/9/20 - 2/15/2020 10 ho	No	\$180.00
20211	03/24/2020	No	CHK	Seymour Housing Authority	Reimburse Fed Payroll 6 7	Yes	\$17,736.77

Seymour Housing Authority Vendor Accounting Cash Payment/Receipt Register

Smithfield Gardens
Minister Richard I

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: 3/1/2020 to 3/31/2020, 3) Financial Period: March 2020, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: TD Banknorth, Bank Account: 4318164011, GL Account: 1120.1

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
90723	03/09/2020	No	CHK	Seymour Housing Authority	SGAL pays To Federal Management	Yes	\$4,965.00
90724	03/09/2020	No	CHK	Seymour Housing Authority	Payment to Revolving Fund from S	Yes	\$3,041.00
90725	03/09/2020	No	CHK	Advance Communications Inc	Message service 2/05 - 3/3/20	Yes	\$141.32
90726	03/09/2020	No	CHK	Aegis Energy Services, Inc.	SGAL cogen maintenance	Yes	\$4,836.13
90727	03/09/2020	No	CHK	Bender Plumbing Supplies Inc.	Three white ultra flush flushmates	Yes	\$399.00
90728	03/09/2020	No	CHK	Buddy's Fuel, LLC	Repaired broken fan in trash room	Yes	\$110.00
90729	03/09/2020	No	CHK	Carter Hayes + Associates, P.C.	December 31, 2019 audit for SGAL	Yes	\$1,863.45
90730	03/09/2020	No	CHK	Clear Water	Full service water treatment program	Yes	\$291.68
90731	03/09/2020	No	CHK	CT Web Factory, LLC	Business Class Web Site Hosting R	Yes	\$300.00
90732	03/09/2020	No	CHK	Donald W. Smith, Jr. P.E	Professional services for Storm Drain	Yes	\$810.00
90733	03/09/2020	No	CHK	Fire System Services, LLC	Fire Sprinkler System Inspection	Yes	\$275.00
90734	03/09/2020	No	CHK	Grassy Turtle LLC	Bagged Salt	Yes	\$384.00
90735	03/09/2020	No	CHK	Life Source, Inc.	Annual fire alarm monitoring	No	\$420.00
90736	03/09/2020	No	CHK	Malangone Heating, A/C & Refrig	Replaced defective capacitor	Yes	\$407.96
90737	03/09/2020	No	CHK	Nurse's Touch Cleaning Service L	SGAL locker room cleaning	Yes	\$400.00
90738	03/09/2020	No	CHK	Oak Ridge Hauling, LLC	March Monthly Service for SGAL	Yes	\$476.01
90739	03/09/2020	No	CHK	Precision Glass LLC	Replaced window in apt 225	Yes	\$310.25
90740	03/09/2020	No	CHK	TPC Associates, Inc.	Service call for bad door contact	Yes	\$568.75
90741	03/09/2020	No	CHK	Valley Electric Supply Company	Various bulbs for SGAL	Yes	\$660.92
90742	03/09/2020	No	CHK	WB Mason	Detergent, toner, and office supplies	Yes	\$615.91
90743	03/09/2020	No	CHK	AO & Company, LLC	SGAL Monthly accounting service fo	Yes	\$1,425.00
90744	03/09/2020	Yes	CHK	Aquarion Water Company Of CT	Act# 200204664	Yes	\$1,550.15
90744	03/09/2020	No	VD	Aquarion Water Company Of CT	wrong amount	Yes	(\$1,550.15)
90745	03/09/2020	No	CHK	Comcast	Act# 8773 40 216 0069528	Yes	\$193.35
90746	03/09/2020	No	CHK	Comcast	Act# 8773 40 216 0069510	Yes	\$1,037.71
90747	03/09/2020	No	CHK	Eversource	Act# 5747 654 0034	Yes	\$2,057.06
90748	03/09/2020	No	CHK	Eversource	Act# 51083234013	Yes	\$1,719.49
90749	03/09/2020	No	CHK	Eversource	Act# 5766 997 0055	Yes	\$269.51
90750	03/09/2020	No	CHK	Frontier	Act# 203-888-5093-092806-5	Yes	\$394.34
90751	03/09/2020	No	CHK	Aquarion Water Company Of CT	Act# 200204664	Yes	\$786.99
90752	03/09/2020	No	CHK	Aquarion Water Company Of CT	Act# 200204656	Yes	\$136.59
90753	03/09/2020	No	CHK	Aquarion Water Company Of CT	Act# 200204664	Yes	\$626.57
90754	03/09/2020	No	CHK	Environmental Systems Corporati	Replace relief valve on boiler	Yes	\$6,403.02
90755	03/10/2020	No	CHK	Seymour Housing Authority	AP SGAL 03/09/2020 reimbursemen	Yes	\$11,790.83
90756	03/24/2020	No	CHK	Seymour Housing Authority	Reimburse SGAL Payroll 6 7	Yes	\$27,685.86

Minutes Exhibit I

Bank: Liberty, Bank Account: 6577206006, GL Account: 1111.CFP.5501.17

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>
92	03/04/2020	No	CHK	Donald W. Smith, Jr. P.E	Professional Services Cal & Ray	No	\$250.00
93	03/04/2020	No	CHK	Siemens Industry Inc	Dwelling Construction Federal CT26	No	\$94,000.00

Bank: Liberty, Bank Account: 6577206014, GL Account: 1111.CFP.5501.18

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>
94	03/04/2020	No	CHK	Advanced Alarm Security System	Building entry system	No	\$49,134.65
95	03/04/2020	No	CHK	Donald W. Smith, Jr. P.E	Professional Service Cal and Ray	No	\$500.00
96	03/04/2020	No	CHK	Siemens Industry Inc	Change order Cal and Ray	No	\$36,252.00
97	03/04/2020	No	CHK	West State Mechanical, Inc	Cooling Tower	No	\$585.00

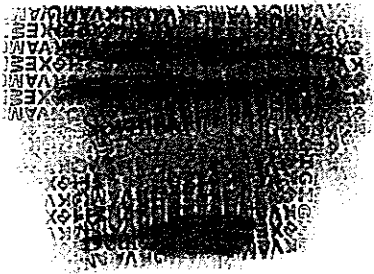
Bank: Liberty, Bank Account: 6577206022, GL Account: 1111.CFP.5501.19

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>
92	03/04/2020	No	CHK	American Express	Engineering prints 2019	No	\$162.83
93	03/04/2020	No	CHK	Donald W. Smith, Jr. P.E	Professional Services Cal & Ray	No	\$2,520.00
94	03/04/2020	No	CHK	West State Mechanical, Inc	Cooling Tower 2019	No	\$306.00

Minutes
Exhibit I

March 23, 2020



I hope this letter finds you and your family all healthy and well!

