

TRUMBULL HOUSING AUTHORITY
REGULAR MEETING
TUESDAY JANUARY 23, 2024 7 pm
By ZOOM
AGENDA

Pledge of Allegiance

Roll Call

Approval of Minutes: Dec.12, 2023 regular THA Mtg; Dec. 14, 2023 special mtg (CNA); January 9, 2024 special meeting

Public Comments

- Report of Director of Finance
- Report of Congregate Manager
- Report of the Resident Service Coordinator
- Report of Property Manager
- Treasurer's Report and Discussion of Financials
- Executive Director's Report

New Business

- Discussion and vote on new lease for Village
- Discussion and vote on Tenant Selection Process
- Grant Opportunities and Funding Approval
- Discuss the On-Site Assessment for the Village (assessment can start Feb. 2024)
- Board Approval to withdraw from Village reserves to have On-Site Assessment done

Old Business

Public Comments

Adjournment

Trumbull Housing Authority Regular Meeting

Jan 23, 2024 7:00 PM

<https://us06web.zoom.us/j/81358658355?pwd=QUshUtrA3h3AmeQXm2eZDwcYFHDaw.7gQ5PX2JWRuCaWRQ>

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Trumbull Housing Authority Virtual Special Meeting

Trumbull Housing Authority Virtual Special Meeting
January 9, 2024
7:00 pm

Commissioners Present: Charlene Pederson, Kathleen McGannon, Maureen Bova, Laurel Anderson, Sara Pflueger

Also Present: Attorney Chris Hodgson; Paulette Mack, Executive Director Stern Village; Jacqueline Vera, Assistant Property Manager; Dawn Cantafio, Director of Finance; Lisa Alhabal, Resident Services Coordinator; Lisa Labella, Administrative Assistant

The meeting was called to order by Mrs. McGannon at 7:00 pm followed by the Pledge of Allegiance and Roll Call.

Executive Session

Motion was made by Ms. Pederson to amend the agenda to move the Executive Session to first on the agenda. Seconded by Ms. Pflueger and approved by unanimous consent. Motion was made by Ms. Pederson to enter into Executive Session at 7:02 pm. Seconded by Mrs. Anderson and approved unanimously. Attendees included the Board members and Attorney Hodgson. Executive Session ended at 7:27 pm by unanimous consent. Motion was made by Ms. Pederson to accept the employee's arbitration award and to allow Attorney Hodgson to relay that information to the Union. Seconded by Mrs. Bova and approved by unanimous consent.

Discussion of Animal Assistance Policy

Mrs. McGannon noted there were some changes made in the policy. Under grandfathered pets, pets owned on January 9, 2024 shall be allowed to remain on the property with a February 8 date for notification and all paperwork by pet owners filed with the main office. Mrs. Labella noted this is the 30-day window to notify the Executive Director. The staff has been working to help provide resources to people who have pets in terms of a list of pets and stickers on their doors to notify the Fire Department and Maintenance Staff of a pet in the unit. The agreement needs to be completed with back documentation provided as to whether it is a cat or a dog, inoculations and licensing, if applicable. Every year at recertification, the documents will be updated so they are current. Mrs. McGannon noted some people had concerns and wanted to make sure those concerns were addressed or if they needed to be discussed further. Discussions were held with residents to explain the policy further. Mrs. McGannon spoke with the Animal Control Officer and her concerns about not being able to accommodate and handle any pets that we would have required people to give up was very persuasive. She was very happy that the intent was not to make people give up pets that were already here. Mrs. McGannon did want to be clear that if you do not register the pet and do not follow the directives of the policy, it will be a lease violation which can lead to an eviction.

The staff is making every effort to continually update/inform residents and once the policy is approved, the form will be provided. It will be discussed at the resident meeting this week, in

Trumbull Housing Authority Virtual Special Meeting

the newsletter and disseminated several times. Anyone coming in new will not be allowed to register a pet. This will be discussed on application.

Mrs. Labella noted there are state and local laws that require responsible pet ownership and they will be in play. Discussion of expenses for licensing and inoculations was held. It was agreed to add a global statement regarding inoculations and licensing. Ms. Pederson will send Mrs. Labella a statement to be included indicating the pet owner is responsible.

Motion was made by Ms. Pflueger to approve the Animal Assistance Policy as amended. Seconded by Mrs. Bova and approved unanimously.

Discussion of Renovation of Remaining Units

Mrs. McGannon noted there was prior discussion for an outside company to rehab the units to get them rental ready. Ms. Mack noted there are 13 vacancies. She has two vendors right now and is looking for a third for quotes. Mrs. McGannon noted she will move this project forward and meet as necessary to approve a vendor.

Executive Session

Motion was made by Ms. Pederson to enter into Executive Session at 7:41 pm to discuss performance of one of the Staff. Seconded by Ms. Pflueger and approved by unanimous consent. Only Board members were in attendance. Motion by Ms. Pederson, seconded by Mrs. Bova, to exit Executive Session at 8:18 PM. Unanimous consent. Motion by Mrs. Anderson to approve the compensation for the Executive Director as discussed in Executive Session, seconded by Ms. Pederson and unanimous consent.

Adjournment

There being no further business, motion to adjourn was made by Ms. Pederson at 8:22 pm. Unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

Trumbull Housing Authority – December 12, 2023

Trumbull Housing Authority Meeting
December 12, 2023
6:00 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson, Charlene Pederson and Sara Pflueger

Also Present: Paulette Mack, Executive Director; Jacqueline Vega, Assistant Property Manager; Dawn Cantafio, Director of Finance; Lisa Labella, Administrative Assistant; Jason Geel, Accountant; Lisa Alhabal, Resident Services Coordinator and Attorney Karen Kravitz (left the meeting at 7:11 pm)

The meeting was called to order by Mrs. McGannon at 6:01 pm followed by the Pledge of Allegiance and Roll Call. **Motion was made by Ms. Pederson to move the vote on the policies to the beginning of the agenda to accommodate Attorney Kravitz. Seconded by Mrs. Anderson and approved by unanimous consent.** Mrs. McGannon noted the resident comments were summarized in the minutes for each meeting held. One additional comment will be read concerning the smoking policy.