The Seymour Housing Authority will endeavor to continue its operations without any gaps in service during the Pandemic. We are figuring out how to work somewhat remotely so as not to place residents or staff in jeopardy and to be compliant with the non-essential business self quarantine rules. There are many parts of our tasks and operations that, however, are essential.

During this period you can still call us at 203-888-4579 for maintenance or occupancy related matters. You may also email us at admin@seymourhousing.org with any occupancy questions or concerns.

The Seymour Housing Authority is about to mail out the rent adjustment letters we just completed for May 1, 2020. These rent amounts have been determined based on 2019 income. We have to mail these out as mandated by State Moderate Rental regulations and procedures. If your employment has ended or changed due to the Covid19 pandemic, please call us or email us at admin@seymourhousing.org. We will adjust your rent, however, please be reminded that there is a base rent that must be charged regardless of income. But please communicate any household changes affected by Covid19.

Please be sure we have a good and valid phone number for you. We can also take an email address and add it to our system for easier communications. So if you would like, please email us at admin@seymourhousing.org with your email address. Remote communication is going to be very important during these times.

Rent Collection:

Please mail your rent to us via United States Postal Service during this time. Or you may use our drop box located in the front of our office at 28 Smith Street, Seymour CT 06483.

While we will not be waiving the rent during this crisis, we will take situations into consideration during this pandemic. Please communicate with us if you are having difficulty due to lost wages or income. Again, you may reach us at 203-888-4579 and the email, admin@seymourhousing.org.

Minutes
Exhibit I

Maintenance:

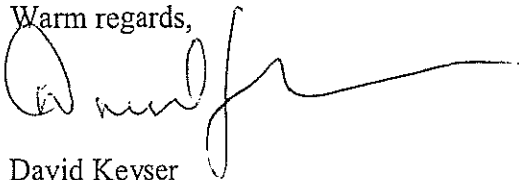
We have suspended any routine maintenance and non-emergency work. We will handle emergencies such as electrical problems, plumbing issues including leaks and back ups, as well as other life/safety maintenance. Please be sure your smoke detectors are working properly since you too will probably be home more frequent now.

If you call in form maintenance, you will be asked a few question before we can dispatch maintenance.

We have also created a Facebook group, Moderate Rental, where we will post information and receive information from you. This is so we can keep in touch during this Covid19 scare.

Please take care of yourself, take care of each other and take care of this place.

Warm regards,

A handwritten signature in black ink, appearing to read 'David Keyser', with a long horizontal flourish extending to the right.

David Keyser
Executive Director

Mailing
Exhibit I

INTEROFFICE MEMORANDUM

TO: NORMAN RAY HOUE RESIDENTS

FROM: DAVID KEYSER, EXECUTIVE DIRECTOR

SUBJECT: NEW FOB KEY FOR FRONT BUILDING ENTRY

DATE: 03/04/2020

As part of the intercom system renovations, we have changed the front door entry from a brass key to an electronic FOB system.

You will receive this FOB to enter the Ray House with on Thursday, March 5, 2020 at 1:30 P.M. in the Community Room.

Please plan on being there Thursday to receive the FOB. You can have a neighbor, friend or family member pick it up for you if you would like. Please sign your name below and have your neighbor, friend or family member bring this memo with them on Thursday.

You will wave this FOB in front of a key pad and the front door will open.



After Thursday, the brass key will not work at the front entry. It will continue to let you in the back and side doors, so you will keep both the FOB and your brass key.

midnotes
Exhibit I

Seymour Housing Authority

3/18/2020

CORONA VIRUS RESPONSE

PREVENTIVE ACTIONS IN RESPONSE TO COVID19 Temporary Program and Community Space Actions

We continue to gather more and more information about this infectious disease named Corona Virus or Covid19 each day. By now, you have heard about it on the media. This has become a concerning matter of public safety. And the Seymour Housing Authority is trying to keep on top of the ever-changing information being published.

OUR CONCERNS ARE FOR OUR
RESIDENTS SAFETY AS WELL AS OUR
STAFF SAFETY DURING THIS
PANDEMIC. THEREFORE, THE
SEYMOUR HOUSING AUTHORITY IS
TAKING MEASURES PRESCRIBED BY
THE STATE AND FEDERAL
GOVERNMENT AS WELL AS ADOPTING
BEST PRACTICES AMONG THE STATES
HOUSING AUTHORITIES.

Today, I sat in on a conference call with several Housing Authorities in the State and HUD Officials to discuss best practices. I have also been monitoring announcements from Governor Lamont and the

The populations most vulnerable to Covid19 is the elderly and those with pre-existing pulmonary health conditions and diabetes among other health issues. Many residents fall under these categories.

Our concerns are for our resident's safety as well as our staff safety during this pandemic. Therefore, the Seymour Housing Authority is taking measures prescribed by the State and Federal

Government as well as adopting best practices among Housing Authorities.

I will communicate with you about any actions that we will be taking to be in the best interest of our residents and staff. All I ask is that you follow and adhere to these changes in your best interest and in the best interest of your neighbors and staff of the Seymour Housing Authority. I will be in communication with the Tenant Association Board, Block Watch and Fire Captains.

This will no doubt bring temporary social change in the building, but it is in everyone's best interest.