Vote on Policies

1. VAWA Emergency Transfer Policy – no additional comments/changes. Motion to approve made by Ms. Pederson; seconded by Mrs. Bova. Policy approved unanimously.
2. Entry Into Dwelling Policy – no additional comments/changes. Motion to approve made by Ms. Pederson; seconded by Ms. Pflueger. Policy approved unanimously.
3. Grievance Policy and Procedure – no additional comments/changes. Motion to approve made by Ms. Pflueger; seconded by Ms. Pederson. Policy approved unanimously. Mrs. Labella noted this will be updated in the new lease.
4. Live-In Aide Policy – no additional comments/changes. Motion to approve made by Ms. Pederson; seconded by Ms. Pflueger. Policy approved unanimously.
5. Reasonable Accommodations Policy – no additional comments/changes. Motion to approve made by Ms. Pflueger; seconded by Ms. Pederson. Policy approved unanimously.
6. Smoke-Free Policy – Mrs. McGannon read the following comment received from a resident. *What is being done to implement the non-smoking policy/smoke-free policy? The smoke comes through the heat and HVAC system. I think installing cameras on the light poles would make residents smoke at the designated areas.* Mrs. Anderson noted the Board should consider some of the comments/suggestions made by the residents in the Board's Capital Improvement discussions – in particular apartment venting and enclosed smoking areas to keep residents out of inclement weather. Nothing would change in the policy. Motion to approve made by Ms. Pederson; seconded by Ms. Pflueger. Policy approved unanimously.
7. Trespass and Ban Policy – no additional comments/changes. Motion to approve made by Mrs. Bova; seconded by Mrs. Anderson. Policy approved unanimously.

Motion was made by Ms. Pederson to amend the policy list to include the Unit Transfer Policy. Seconded by Ms. Pflueger and approved unanimously.

8. Unit Transfer Policy – no additional comments/changes. Motion to approve made by Ms. Pederson. Seconded by Mrs. Bova. Policy approved unanimously.
9. Vehicle Parking Policy – the Board will take into consideration suggestions made, such as assigned parking areas, outside of the approval of the policy. Motion to approve made by Mrs. Anderson; seconded by Ms. Pflueger. Policy approved unanimously.

Trumbull Housing Authority – December 12, 2023

10. Animal Assistance Policy – Attorney Kravitz explained the legal procedures associated with this policy as well as State Statute regarding assistance animals. Pets are a separate issue and can be prohibited but assistance animals must be allowed according to law. Mrs. Labella noted there will be two different policies at this time to cover assistance animals and pets already on site. Discussion was held regarding the grandfathering of existing pets. Mrs. Labella noted she has included all state and local requirements that must be adhered to within the policy. Procedures have been put into place to assist in keeping records up-to-date. The grandfathered pet policy would be an addition to the new lease. Attorney Kravitz discussed animal training requirements, neuter/spade requirements, qualifying disabilities, liability to the THA and renter's insurance as they relate to the law. This document will be part of the new lease to be approved in January. The grandfather start date is determined when the policy is approved. Motion was made by Ms. Pederson to table the approval of the Animal Assistance Policy to allow the Board to read the changes submitted. Seconded by Ms. Pflueger and approved by unanimous consent.

New Business

1. First Reading of New Lease – Mrs. Labella spoke on the revisions made and the policies currently being discussed that will be included. Attorney Kravitz discussed the portion on collection of legal fees as a result of actions taken. After consideration, the Board agreed to remove this statement from the lease. Motion was made by Mrs. Anderson to approve the first reading of the lease with the understanding that the statement discussed would be removed. Seconded by Ms. Pederson and approved unanimously. Mrs. Labella noted the Grievance Policy previously approved would be updated in the lease. Village and Congregate leases, although very similar, will remain two separate documents at this time.
2. First Reading of the Tenant Selection Process – Mrs. Labella spoke on the changes made noting some of the requirements had been unclear. Tenant selection will now be a two-step process to help applicants complete and understand what is required. It is more streamlined, transparent and consistent. There is a need to update the waiting list annually. The new tenant selection process has been designed from the CT Fair Housing template and information from HUD. Motion was made by Ms. Pederson to approve the first reading of the Tenant Selection Process. Seconded by Mrs. Bova and approved unanimously. This document will be distributed to the Stern Village residents by 12/19 or 12/20 with a 30-day comment period and possible approval on January 23, 2024.

Attorney Kravitz commented that Mrs. Labella has worked tirelessly on the policies and other documents and the Board thanked her for all the work she has done in such a short period of time. Attorney Kravitz left the meeting at 7:11 pm.

Treasurer's Report and Discussion of Financials

Mrs. Bova reported for the four-month period ending October 31, 2023. The Authority had an Operating Gain, before capital activity and depreciation, of \$11,138 which includes a (\$5,460) loss attributable to Stern Village and \$16,598 to Congregate.

For Stern Village, the current month's Operating Loss was (\$21,105) compared to a budgeted gain of \$7,500. The month's loss is due to \$28,000 for annual cleaning of the HVAC units as well as a five-week month for salaries. Vacancies continue to exceed forecasted amounts due to increased turnover rates which has had a significant impact on maintenance supplies for work to turnover units.

Trumbull Housing Authority – December 12, 2023

For Congregate, the current month's Operating Gain was \$8,833 compare to a budgeted gain of \$1,250. The month's gain is primarily related to \$4,000 in excess services revenue that will need to be spent by year-end along with overall positive operating results. Overall, Congregate is ahead of expectations, but Services revenue could end short of earned amounts as the year progresses due to tenant turnover. On the expense side, Congregate has not experienced any significant cost overruns other than recent legal costs, while other expenses are tracking with budgeted amounts.

Tenant Accounts Receivable balances as follows:

	6/30/23	# of Tenants	10/31/23	# of Tenants
Stern Village				
One Month or Less	(\$6,448)	73	(\$5,007)	74
Over One Month Rent	\$1,350	3	\$1,380	3
Inactive AR	\$14,392	21	\$14,467	27
Total	\$9,294	97	\$10,840	104
Congregate				
One Month or Less	\$2,965	8	(\$1,750)	9
Over One Month Rent		0	\$3,448	2
Inactive AR	\$3,846	7	\$3,846	7
Total	\$6,811	15	\$5,544	18

The overall cash position of the Authority, including reserves, is \$672,403.

A snapshot of program balances are as follows:

	6/30/23	9/30/23	10/31/23	YTD Change
Stern Village				
Cash	\$43,918	\$44,846	\$26,407	(\$17,511)
Accounts Payable	\$65,510	\$70,653	\$73,713	(\$8,203)
Interprogram Loan	\$351,546	\$344,981	\$338,700	(\$12,846)
Reserves	\$528,290	\$535,378	\$537,838	\$9,548
Excess Cash	(\$96,801)	(\$80,969)	(\$105,904)	
Congregate				
Cash	\$30,563	\$45,764	\$98,107	\$67,544
Accounts Payable	\$6,774	\$18,974	\$8,221	(\$1,447)
Interprogram Loan	\$351,546	\$344,981	\$338,700	\$12,846
Reserves	\$9,831	\$10,005	\$10,051	\$220

A schedule of operating cash activity for the period:

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Cash Flow	<u>Village</u>	<u>Congregate</u>
Beginning 9/30/2023	\$44,846	\$45,764
Plus		
Rents and Other	\$85,487	\$38,831
DOH Subsidy		\$79,755
Interentity Transfers	\$22,851	(\$22,851)
Less		
Vendor Payables	(\$75,926)	(\$43,392)
Payroll	(\$50,851)	\$0
Ending 10/31/2023	<u>\$26,407</u>	<u>\$98,107</u>

Congregate cash is ahead of cash management amounts despite paying more towards the Village loan balance (below the 350K short term goal). Village cash continues to track closer than intended due to early year cost overruns and reduced revenue generation. Operating payables are lower than the cash balance, as a majority of the payables are related to the SSHP development project. Funding totaling \$333,880 was received in November, closing out the project.

Mrs. Anderson questioned the status of the cash balance as it was below the threshold agreed upon as of October 31. Mr. Geel noted the balance is back up to \$62,000 and addressed cash flow between Stern Village and Congregate. Mrs. Anderson questioned how much of the grant funds should go back into reserves and how much should be spent. Mr. Geel recommended spending the funds and discussed the relationship between funding, revenue and how to decide what to fund.

Mrs. Anderson questioned if the June 30, 2023 audit report was complete. All requested information has been submitted and no additional requests have been made. No response is expected until the end of the year.

New Business Continued:

3. Authorization of Funds for Sidewalks – Mrs. Anderson noted this request was initiated by the sub-committee reviewing the Critical Needs Assessment document for repair of the sidewalk in front of the Congregate. A funding request of \$24,000 is being presented at this time to allow staff to contract with the vendor so that when the weather breaks in the spring, the work can begin. They tried to find additional quotes but vendors did not respond as the job is very small. The vendor chosen is on the on-call list for the Town. Motion was made by Ms. Pederson to authorize \$24,000, not-to-exceed 5% increase, without additional board approval. Seconded by Mrs. Bova and approved unanimously.

Director of Finance Report

Mrs. Cantafio reported the following:

1. Financial statements were reviewed discussing some individual accounts.
2. Ms. Vega is assisting her in working with Maintenance to facilitate rehab of vacant units.

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Congregate Manager's Report

Ms. Mack reported for Ms. Torres who was not at the meeting:

1. Pull cords in the Congregate, in particular on the second floor, need to be replaced as they are not registering in the panels. Mrs. Cantafio will be working with Ms. Mack in obtaining estimates.
2. They are investing more into programs for the residents. It was noted they are trying to increase moral in small ways, such as decorations, special programs, etc. Residents have indicated they like the changes that have been made. Participation in activities by the residents has increased.
3. A holiday party will be held on December 14 at 5:30 pm that is sponsored by ICS, the security firm for the building.

Resident Services Coordinator Report

Ms. Alhabal reported the following:

1. The Jewish Family Services mobile food pantry served 67 residents on November 19. They will be on-site December 14 for another visit and 80 residents have signed up. Mrs. Cantafio noted the residents are happy the program has been implemented and have indicated how much they appreciate the service and having fresh fruits and vegetables.
2. On January 9, 2024, the Director of Community Services at the Southwestern CT Agency on Aging (SWCAA) will make a presentation to the residents on services available with an emphasis on the caregiver programs. She will be offering this program to the Congregate also.
3. File for Life stickers are being distributed at the tenant meetings.

Assistant Property Manager

Ms. Vega reported the following:

1. Keeping track of empty units and work orders. Over the course of the inspections done in October and November, over 100 work orders were written for the Village and they are down to 74. Some are seasonal and will be done in the spring and some are larger projects requiring more time to complete.
2. Eleven units are empty at this time with a 5% vacancy rate. There are 28 applicants on the waiting list. One applicant is being interviewed which should bring vacancies down to 10. Maintenance is currently working on two units. Outsourcing larger projects was discussed briefly. This would take the burden off the Maintenance staff so they could address other work orders. The goal of five empty units has been set.

Executive Director's Report

Ms. Mack reported the following:

1. They had a tenant meeting last week.
2. There will be a holiday party on December 22 from 12-3 pm.
3. Sustainable Trumbull Youth had a fund raiser for the Village asking for donations and gift cards. She hopes to receive the donations before the holiday.
4. Revising the Trumbull Housing handbook. Last edition is from 2014.
5. Tenants have been complaining about recycling of boxes. It seems they are not being broken down properly to be placed in the bins. Ms. Vega will be making signs to assist the residents as to proper disposal of both recycling and trash.
6. Signs for visitor parking are being addressed. Caregivers and visitors will be requested to park in the spaces near the Community Room and walk to their destination. Violations will be addressed through the resident.

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7. Continuing to solicit gutter repair quotes.

New Business Continued

4. Approval of Meeting Dates – Motion was made by Ms. Pederson to approve the 2024 meeting dates. Seconded by Mrs. Anderson and approved unanimously.

Approval of Minutes

1. Motion was made by Ms. Pederson to approve the Virtual Regular Meeting minutes of September 26, 2023. Seconded by Mrs. Anderson and approved with abstention from Ms. Pflueger.
2. Motion was made by Ms. Pederson to approve the Special Meeting minutes of October 19, 2023 (Policy Discussion). Seconded by Mrs. Bova and approved unanimously.
3. Motion was made by Ms. Pflueger to approve the Virtual Regular Meeting minutes of October 24, 2023. Seconded by Ms. Pederson and unanimously.
4. Motion was made by Ms. Pederson to approve the Special Meeting minutes of November 16, 2023 (Resident Meeting). Seconded by Mrs. Anderson and approved unanimously.
5. Motion was made by Mrs. Anderson to approve the Special Meeting minutes of November 16, 2023 (CNA Review). Seconded by Mrs. Bova and approved unanimously by subcommittee.
6. Motion was made by Mrs. Anderson to approve the Special Meeting minutes of November 28, 2023 (Resident Meeting). Seconded by Mrs. Bova and approved with abstention from Ms. Pederson.