Take Care of Yourself! Take Care of Your Neighbors! Take Care of This Place!

Mingyue
Exhibit 1
COMMUNITY ROOM
Gatherings and Events

It has been Federally and State recommended or mandated that social gatherings and events be eliminated or postponed to prevent the spread of Covid 19. You have probably heard that movie theaters, bars and restaurants have been asked to close and serve only pick up or delivered items. Most retailers are also curtailing their hours of operations.

As a result of this, Seymour Housing Authority is closing access to the Community room and Pool Room until further notice. This is to prevent communication of the virus among its residents, visitors and Seymour Housing staff.

Governor Lamont's Executive Orders include the ban of gatherings of 50 or more people. President Trump recommended a ban on groups more than 10 people. I think the information will change from day to day.

Therefore, we are closing the Community Room and Pool room and ask that you do not gather in these areas during this Pandemic and until further notice.

As you may have heard, personal space safety is a distance of 6 feet between you and any other individual. So large gatherings are definitely not recommended.

MAINTENANCE

For everyone's safety, we have begun to sanitize commonly touched surfaces in the common areas of the buildings such as the elevator buttons and panels, mail boxes, door handles, counters and tables. Keeping in mind that sanitizing supplies have been limited. We will continue this on a daily basis during the week, Monday through Friday.

During this event we will continue to monitor and respond to maintenance requests. However, we will

only be handling emergency work items until further notice. Routine maintenance calls will be gathered and recorded. The nature of the call will be considered. Maintenance will be dispatched for emergency calls such as electrical problems, leaking water, no heat. Other items will be handled as time permits and as this emergency comes under control. Your safety and our Maintenance Staff safety will be considered when making decisions to dispatch maintenance personnel.

MAIN SEYMOUR HOUSING AUTHORITY OFFICE

Access to the main office will be limited to the front lobby and vestibule. Only office personnel will be permitted in the offices of the Seymour Housing Authority. We are working on methods of delivery of administrative services to ensure staff and resident/applicant safety. We will inform you of how to transact your business with us on a one-to-one basis as the need for service arises.

Further instruction will follow regarding how we will handle rent collection. For those who we are still

working with to complete the re-certification, we will let you know how to get the information to us that we require.

Staff will handle day to day requirements of the office; however, some parts of the operation may be done remotely in the future. We will communicate with you relative to the direct effects as details are worked out.

Minutes
Exhibit E

With regard to complaints, we ask that you increase your efforts to work through your grievances with each other during this time. We will not be holding mediations or grievance hearings during this period. Please do not bring your grievances to the Tenant

Association either. As stated before, the Tenant Association or its President are not the proper channels to work with on your complaints. They have no Lease Authority and cannot resolve your issues because they are not party to your Lease.

David J. Keyser

Seymour Housing Authority

[Type the sender company address]

[Type the recipient name]

[Type the recipient address]

minutes
Exhibit I



Housing Authorities, Owners, and Sponsors
State Congregate and Elderly Housing

Notice: OPRHS 20-002

Distribution Date: March 13, 2020

Subject: Coronavirus Update

The State of Connecticut, Department of Housing is committed to taking critical steps to ensure the all Congregate and Elderly Housing residents are protected from communicable disease, including Coronavirus Disease (COVID-19).

To prevent the spread of Coronavirus Disease (COVID-19) in Congregate and Elderly Housing facilities where the majority of the residents are those who are at higher risk due to age and health conditions, effective immediately, the State of Connecticut, Department of Housing is strongly encouraging that all such facilities impose restrictions on all visitors except when a current health state (e.g., end of life) is in question. The facilities may allow a visitor(s) to a resident who is on hospice or end-of-life care as long as the appropriate personal protective equipment (PPE) is used in accordance with Center for Disease Control and Prevention (CDC) guidance documents and when the resident meets the criteria based on exposure to COVID-19.

We are asking that additional steps be taken to help prevent and delay the spread of COVID-19:

- Anyone returning from a Level 2 or 3 country (China, Iran, Italy, Japan and South Korea) to self-monitor for 14 days upon their return to the United States;
- Avoid attending events or meetings with larger numbers of people with arm's length to each other, encourage those who are at higher risk due to age (70 or older), cardiovascular disease, diabetes, cancer, heart disease, or chronic lung diseases like COPD, as well as those with severely weakened immune systems, not to attend the events;
- Direct property cleaning contractors to increase the use of disinfectants when cleaning the property and to increase the frequency of disinfectants cleaning, especially focusing on common touch points;
- Advise people who think they have COVID-19 to call their healthcare provider, they should not go directly to a healthcare facility without first calling a healthcare provider (unless they are experiencing a medical emergency);
- If they haven't already, encourage them to get a flu shot;
- Wash hands thoroughly and often throughout the day. Use warm water and soap. If soap and water are not available, use an alcohol-based hand gel;
- Cough or sneeze into your elbow. Viruses can spread by coughing or sneezing on other people or into your hands;
- Avoid touching eyes, nose, or mouth. Germs spread this way;

Minutes Exhibit. I

- Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious foods;
- Keep surfaces (especially bedside tables, surfaces in the bathroom, and toys for children) clean by wiping them down with a household disinfectant.

Also, Housing Authorities, Owners, and Sponsors of Congregate facilities are strongly encouraged to establish and have a plan of action in place should a resident contract Covid-19. The plan should include but not be limited to sequestration of the individual(s), distribution of daily meals, and continuation of light housekeeping.

For the most up to date information from the State of Connecticut, as well as guidance and other resources visit [ct.gov/covid19](https://www.ct.gov/covid19).

Minutes
Exhibit E

COVID-19 FAQs for the Public Housing, Housing Choice Voucher (HCV) (including the Project-based Voucher Program (PBV)) and Native American Programs

Emergency Preparedness

Q. Who can I contact with questions about emergency preparedness efforts for Public and Indian Housing (PIH)?

A. Public Housing Authorities (PHAs), Tribes and Tribally Designated Housing Entities (TDHEs) should stay in touch with their assigned field representatives. PIH has also established a dedicated email address for questions at PIH-COVID@hud.gov.