Public Comments

No public comments.

Adjournment

There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 8:03 pm. Seconded by Mrs. Bova and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk

Trumbull Housing Authority Special Meeting – December 12, 2023

Trumbull Housing Authority Special Meeting
December 14, 2023
2:00 pm

Commissioners Present: Maureen Bova, Laurel Anderson and Sara Pflueger

Absent: Charlene Pederson, Kathleen McGannon

Also Present: Paulette Mack, Executive Director; Jacqueline Vera, Assistant Property Manager; Dawn Cantafio, Director of Finance; Daisy Torres, Congregate Manager and Rene Lozada, Maintenance Staff

The meeting was called to order by Mrs. Anderson at 2:09 pm.

The purpose of the special meeting was to continue to review and discuss the 2021 Capital Needs Assessment report for the Congregate.

The CHFA Energy Audit, dated October 2021, was discussed. It was felt the items mentioned in the audit that should be addressed did not result in significant yearly savings. The lighting has already been addressed. Toilets are replaced, as needed, with low flow units. Refrigerators are also addressed and replaced as needed with energy efficient models. Discussion was held regarding the effect of the solar panels and if this was taken into account in the audit. Ms. Mack noted they had received a return from the solar panels. The audit also noted water usage was high at certain times of the year. It is unknown if the Maintenance building is connected to the water system for the Congregate.

Review of Action Items From August 27, 2023 Meeting

1. Contact George Estrada regarding the walkway repair requesting an estimate and timeline – Mrs. Cantafio noted she is working on an updated quote with Mr. Estrada. He suggested replacing the walkway all around the building as well as the dumpster/trash area. Sidewalk will be asphalt. **Completed.**

Review of Action Items from September 7, 2023 Meeting

1. Contact On-Site regarding Line 12 – location of the exterior window – **Ms. Mack will contact them.**
2. Report to the State the status of Line Items #14, 15, 16, 23, 24 – Quote for gutter repair was received but need additional quotes. Repair would help minimize damage to the building. State funding was also discussed.
3. Confirm the sidewalk estimate with Mr. Bova – Funding approved 12/12/23. **Completed.**

Review of Action Items from October 12, 2023 Meeting

1. Contact Ms. Bakalar and/or Mr. Estrada for assistance with funding – Planning meeting is scheduled for January 2024 to review paperwork for the grant. **Ms. Mack.**
2. Contact Mrs. Cantafio or Mr. Geel to confirm dates and cost for replacement of light fixtures in the Common Hallways – **Mrs. Cantafio to follow-up.**
3. Determine what mold remediation was performed – **Ms. Torres to review work order.**
4. Discuss window sealing when the heat is turned on at the resident meeting – **Completed.**
5. Request a statement from KONE that indicates their best estimate of the life expectancy for the elevator – 30 year life expectancy. **Ms. Torres noted, through her discussions with KONE, that**

Trumbull Housing Authority Special Meeting – December 12, 2023

the elevator is fine and not like a hospital where there is considerable use. Elevator was discussed. This will be a Critical Needs Grant item in the Spring.

Review of Action Items from November 16, 2023 Meeting

1. Commercial Kitchen Equipment – Ms. Mack followed up with Globe on the steamer – **Completed.** Food processor was fixed. **Completed.**
2. VCT Flooring – Replacement – Check to see if the flooring was replaced when the hallways were completed. Flooring was replaced. **Completed.** (Mr. Lozada will work with Ms. Mack on updating the Dining Room floor.)
3. List of prioritize Capital Needs – map was made of the building quadrants. Will be used as part of the emergency plan.
4. Energy Audit Review – **Completed.**

Review of the document for Building Mechanical was held.

1. Line 10 – Commercial Kitchen MUA – Replacement - 2039.
2. Line 11 – Powered Exhausters/Ventilators – As Needed Replacement – completed when the ventilation system was done in the kitchen. **COMPLETED**
3. Line 12 – Thru-Wall Air Conditioners (Newer) - Replacement – 2035.
4. Line 13 – Thru-Wall Air Conditioners (Older) - Replacement – All rooms done including Kitchen and Art Room. TV Room not done.
5. Line 14 – Distribution Piping – As Needed Repairs – this is from boiler to exhaust natural gas from kitchen to the outside. All piping is fine. **COMPLETED.**
6. Line 15 – Air Compressor (Fire Suppression) – Replacement – 2027.
7. Line 17 – Ductless Mini-Split Pumps – Replacement – Entire system replacement needed especially on the second floor. Previous quote was \$8,000. Critical Needs Grant item for the spring for three units. Suggestion to split the work, if necessary, and moving some of it to 2026. Need to get new quotes for the work. **Ms. Torres to work on the Critical Needs Grant for the call panel now. Application for this item will be for the spring.**
8. Line 18 – Make-Up Air Unit (Add per Management) – no exhaust in the hallways. With replacement of the heat pumps, there may be a way for this item to be included if the new units exhaust air. Or if they don't units could be exhausted through the elevator shaft.

Mrs. Anderson suggested a wrap-up meeting before the January 23, 2024 regular meeting of the Board to prepare a presentation as to what was found, what was completed and what needs to be budgeted.

Mrs. Anderson left the meeting at 3:33 pm. Ms. Pflueger chaired the remainder of the meeting.

Review of the document for Building Electrical was held.

1. Line 8 – Entry Intercom System – Replacement – no need with the security guards.
2. Line 9 – ECAS System – Replacement – this is the emergency call assistance system. Currently in the process of being repaired. Will be completed in 2024.
3. Line 10 – Security Camera System – As Needed – cameras need to be upgraded to 360 degree cameras – 2024.
4. Line 17 – Telecommunications Upgrade – Previous quote was \$13,000 for the building. Second floor does not have WIFI; only the Dining Room and first floor. This should be added as a Critical Need and paperwork completed. **Ms. Torres to follow-up and complete paperwork.**

Trumbull Housing Authority Special Meeting – December 12, 2023

Review of the document for Unit Bathrooms was held.