Q. Is there funding for PHAs to create emergency plans?

A. Currently, there is no new or dedicated funding to create emergency plans for the COVID-19 virus. For PHAs operating public housing, the time for staff to prepare plans should be considered an operating expense. For PHAs operating the HCV program, the time for staff can be considered an administrative expense.

Q. How should my PHA, Tribe or TDHE prepare for COVID-19 virus infections among our assisted families?

A. While there is no formal planning requirement, HUD recommends that housing providers and PHAs that administer voucher assistance consider the potential impacts that may occur if a resident contracts COVID-19 Virus or there is a local quarantine directive. HUD recommends that PHAs, Tribes and TDHEs follow U.S. Centers for Disease Control and Prevention (CDC) guidance for homes and for communities, businesses and schools posted at www.cdc.gov/coronavirus/2019-ncov/.

Some topics to consider in your plan include:

- Managing short-and long-term quarantines in a unit or a property
- Preparing Staff
 - Use of remote working
 - Availability of personal protective equipment (PPE) and cleaning products
 - Communication with union(s)
 - Providing access to health care providers and/or police
 - Guidance from CDC and Occupational Safety and Health Administration (OSHA)
- Resident Communication
 - Working with resident groups
 - Changes to standard communication methods
 - Providing access to health care providers and/or police if requested
 - Guidance from CDC and state, local health departments
 - Encouraging residents to self-report quarantines

Minutes Exhibit I

- Resident Services
 - Considering implementing policies, procedures and other measures to protect vulnerable populations
 - Identifying local service providers (e.g. private grocery delivery)
 - Residents with special needs, and any reasonable accommodations that may be requested
- Modifying Regular Processes if Advised
 - Unit inspections
 - Rent Collection
 - Recertifications
 - Public meetings
- Additional Considerations for PHA/TDHE Boards of Commissioners
 - State, local or tribal laws about public meetings
 - Changes to standard communication methods
 - Procurement policies and approvals
 - Other PHA policies (e.g., Admissions and Continued Occupancy Policy (ACOP) and HCV Administrative Plan)

Q. If my PHA is asked to do specialized cleaning of a unit or building, what guidance should I follow?

A. The following websites provide useful information for PHAs, Tribes, and TDHEs regarding specialized cleaning of units:

- CDC's main website: www.cdc.gov/coronavirus/2019-ncov;
- Cleaning for community areas: [Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019](#);
- Cleaning for a household: [Interim Recommendations for US Households with Suspected/Confirmed Coronavirus Disease 2019](#);
- CDC's guidance covers recommended disinfectants and PPE. Additional information on disinfectants is also available at www.epa.gov/coronavirus; and
- Guidance for workers and PPE is also at www.osha.gov/SLTC/covid-19/.

Q. What are HUD's PHA procurement policies to meet response needs during this time (e.g., specialized cleaning)?

A. Federal Regulations at 2 CFR § 200.320 permits a PHA, Tribe, or TDHE to procure from single source through noncompetitive proposals. A PHA, Tribe, or TDHE can use single source when award is infeasible under small purchase, sealed bids or competitive proposals and an item is available only from single source or public exigency, or emergency for the requirement will not permit a delay from competitive solicitation. PHAs, Tribes, and TDHEs must maintain in their files, however, a rationale of the single source proposal and cost analysis (i.e., proposed cost data, cost projections, evaluation of specific elements of cost and profits). Labor costs are based on the going market rate at the time. Conflict of interest requirements continue to apply in this situation.

Minute
Exhibit

Operational Concerns

Q. Will the Real Estate Assessment Center (REAC) suspend unit inspections in properties subject to a quarantine?

A. Until further notice, REAC is postponing all property inspections for all PIH and Multifamily properties. Where there is an exigent circumstance or reason to believe that there is a threat to life or property at a specific location, inspections will be conducted by HUD quality assurance inspectors in compliance with CDC guidelines.

Q. Our PHA, Tribe or TDHE determined that given the extent of the outbreak in our area and the impact on our staff, we may have significant disruptions in regular services, including annual recertifications, and submission of PHA Plans, Indian Housing Plans/Annual Performance Reports, and other required documents. Can HUD grant any relief on these regulatory requirements?

A. As part of planning efforts related to COVID-19, HUD encourages agencies to evaluate which functions can be done remotely if the PHA office closes or staff are quarantined. PHA plan submission deadlines and annual recertifications are mandated under statute and cannot be waived. However, HUD recognizes that local circumstances may impact an agency's ability to comply with certain requirements, including deadlines. As such, and in an abundance of caution, HUD encourages PHAs to prioritize efforts to reduce or mitigate the risk of infection.

The Assistant Secretary of Public and Indian Housing can consider regulatory waivers for PHAs, Tribes and TDHEs significantly impacted by COVID-19 response. During this time, waivers will be expedited. All PHA-related waiver requests should be sent to HUD Headquarters at PIH_Disaster_Relief@hud.gov.

Q. If a PHA finds it necessary to close for a period of time, would HUD allow waivers to meet certain deadlines such as recertifications, Housing Quality Standard (HQS) inspections, extensions on vouchers, lease up, and etc.?

A. Waivers are not needed for voucher extensions and lease up. With respect to HQS inspections, HUD encourages PHAs to use existing inspection flexibilities. If they have not already, PHAs should consider adopting biennial inspections (Notice PIH 2016-05: Attachment K: Biennial inspections and the use of alternative inspection methods and inspection timeframes). Under this notice, a PHA that moves to biennial inspections for all of the units in its portfolio does not need to update its Admin Plan to reflect the change. However, if for any reason, this change would require an update to a PHA's Administrative Plan, HUD will consider waiving the requirement for the Admin Plan changes to be formally adopted by the board in order to become effective (24 CFR § 982.54 (a)). For a full list of PHA flexibilities involving HQS inspections please refer to PIH Notice 2017-20.

minutes
Exhibit I

Q. Is there any guidance on how to deal with rent assisted (Housing Choice Voucher (including Project-Based Voucher (PBV)), public housing and Indian Housing Block Grant (IHBG)) residents that may be asked to stay home if a COVID-19 outbreak occurs and they then cannot meet their rent obligations due to a loss of income? What are eviction prevention measures that can be taken?