1. Line 24 – Accessibility – Lower Med Cabinets, Reposition Toilets, Grab Bars – deferred.

Review of the document for Unit Electrical was held.

1. Line 5 – Unit Light Fixtures – Replacement – changed as needed.
2. Line 15 – Electrical Baseboard Heating – Replacement – not in Congregate.
3. Line 16 – Unit Thermostats – Replacement – **COMPLETED** (2039)
4. Line 17 – Smoke Detectors – As Needed Replacement – these may be changed with the new system (moved to 2027).

Review of the document for Unit Mechanical was held.

1. Line 18 – Hydronic Baseboard Radiators – Metal Covers/Tubes – covers are good and addressed as needed.

Action Items

Ms. Mack –

1. Contact On-Site regarding Line 12 – location of the exterior window.
2. Follow up with Globe on steamer.
3. Planning meeting with Ms. Bakalar in January regarding grants.

Mrs. Cantafio –

1. Contact Mr. Geel to confirm dates and cost for replacement of light fixtures in the Common Hallways.

Ms. Torres –

1. Determine what mold remediation was performed through Work Orders.
2. Complete paperwork for Critical Needs grant from the State for three items – call panel (immediately); elevator replacement (Spring); WIFI for the entire Congregate building (Spring)

Next Meeting – January 18, 2024 at 3:00 pm.

Adjournment

There being no further business, the meeting was adjourned at 3:47 pm by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

Accountant's Compilation Report

To the Board of Commissioners
Housing Authority of the Town of Trumbull

Management is responsible for the accompanying financial statements of the Housing Authority of the Town of Trumbull, which comprise the statement of net position as of December 31, 2023, and the related operating statement with the budget for the six months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy, or the completeness of the information provided by management, and we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has omitted the Management Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. The Management Discussion and Analysis, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Management has elected to omit substantially all the disclosures and the Statement of Cash Flows as required by accounting principles generally accepted in the United States of America. If omitted disclosures and the Statement of Cash Flows were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations.

We are not independent with respect to the Housing Authority of the Town of Trumbull.



Maletta & Company
Certified Public Accountants

Bristol, Connecticut
January 18, 2024

Trumbull Housing Authority

Balance Sheet

December 2023

Program: State Elderly

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CASH			
1111 TD Bank	37,947	(4,192)	33,755
1112 Stern Village Development Funds	293,901	0	293,901
1113.3 STIF	540,245	0	540,245
1117 Petty Cash	175	0	175
TOTAL CASH	872,268	(4,192)	868,076
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	11,657	949	12,606
1122.1 Accounts Receivable - Manual	7,191	292	7,483
1123.1 Allowance for Collection Loss	(14,392)	0	(14,392)
TOTAL ACCOUNTS RECEIVABLE	4,456	1,241	5,697
OTHER CURRENT ASSETS			
1129 Sundry AR-Stern Center	339,716	4,108	343,823
1129.1 Accounts Receivable Misc	75	(75)	0
1191 Cash - Security Deposits	29,655	0	29,655
1210 Other Prepaid Expense	3,006	0	3,006
1211 Unexpired Insurance	5,240	11,714	16,954
TOTAL OTHER CURRENT ASSETS	377,691	15,746	393,437
TOTAL CURRENT ASSETS	1,254,415	12,795	1,267,210
NONCURRENT ASSETS			
FIXED ASSETS			
1410 Land	85,140	0	85,140
1420 Buildings	4,774,645	0	4,774,645
1425 Building Equipment	708,335	0	708,335
1430 Furniture & Equipment	706,003	0	706,003
1440 Capital Improvements	7,369,934	0	7,369,934
1470 Maintenance Equipment	16,163	0	16,163
1480 Maintenance Vehicles	34,492	0	34,492
1495 Accumulated Depreciation	(6,840,500)	(31,586)	(6,872,085)
TOTAL FIXED ASSETS	6,854,212	(31,586)	6,822,626
WORK IN PROGRESS			
1406.190 CIP - Construction Contingency - SSHP	7,113	0	7,113
TOTAL WORK IN PROGRESS	7,113	0	7,113
TOTAL NONCURRENT ASSETS	6,861,324	(31,586)	6,829,739
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
2110 Accrued Payables	(12,148)	(1,500)	(13,648)
2111 Accounts Payable	(15,079)	877	(14,201)
TOTAL ACCOUNTS PAYABLE	(27,227)	(623)	(27,849)
OTHER CURRENT LIABILITIES			
2101 Other Liabilities Union Dues	(48)	0	(48)
2114 Deposit Liability	(29,541)	0	(29,541)
2117.1 Employee Pension	0	0	0
2117.3 Employee Med Premiums Withheld	0	0	0
2119.3 Deferred Revenue	1,800	0	1,800

Trumbull Housing Authority

Balance Sheet

December 2023

Program: State Elderly

Project: Consolidated

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2135 Accrued Payroll	(8,009)	0	(8,009)
2135.1 Accrued Compensated Absence	(9,640)	0	(9,640)
2137 Accrued P.I.L.O.T.	(37,641)	(2,332)	(39,973)
2220.3 Prepaid Rents	(6,835)	(292)	(7,127)
TOTAL OTHER CURRENT LIABILITIES	(89,915)	(2,624)	(92,539)

TOTAL CURRENT LIABILITIES

(117,142) (3,247) (120,389)

EQUITY

2830.1 Income & Expense Clearance (Current Year)	(148,851)	22,037	(126,814)
2900 Net Investment in Capital Assets	(7,012,140)	0	(7,012,140)
2910 Unrestricted Net Position	(837,607)	0	(837,607)
TOTAL EQUITY	(7,998,597)	22,037	(7,976,560)