A. Assisted families in the public housing and HCV programs currently have the ability to report decreases in income. PHAs adjust the family share of the rent and granting hardship exemptions consistent with applicable regulations and the PHA's policies. A decrease in family income is not the basis for a termination of tenancy action (HCV program) or eviction from public housing.

In light of these extraordinary circumstances, HUD encourages PHAs and Owners to prevent the displacement of families through eviction which significantly increases the risk of homelessness and overcrowding.

Tribes and TDHEs administering the IHBG program are encouraged to use their discretion and best judgment to provide relief to any residents who cannot meet their rent obligations under these circumstances.

Q. Can a PHA apply for an extension to its Capital Fund obligation end date because of delays impacting the obligation of Capital Funds related to COVID-19?

A. Yes, a PHA may apply for an extension to the obligation end date of its Capital Fund grants, as long as the request is received prior to the obligation end date. In most cases, the obligation extension justification related to COVID-19 would be pursuant to 24 CFR 905.306(d)(5), "An event beyond the control of the PHA."

Q. Reporting requirements - can Voucher Management System (VMS) reporting be delayed for impacted PHAs?

A. VMS data reporting is time sensitive as it is the basis for monthly disbursement calculations, cash reconciliations, trend analysis, storyboards, set-aside funding adjustment calculations and budget projections. PHAs that are not able to meet reporting deadlines due to circumstances beyond their control must notify their Financial Analyst at the Financial Management Center (FMC) at FinancialManagementCenter@hud.gov immediately to discuss their potential delay.

Q. How should staff that regularly interact with residents and their homes perform their regular duties if there is a quarantine? Activities may include in-person rent collection, income certification, and work or inspections in units?

A. PHAs, Tribes and TDHEs should plan now for alternative procedures for these processes, as they may become restricted during a quarantine. Options may include electronic transmission of funds, online teleconference calls, or secure collection boxes for payments. As part of planning, follow CDC guidance to avoid virus transmission and to provide personal protective equipment (PPE) sufficient for the service performed. For more information, see CDC's guidance on PPE and cleaning at www.cdc.gov/coronavirus/2019-ncov. **As a reminder, HUD does not mandate in-person meetings for income certification or recertifications.**

minutes
Exhibit I

Q. How do you conduct a public meeting that is required by HUD if the public may not be allowed to attend?

A. Public meetings required as part of the annual planning process must still occur during a quarantine. If there is an active quarantine or other meeting size limitations enacted in your community, PHAs are permitted to hold such meetings remotely or online provided they can accept and post answers to questions submitted during the meeting. In selecting a streaming service, PHAs must ensure they can comply with Section 504 of the Americans with Disability Act. PHAs that continue with public meetings should follow the latest CDC, state, or local health department guidance. As of the date of this posting, CDC recommends that workplaces use videoconferencing for meetings when possible. When not possible, hold meetings in open, well-ventilated spaces.

Q. Will previously scheduled Office of Native American Programs (ONAP) monitoring, technical assistance or training sessions be impacted by COVID-19?

A. It depends. Please contact your area ONAP Office to get the latest updates.

Q. Given that HUD staff in Field Offices (and Headquarters) may shift to teleworking, what is the best way to communicate with HUD?

A. The best way to communicate with HUD is either by phone or via email as opposed to through the postal service or via an expedited delivery service. To the extent that an agency needs to transmit documents with signatures, the Department encourages PHAs to either sign the documents with legally binding digital signatures or to sign the documents – scan them – convert them to PDF and email the PDF document. There is one exception to this rule: because of specific language in HUD's appropriation, the Department cannot except Capital Fund Annual Contributions Contract (ACC) Amendments with digital signatures, but it can accept scanned Capital Fund ACC Amendments with written signatures in lieu of receiving hard copy signed ACC Amendments in the mail.

Eligible Use of Funds

Q. What activities and purchases can be supported with Operating Funds?

A. Operating Funds can be used to cover staff labor hours for planning and response, PPE, and cleaning supplies such as disinfectants, sanitizers, etc. If a PHA chooses to contract out specialized cleaning services, operating subsidy can be used. Additionally, Operating Funds may be used for costs to transport staff to perform essential functions.

Small PHAs (fewer than 250 public housing units) may use operating funds as described above, or to pay for activities listed in the question related to eligible uses of capital funds as described below.

Minutes
Exhibit I

Q. What activities and purchases can be supported with Capital Funds?

A. PHAs may use Capital Funds to cover costs of capital expenditures designed to improve the safety of residents such as improved ventilation systems and high-grade filters, portable air filtration equipment, and portable humidifiers.

Capital Funds may be used to pay for necessary equipment to protect people engaged in modernization activities (e.g. PPE for workers involved in construction). In addition, they can be used to pay for transportation costs of people engaged in modernization activity if transportation is disrupted by COVID-19 (e.g. because public transit is suspended).

PHAs may also use Capital Funds as Management Improvements to cover costs such as emergency planning, public health training, IT equipment and upgrades to allow for remote public meetings or telework by PHA staff, and sanitation equipment for common areas.

In accordance with 2424 CFR 905.314(l), all PHAs may transfer up to 25 percent of a Capital Fund grant to Budget Line Item (BLI) 1406 to be used for costs that are eligible under the Operating Fund Program. PHAs with fewer than 250 units, that are not designated as troubled, and have no significant modernization needs or debt service payments may transfer up to 100 percent of a Capital Fund grant to BLI 1406 to fund items eligible under the Operating Fund Program.