PROOF

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Trumbull Housing Authority
Operating Statement
Six Months Ending 12/31/2023
Program: State Elderly Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
RENTAL INCOME					
Rental Income Base	423,284	411,882	11,402	823,764	(400,480)
Rental Income-Excess of Base	116,365	110,362	6,003	220,724	(104,359)
Vacancy Loss	(38,350)	(20,594)	(17,756)	(41,188)	2,838
TOTAL RENTAL INCOME	501,299	501,650	(351)	1,003,300	(502,001)
OTHER INCOME					
Sales & Service To Tenants	892	875	17	1,750	(858)
Interest Income	11,955	10,000	1,955	20,000	(8,045)
Other Income	17	250	(233)	500	(483)
Laundry Income	5,086	5,000	86	10,000	(4,914)
Donations	170		170		170
TOTAL OTHER INCOME	18,120	16,125	1,995	32,250	(14,130)
ADMINISTRATIVE					
Salaries	119,821	117,100	(2,721)	234,200	114,379
Legal & Other Outside Services	5,591	10,750	5,159	21,500	15,909
Bookkeeping	35,760	36,000	240	72,000	36,240
Audit Fees	9,000	9,000		18,000	9,000
Office Supplies	2,926	3,250	324	6,500	3,574
Travel	3,131	2,750	(381)	5,500	2,369
Other Office Expense	19,353	10,750	(8,603)	21,500	2,147
Other Office Advertising	974	1,250	276	2,500	1,526
Other Office Telephone	1,176	2,400	1,224	4,800	3,624
Pensions & Other-Health Ins.	26,960	24,500	(2,460)	49,000	22,040
Pension & Other - Retirement	2,327	5,167	2,840	10,334	8,007
Payroll Taxes	15,362	18,202	2,840	36,403	21,041
TOTAL ADMINISTRATIVE	242,380	241,119	(1,262)	482,237	239,857
UTILITIES					
Water	12,689	16,500	3,811	33,000	20,311
Electric	13,755	16,750	2,995	33,500	19,745
Gas	1,114	2,000	886	4,000	2,886
Cable/Television	2,178	2,100	(78)	4,200	2,022
TOTAL UTILITIES	29,736	37,350	7,614	74,700	44,964

Trumbull Housing Authority
Operating Statement
Six Months Ending 12/31/2023
Program: State Elderly Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
MAINTENANCE					
Salaries Maintenance	86,533	85,139	(1,395)	170,277	83,744
Supplies	22,328	9,500	(12,828)	19,000	(3,328)
Contract Services	13,100	13,017	(83)	26,034	12,934
Exterminating Contracts	2,555	1,500	(1,055)	3,000	445
Heating	28,692	16,909	(11,783)	33,818	5,126
Maint. Shop Equip.	4,601	2,000	(2,601)	4,000	(601)
Miscellaneous Operating and Maint. - Appliances	5,886	5,250	(636)	10,500	4,614
TOTAL MAINTENANCE	163,696	133,315	(30,381)	266,629	102,933
OTHER					
Refuse Removal	12,285	10,750	(1,535)	21,500	9,215
Insurance	38,309	30,000	(8,309)	60,000	21,691
Worker's Compensation	7,686	6,250	(1,436)	12,500	4,814
P.I.L.O.T.	13,992	13,992		27,984	13,992
TOTAL OTHER	72,272	60,992	(11,280)	121,984	49,712
CAPITAL GRANTS					
Grant Income - Capital Grant	333,880		333,880		333,880
TOTAL CAPITAL GRANTS	333,880		333,880		333,880
EXTRAORDINARY INCOME					
Extraordinary Income-Ins Proceeds	(9,688)		(9,688)		(9,688)
TOTAL EXTRAORDINARY INCOME	(9,688)		(9,688)		(9,688)
CAPITAL EXPENSE					
Nonoperating - Equipment Replacement	19,200		(19,200)		(19,200)
Depreciation Expense	189,513		(189,513)		(189,513)
Provision For R.M.&R		45,000	45,000	90,000	90,000
TOTAL CAPITAL EXPENSE	208,713	45,000	(163,713)	90,000	(118,713)
SURPLUS	126,814		126,814		126,814

Trumbull Housing Authority
Balance Sheet
December 2023

Program: Congregate

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CASH			
TD Bank	81,005	(24,736)	56,269
STIF Investment 1235575430	10,096		10,096
Petty Cash	200		200
TOTAL CASH	91,301	(24,736)	66,565
ACCOUNTS RECEIVABLE			
Accounts Receivable	6,231	492	6,723
Accounts Receivable - Manual	2,494	(367)	2,127
Allowance For Collection Loss	(3,846)		(3,846)
TOTAL ACCOUNTS RECEIVABLE	4,879	125	5,004
OTHER CURRENT ASSETS			
Other Prepaid Expense	13,922		13,922
Unexpired Insurance	804	1,588	2,392
TOTAL OTHER CURRENT ASSETS	14,726	1,588	16,314
TOTAL CURRENT ASSETS	110,906	(23,023)	87,883
NONCURRENT ASSETS			
FIXED ASSETS			
Buildings	2,791,716		2,791,716
Building Equipment	1,125,773		1,125,773
Furniture & Equipment	94,348		94,348
Capital Improvements	369,529		369,529
Maintenance Vehicles	3,832		3,832
Accumulated Depreciation	(3,108,407)	(6,607)	(3,115,014)
TOTAL FIXED ASSETS	1,276,791	(6,607)	1,270,184
TOTAL NONCURRENT ASSETS	1,276,791	(6,607)	1,270,184
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accrued Payables	(5,617)	(167)	(5,784)
Accounts Payable	(2,838)	(1,217)	(4,054)
TOTAL ACCOUNTS PAYABLE	(8,455)	(1,383)	(9,838)

**Trumbull Housing Authority
Balance Sheet
December 2023**

Program: Congregate Project: Consolidated

OTHER CURRENT LIABILITIES

Deposit Liability	(3,169)		(3,169)
Sundry Accounts Payable	(339,716)	(4,108)	(343,823)
Sundry AP-DOH	(11,367)		(11,367)
Accrued Salaries & Wages	(2,368)		(2,368)
Accrued Compensated Absences	(5,244)		(5,244)
Accrued P.I.L.O.T	(5,046)	(431)	(5,477)
Deferred Revenue-Subsidy	(39,362)	10,568	(28,794)
Deferred Revenue-RAP	(5,312)	5,132	(180)
Prepaid Rents	(2,494)	367	(2,127)
TOTAL OTHER CURRENT LIABILITIES	(414,078)	11,528	(402,549)

TOTAL CURRENT LIABILITIES

(422,533) 10,145 (412,388)