PHAs may use Capital Funds to cover these activities even if they are not in an approved 5-Year Action Plan as stated in 24 CFR 905.200(b)(18). However, PHAs will need to update affected 5-Year Action Plans and corresponding Annual Statements/Budgets within a reasonable period of time.

Q. What activities and purchases can be supported with HCV Administrative Funds?

A. PHAs may use administrative fees and administrative reserves to cover HCV and PBV staff labor hours for planning and response, PPE, and cleaning supplies for the office such as disinfectants, sanitizers, etc. Additionally, administrative fees and administrative fee reserves can be used to pay for costs to transport staff to perform essential functions. Such funds can also cover costs to upgrade equipment or technology to facilitate electronic communication and reduce reliance on in-person meetings and transactions.

Q. What activities can be supported with Indian Housing Block Grant (IHBG) funds?

A. IHBG formula funds can be used to pay for the cost of a wide range of eligible activities and administrative and planning costs to protect the health and safety of families assisted under the program, Tribal or TDHE housing staff. This includes, but is not limited to, using IHBG funds to pay for:

- Staff salaries and expenses for planning and response
- Purchasing PPE necessary for TDHE staff to administer the IHBG program

minutes
Exhibit 1

- Purchase and use of cleaning supplies such as disinfectants, sanitizers, waste disposal supplies, and other supplies to disinfect homes of residents, common areas, and housing related public facilities and other public spaces like playgrounds
- Purchase and use of supplies and materials to promote the safety of residents and Tribal housing staff including gloves, surgical masks and goggles, hand hygiene products, soap, paper towels, hand sanitizer, hand wipes, and tissues, thermometers, and more
- Transportation costs of staff to perform IHBG program functions
- Costs to upgrade equipment or technology to facilitate electronic communication and reduce reliance on in-person meetings and transactions. These costs are administrative expenses subject to the administrative cap in 24 CFR 1000.238
- Temporary relocation assistance to families impacted by COVID-19, or to prevent exposure or spread of the virus
- Rehabilitation of housing to improve ventilation
- Housing services to educate residents on prevention and remediation measures to limit risks associated with COVID-19, and other related public health education initiatives
- Costs of establishing and operating facilities, such as isolation centers, to house persons with COVID-19 if they are unable to isolate on their own. Such facilities may include homeless persons or those that could possibly infect vulnerable populations, such as the elderly or those with existing medical conditions who are at high-risk

Q. Can a Tribe or TDHE submit a Model Activity approval request to HUD to help address COVID-19?

A. Yes. Tribes and TDHEs that seek to carry out certain activities that are designed to help address the impact of COVID-19 in Tribal communities, and not otherwise expressly listed as eligible activities under Section 202 of Native American Housing Assistance and Self Determination Act (NAHASDA), may submit a model activities approval request to the Office of Native American Programs (ONAP). If ONAP determines that such requests are designed to carry out the purposes of NAHASDA, ONAP will approve such requests. HUD encourages Tribes and TDHEs to develop creative ways to use their formula IHBG funds to help protect residents and Tribal communities from COVID-19.

Q. What activities can be supported with Indian Community Development Block Grant (ICDBG) funds?

A. Like the IHBG program, a wide range of eligible activities may be carried out under the ICDBG program including health-related public facilities and public services. Generally, Single Purpose ICDBG grants that were previously awarded were awarded for specific projects. However, HUD will consider any program amendments submitted by Tribes in accordance with 24 CFR 1003.305 to help address the impact of COVID-19. All program amendment requests must meet the criteria in 24 CFR 1003.305 to be approved by HUD. Additionally, ICDBG Imminent Threat grants may be available to Tribes depending on the urgency and immediacy of the threat posed to the public health or safety of tribal residents. Both program amendments and Imminent Threat grants must be ICDBG eligible activities.

minutes
Exhibit E

Q. What options are available to Indian Home Loan Guarantee Program (Section 184) borrowers negatively impacted by COVID-19?

A. Borrowers are reminded to connect with their Section 184 lenders and servicers to explore loss mitigation options to help prevent them from going into foreclosure.

Relocation

Q. If there is a need to do specialized cleaning or disinfection in a public housing unit or building as part of response, can operating funds be used for the cleaning? How about capital funds?

A. PHAs may be asked by the health department to assist in response to COVID-19. If the PHA needs to perform specialized cleaning of a unit and temporary relocation of that family to another unit while it is performed, HUD considers the cleaning and temporary relocation of that family an operating expense, therefore they may use operating funds. If there is a need to do a larger scale cleaning of multiple units and common areas, HUD considers the cleaning of multiple units and temporary relocation of multiple families a capital expense, therefore they may use their capital funds for the cleaning services and for temporary relocation of families.

If residents request specialized services in the absence of a specific health department recommendation, PHAs can request additional information from the resident as verification. Verification could include written communication from a medical health professional or the state or local health department. PHAs may use electronic and telephonic communication to perform verification.

Q. If tenants request temporary relocation during the quarantine, what are a PHA's options for addressing the request?

A. Residents may experience significant stress about their safety related to COVID-19 transmission, and may ask for temporary relocation out of multi-unit properties. PHAs can request additional information from the resident to verify the need for relocation. PHAs are not required to grant these requests in advance of a specific health department directive. PHAs can request verification from a medical health professional or the state or local health department as part of reviewing special requests related to COVID-19.

minutes
Exhibit I



March 17, 2020

via electronic mail

Jennifer Gottlieb-Elazhari, Director
United States Department of Housing and Urban Development
Jennifer.R.Gottlieb@hud.gov

Suzanne Piacentini, Field Office Director
United States Department of Housing and Urban Development
suzanne.piacentini@hud.gov

Seila Mosquera-Bruno, Commissioner
Connecticut State Department of Housing
seila.mosquera-bruno@ct.gov

Dear Directors Gottlieb-Elazhari, and Piacentini, and Commissioner Mosquera-Bruno:

As you undoubtedly know, the COVID-19 pandemic, which President Trump has declared a National Emergency, will have both a tremendous impact on your housing programs as well as the people you serve. Since housing is a major social determinant of health, we are sure you agree that the best way to protect tenants and the larger community is to ensure that tenants remain in stable and affordable housing, whether with Housing Choice Vouchers and RAP certificates, or in RAD, or public and project-based section 8 housing. Your tenants need to remain safely and stably housed as they may be experiencing significant upheaval in their personal lives in terms of employment, childcare, and very likely their health. As this public health crisis continues, parents are facing the additional complication of school closures, necessitating finding and affording childcare so they can continue to work (if they still have jobs to go to).