LONG TERM LIABILITIES

DEBT

Capital Improvements Loan	(13,250)		(13,250)
TOTAL DEBT	(13,250)		(13,250)

TOTAL LONG TERM LIABILITIES

(13,250) (13,250)

EQUITY

Income & Expense Clearing (Current Year)	13,164	19,485	32,649
Net Investment in Capital Assets	(1,309,828)		(1,309,828)
Unrestricted Net Position	344,750		344,750
TOTAL EQUITY	(951,915)	19,485	(932,429)

PROOF

Trumbull Housing Authority
Operating Statement
Six Months Ending 12/31/2023
Program: Congregate Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
RENTAL INCOME					
Rental Income Base	87,364	91,428	(4,064)	182,856	(95,492)
Rental Income-RAP	31,986	27,372	4,614	54,744	(22,758)
Vacancy Loss	(4,075)	(5,940)	1,865	(11,880)	7,805
TOTAL RENTAL INCOME	115,275	112,860	2,415	225,720	(110,445)
OTHER INCOME					
Sales & Services To Tenants	185		185		185
Interest Income	223	75	148	150	73
Other Income	2,827	750	2,077	1,500	1,327
Laundry Income	1,498	2,000	(502)	4,000	(2,502)
TOTAL OTHER INCOME	4,733	2,825	1,908	5,650	(917)
ADMINISTRATIVE					
Salaries	22,264	26,263	3,998	52,525	30,261
Legal and Other Outside Services	6,927	1,375	(5,552)	2,750	(4,177)
Bookkeeping	4,470	4,500	30	9,000	4,530
Audit Fees	1,000	1,000	(0)	2,000	1,000
Office Supplies	943	500	(443)	1,000	57
Telephone & Answering Service	1,574	1,500	(74)	3,000	1,426
Travel	345	125	(220)	250	(95)
Other Office Expense	3,432	1,687	(1,746)	3,373	(59)
Advertising	172	750	578	1,500	1,328
Pension & Other-Health Ins.	4,979	4,500	(479)	9,000	4,021
Pension & Other 457	394	954	559	1,907	1,513
Payroll Taxes	2,394	3,235	841	6,470	4,076
TOTAL ADMINISTRATIVE	48,895	46,388	(2,507)	92,775	43,880
UTILITIES					
Water	4,275	6,000	1,725	12,000	7,725
Electric	13,446	13,000	(446)	26,000	12,554
Gas	3,577	5,750	2,173	11,500	7,923
Cable Television	2,152	1,900	(252)	3,800	1,648
TOTAL UTILITIES	23,449	26,650	3,201	53,300	29,851
MAINTENANCE					
Salaries Maintenance	9,568	9,685	116	19,369	9,801
Supplies	2,981	1,375	(1,606)	2,750	(231)
Contract Services	14,098	8,375	(5,723)	16,750	2,652
Exterminating Contracts	590	625	35	1,250	660
Elevator Maint. Contract	2,168	1,600	(568)	3,200	1,032
Heating Contracts	170	2,250	2,080	4,500	4,330
Miscellaneous Operating & Maintenance	748	2,372	1,624	4,743	3,995
TOTAL MAINTENANCE	30,323	26,281	(4,042)	52,562	22,239

**Trumbull Housing Authority
Operating Statement
Six Months Ending 12/31/2023
Program: Congregate Project: Consolidated**

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
OTHER					
Refuse Removal	1,365	1,380	15	2,760	1,395
Insurance	5,149	4,250	(899)	8,500	3,351
Worker's Compensation	1,258	650	(608)	1,300	42
P.I.L.O.T.	2,586	2,587	0	5,173	2,587
TOTAL OTHER	10,359	8,867	(1,493)	17,733	7,374
RESERVE PROVISIONS					
Depreciation Expense	39,644		(39,644)		(39,644)
Provision For R.M.&R.		7,500	7,500	15,000	15,000
TOTAL RESERVE PROVISIONS	39,644	7,500	(32,144)	15,000	(24,644)
SERVICES INCOME					
Tenants' Contrib-Core Services	100,354	104,838	(4,484)	209,676	(109,322)
Meal Income	13		13		13
State Subsidy-Core	87,783	89,562	(1,779)	179,124	(91,341)
State Subsidy-Expanded Core	10,768	12,150	(1,382)	24,300	(13,532)
TOTAL SERVICES INCOME	198,918	206,550	(7,632)	413,100	(214,182)
SERVICES EXPENSE					
Bookkeeping	4,470	4,500	30	9,000	4,530
Housing Management Salaries	9,451	9,685	233	19,369	9,918
Health Insurance	1,149	1,450	301	2,900	1,751
Fringe Benefits-Pension	105		(105)		(105)
Payroll Taxes 8106	1,696	2,135	439	4,270	2,574
Worker's Compensation	222	125	(97)	250	28
Contract Services	80,903	79,100	(1,803)	158,200	77,297
Chore Service Salary	4,262	14,040	9,778	28,080	23,818
Cleaning Of Common Areas	7,559		(7,559)		(7,559)
Cleaning Supplies	1,337	2,400	1,063	4,800	3,463
Food Services - Exc.	76,368	79,840	3,472	159,680	83,312
Supplies/Utensils	615	1,000	385	2,000	1,385
Supplies		125	125	250	250
Resident Services Coordinator	6,646	8,910	2,264	17,820	11,174
Wellness/Preventive Program	4,122	3,240	(882)	6,480	2,358
TOTAL SERVICES EXPENSE	198,905	206,550	7,645	413,099	214,194
SURPLUS	(32,649)	1	(32,650)	1	(32,650)

Accountant's Compilation Report

To the Board of Commissioners
Housing Authority of the Town of Trumbull

Management is responsible for the accompanying financial statements of the Housing Authority of the Town of Trumbull, which comprise the statement of net position as of November 30, 2023, and the related operating statement with the budget for the five months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy, or the completeness of the information provided by management, and we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has omitted the Management Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. The Management Discussion and Analysis, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Management has elected to omit substantially all the disclosures and the Statement of Cash Flows as required by accounting principles generally accepted in the United States of America. If omitted disclosures and the Statement of Cash Flows were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations.

We are not independent with respect to the Housing Authority of the Town of Trumbull.