Evictions in a time of a public health crisis simply means that families—including many children—will become homeless. Those experiencing homelessness are perhaps the demographic most at risk for contracting and transmitting the virus. Even as the Judicial Branch has suspended eviction trials in Connecticut, tenants may still have to get to the courthouse and file appearances and other pleadings, which undermines the public health directive to practice “social distancing” and social isolation to prevent spread of the virus. We are also concerned about a flood of evictions overwhelming the Courts when any moratorium ends.

Accordingly, we, the undersigned legal services providers, request that you seek to implement the following measures for the subsidized housing programs you oversee. To the extent that these programs have already implemented one or more measures, we are appreciative.

minutes
Exhibit

For all public housing (state, federal, mixed-finance) and RAD we request the following:

- Suspend all pretermination notices and Notices to Quit for all cases except violent or drug-related criminal activity that affects the health and safety of other residents. The grievance process, which is available for most evictions, only places both tenants and housing authority staff at risk.
- Encourage and allow tenants to report by phone that they have a loss of income that would necessitate an interim recertification. Where possible, use releases you have on file from annual recertifications to contact employers to verify information, and allow the tenant to conduct their interim recertification by mail or over the phone. When the crisis is over, we do not want tenants to have huge balances as they struggle to restore normalcy in their lives.
- Suspend the time for tenants to report increases in income until their next regularly scheduled recertification if your program does not already do so.
- Suspend annual recertifications if they cannot be completed by mail and do not penalize tenants who cannot provide documentation timely because of health or safety (e.g. a tenant who cannot get to a bank to get their bank statements or go to DHS to get their benefits information).
- Conduct retroactive recertifications for tenants who were not able to report their decrease in income.
- Suspend any work and/or community service requirements.
- Ensure tenants can assert their VAWA rights, including through emergency transfers.
- Use flexible policies to allow that guests can remain in homes without jeopardizing the housing assistance of their friends or loved ones.
- Permit extended absences from assisted units without permission or a threat of termination.
- Identify available housing units for individuals who are homeless or housing unstable, who should qualify for priority under most disaster relief admission policies.

We request the following for all Project-Based programs:

- Suspend all pretermination notices and Notices to Quit for all cases except violent or drug-related criminal activity that affects the health and safety of other residents. The "ten days to discuss" which must be afforded to all tenants with a Notice to Quit only places both tenants and staff at risk.
- Encourage and allow tenants to report by phone that they have a loss of income that would necessitate an interim recertification. Where possible, use releases you have on file from annual recertifications to contact employers to verify information, and allow the tenant to conduct their interim recertification by mail or over the phone. When the crisis is over, we do not want tenants to have huge balances as they struggle to restore normalcy in their lives.

minutes
Exhibit I

- Suspend the time for tenants to report increases in income until their next regularly scheduled recertification if your program does not already do so.
- Suspend annual recertifications if they cannot be completed by mail and do not penalize tenants who cannot provide documentation timely because of health or safety (e.g. a tenant who cannot get to a bank to get their bank statements or go to DHS to get their benefits information).
- Conduct retroactive recertifications for tenants who were not able to report their decrease in income.
- Ensure tenants can assert their VAWA rights, including through emergency transfers.
- Use flexible policies to allow that guests can remain in homes without jeopardizing the housing assistance of their friends or loved ones.
- Permit extended absences from assisted units without permission or a threat of termination.
- Identify available housing units for individuals who are homeless or housing unstable, who should qualify for priority under most disaster relief admission policies.

We request the following for the Housing Choice Voucher Program, HUD-VASH, and RAP:

- Suspend termination of assistance in all cases except violent or drug-related criminal activity that affects the health and safety of other residents. In those cases, where facts may be disputed and credibility is at issue, we seek to have hearings conducted by video recognizing the many challenges this may pose to low-income families.
- Allow tenants to report by phone that they have a loss of income that would necessitate an interim recertification. Where possible, use releases you have on file from annual recertifications to contact employers to verify information, and allow the tenant to conduct their interim recertification by mail or over the phone.
- Suspend the time for tenants to report increases in income until their next regularly scheduled recertification if your program does not already do so.
- Suspend annual recertifications if they cannot be completed by mail and do not penalize tenants who cannot provide documentation timely because of health or safety (e.g. a tenant who cannot get to a bank to get their bank statements or go to DHS to get their benefits information).
- Conduct retroactive recertifications for tenants who were not able to report their decrease in income.
- Suspend all search-times without requiring requests for extensions.
- We hope that you continue to conduct emergency inspections, inspections for people whose current units are abated and must move as quickly as possible, and inspections for people who have final stays pursuant to court order.
- Ensure participants can assert their VAWA rights, including through emergency transfers.

Minute Exhibit

- Use flexible policies to allow that guests can remain in homes without jeopardizing the housing assistance of their friends or loved ones.
- Permit extended absences from assisted units without permission or a threat of termination.
- Identify available Vouchers/Certificates for individuals who are homeless or housing unstable, who should qualify for priority under most disaster relief admission policies.

We request you take action to protect the health of your participants by modifying your policies to avoid exposing them to unnecessarily to a deadly virus and the loss of critically important housing. We would welcome the opportunity to talk with you about these and the other issues that will affect our mutual clients in the coming months.

Sincerely,

Nilda R. Havrilla, Litigation and Advocacy
Director
Connecticut Legal Services, Inc.

Giovanna Shay, Litigation and Advocacy
Director
Greater Hartford Legal Aid

Shelley White, Litigation Director
New Haven Legal Assistance Association,
Inc.

Erin Kemple, Executive Director
Connecticut Fair Housing Center

Kathy Flaherty, Executive Director
Connecticut Legal Rights Project

Liam Brennan, Executive Director
Connecticut Veterans Legal Center

cc: All Connecticut Public Housing Authorities and Administrators
United States Senator Richard Blumenthal
United States Senator Chris Murphy
United States Representative John Larson
United States Representative Joe Courtney
United States Representative Rosa DeLauro
United States Representative James Himes
United States Representative Jahana Hayes

*Mounts
Exhibit I*

INTEROFFICE MEMORANDUM

TO: CALLAHAN HOUSE RESIDENTS

FROM: DAVID KEYSER

SUBJECT: ENTRY SYSTEM, FOBS AND SECURED BUILDING ENTRY DOOR

DATE: 02/24/2020

Work is continuing on the entry income system and completion is near. We anticipate it being completed Wednesday February 26, 2020.

Last Wednesday we distributed the new key fobs for all the residents to enter the building. This new fob is a bit smaller but works the same way the old one (the orange one) did. You must wave the fob in front of the key pad to the left of the entry door. The door will open.

There is no reason to touch or try to force the security sliding door open. This puts the door off track and cause the door not to operate properly.

If you have any problems using the key fob to enter the building, or your fob is not working, or you would like to be shown how the new fob works, please meet us in the lobby today at 2:00 P.M.

Again, if your key fob is not working or you would like to be shown how the new fob works, please meet us today at 2:00 P.M. in the lobby.

Please take advantage of this opportunity to learn more about the usage of the key fob. Do no push the security door or try to force it open.

Minutes
Exhibit #

MAY 2020

HOUSING AUTHORITY OF THE TOWN OF
SEYMOUR

Executive Director's Report

Minutes
Exhibit II

April 2020

Occupancy

CALLAHAN HOUSE	2020 YEAR TO DATE VACANCIES	4
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Callahan House currently has two vacancies. One 1br and 1 efficiency.

Unit	Prior Resident	Move Out	New Resident	Move in	No. Days
4Q	Brown	2/3/2020	Cashin		
4B	Cashin		Cocker		
4T	Cocker		Vacant		
3W	Klimcza	3/31/2020	Vacant		

April 2020

Occupancy

NORMAN RAY HOUSE	2020 YEAR TO DATE VACANCIES	3
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Norman Ray House currently has one vacancies. 1 efficiency apartment.

[illegible]

April 2020

Occupancy

MODERATE RENTAL	2020 YEAR TO DATE VACANCIES	2
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The Moderate Rental program experienced one move in and one move out during March 2020. The Moderate Rental program experienced 60 days vacant since January 1, 2020 and has averaged 30 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: $81 \text{ units} \times 365 \text{ days} = 29,565 \text{ days available}$; $60 \text{ days} / 29,565 \text{ days available} = 0.2029\%$ vacancy loss through March 31, 2020.

Unit	Base Rent	Prior Resident	Move Out	New Resident	Move in	No. Days
18 1/2	\$560	Evans	02/06/2020	Cook	03/16/2020	39
1C	\$490	Watson	03/10/2020	Vacant		21

Average number of vacancy days per vacancy 30

We experienced \$1,071 in vacancy loss since January 1, 2020.

Minutes
Exhibit II

April 2020

Occupancy

SMITHFIELD GARDENS ASSISTED LIVING 2020 YEAR TO DATE VACANCIES

2

Smithfield Gardens Assisted Living remained fully occupied during March 2020. Smithfield Gardens Assisted Living experienced 54 days vacant since January 1, 2020 and has averaged 18 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; 54 days/ 20,440 days available = 0.2641% vacancy loss through March 31, 2020.

Unit	Rent	Prior Resident	Move Out	New Resident	Move in	No. Days
101	\$840	Perkowski	11/23/2019	Ferreira	01/15/2020	15
109	\$1,000	Fuller	01/03/2020	Garris	01/10/2020	7
128	\$1,000	Pollman	01/27/2020	Sicilia	02/29/2020	32

Average number of vacancy days per vacancy 18

We experienced \$1,720 in vacancy loss since January 1, 2020.

Minutes
Exhibit A

Monthly Report for Smithfield Gardens

04/01/2020

Occupancy Statistics:

- 100% (56 of 56 units) occupied as of 03/31/2020
- One application in processing
- No move-ins in March; no move-outs in March
- 8 applicants on waiting list for 60% units (\$1,000 rent)
- 8 applicants on waiting list for 50% units (\$840 rent)
- Average age is 85.8; age range is 66 – 98
- Average length of tenancy is 31.7 months

Budgeting Statistics:

- 22 of 19 units rented at \$840
- 34 of 37 units rented at \$1,000
- 55 of 56 occupied units participating in the meal plan

Other:

- MRC/ALSA meetings 03/04, 03/11, 03/18, 03/25 (attended by MRC Director, RSC, & RNs)
56 residents' statuses reviewed each week; four residents out at rehab as of 02/29/20
- Resident Council Meeting held 02/27/20; next meeting 04/30/20 (now bi-monthly)
- No March fire drill (due for second shift); will be made up at a later date
- COVID-19 changes included in family letter

2020 Move-Ins/Outs

Apt	Income Limit	Resident	Move Out Date	New Resident	Move In Date	Vacancy Days	Vacancy Loss	Cumulative Loss
101	50% ⁴⁶	Perkowski, Sophie	11/23/19	Ferreira, Juliette	1/15/2020	52	-\$1,436	-\$1,436
109	60% ¹⁶³	Fuller, Natalie	01/03/20	Garris, John	1/10/2020	6	-\$197	-\$1,633
128	60%	Pollman, Elizabeth	01/27/20	Sicilia, Helen	2/29/2020	32	-\$1,052	-\$2,685

Application Processing:

Edmonds, Robert & Jacqueline SGAL paperwork in progress; CHCPE pending; ALSA to be scheduled
Dionne, William Moved in with another resident