Maletta & Company
Certified Public Accountants

Bristol, Connecticut
December 22, 2023

**Trumbull Housing Authority
Balance Sheet
November 2023**

Program: State Elderly Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CASH			
TD Bank	27,226	10,720	37,947
Stern Village Development Funds	(994)	294,895	293,901
STIF	537,838	2,407	540,245
Petty Cash	175		175
TOTAL CASH	564,245	308,023	872,268
ACCOUNTS RECEIVABLE			
Accounts Receivable	10,840	817	11,657
Accounts Receivable - Manual	7,553	(362)	7,191
Allowance for Collection Loss	(14,392)		(14,392)
TOTAL ACCOUNTS RECEIVABLE	4,001	455	4,456
OTHER CURRENT ASSETS			
Sundry AR-Stern Center	338,700	1,016	339,716
Accounts Receivable Misc	75		75
Cash - Security Deposits	27,155	2,500	29,655
Other Prepaid Expense	3,006		3,006
Unexpired Insurance	12,100	(6,860)	5,240
TOTAL OTHER CURRENT ASSETS	381,035	(3,344)	377,691
TOTAL CURRENT ASSETS	949,280	305,134	1,254,415
NONCURRENT ASSETS			
FIXED ASSETS			
Land	85,140		85,140
Buildings	4,774,645		4,774,645
Building Equipment	708,335		708,335
Furniture & Equipment	706,003		706,003
Capital Improvements	7,369,934		7,369,934
Maintenance Equipment	16,163		16,163
Maintenance Vehicles	34,492		34,492
Accumulated Depreciation	(6,808,914)	(31,586)	(6,840,500)
TOTAL FIXED ASSETS	6,885,797	(31,586)	6,854,212
WORK IN PROGRESS			
CIP - Construction Contingency - SSHP	13,330	(6,218)	7,113
TOTAL WORK IN PROGRESS	13,330	(6,218)	7,113
TOTAL NONCURRENT ASSETS	6,899,127	(37,803)	6,861,324

**Trumbull Housing Authority
Balance Sheet
November 2023**

Program: State Elderly Project: Consolidated

CURRENT LIABILITIES

ACCOUNTS PAYABLE

Accrued Payables	(10,648)	(1,500)	(12,148)
Accounts Payable	(63,065)	47,986	(15,079)
TOTAL ACCOUNTS PAYABLE	(73,713)	46,486	(27,227)

OTHER CURRENT LIABILITIES

Other Liabilities Union Dues	(242)	194	(48)
Deposit Liability	(27,041)	(2,500)	(29,541)
Employee Pension	0	0	0
Employee Med Premiums Withheld	(0)	0	(0)
Deferred Revenue	1,800		1,800
Accrued Payroll	(8,009)		(8,009)
Accrued Compensated Absence	(9,640)		(9,640)
Accrued P.I.L.O.T.	(35,309)	(2,332)	(37,641)
Prepaid Rents	(7,197)	362	(6,835)
TOTAL OTHER CURRENT LIABILITIES	(85,639)	(4,276)	(89,915)

TOTAL CURRENT LIABILITIES

(159,352) 42,210 (117,142)

EQUITY

Income & Expense Clearance (Current Year)	160,690	(309,541)	(148,851)
Net Investment in Capital Assets	(7,012,140)		(7,012,140)
Unrestricted Net Position	(837,607)		(837,607)
TOTAL EQUITY	(7,689,056)	(309,541)	(7,998,597)

PROOF

Trumbull Housing Authority
Operating Statement
Five Months Ending 11/30/2023
Program: State Elderly Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
RENTAL INCOME					
Rental Income Base	351,577	343,235	8,342	823,764	(472,187)
Rental Income-Excess of Base	97,138	91,968	5,170	220,724	(123,586)
Vacancy Loss	(31,450)	(17,162)	(14,288)	(41,188)	9,738
TOTAL RENTAL INCOME	417,265	418,042	(777)	1,003,300	(586,035)
OTHER INCOME					
Sales & Service To Tenants	792	729	63	1,750	(958)
Interest Income	11,955	8,333	3,622	20,000	(8,045)
Other Income	17	208	(191)	500	(483)
Laundry Income	5,086	4,167	919	10,000	(4,914)
Donations	170		170		170
TOTAL OTHER INCOME	18,020	13,438	4,582	32,250	(14,230)
ADMINISTRATIVE					
Salaries	101,176	97,583	(3,593)	234,200	133,024
Legal & Other Outside Services	4,311	8,958	4,648	21,500	17,189
Bookkeeping	29,800	30,000	200	72,000	42,200
Audit Fees	7,500	7,500		18,000	10,500
Office Supplies	2,028	2,708	680	6,500	4,472
Travel	3,131	2,292	(839)	5,500	2,369
Other Office Expense	15,696	8,958	(6,738)	21,500	5,804
Other Office Advertising	974	1,042	68	2,500	1,526
Other Office Telephone	1,050	2,000	951	4,800	3,751
Pensions & Other-Health Ins.	23,825	20,417	(3,408)	49,000	25,175
Pension & Other - Retirement	1,968	4,306	2,338	10,334	8,366
Payroll Taxes	13,236	15,168	1,932	36,403	23,167
TOTAL ADMINISTRATIVE	204,694	200,932	(3,762)	482,237	277,543
UTILITIES					
Water	10,543	13,750	3,207	33,000	22,457
Electric	10,531	13,958	3,427	33,500	22,969
Gas	738	1,667	929	4,000	3,262
Cable/Television	1,655	1,750	95	4,200	2,545
TOTAL UTILITIES	23,467	31,125	7,658	74,700	51,233

Trumbull Housing Authority
Operating Statement
Five Months Ending 11/30/2023
Program: State Elderly Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
MAINTENANCE					
Salaries Maintenance	75,408	70,949	(4,459)	170,277	94,869
Supplies	20,340	7,917	(12,423)	19,000	(1,340)
Contract Services	10,565	10,848	283	26,034	15,469
Exterminating Contracts	2,555	1,250	(1,305)	3,000	445
Heating	28,692	14,091	(14,602)	33,818	5,126
Maint. Shop Equip.	2,982	1,667	(1,315)	4,000	1,018
Miscellaneous Operating and Maint. - Appliances	4,002	4,375	373	10,500	6,498
TOTAL MAINTENANCE	144,543	111,095	(33,448)	266,629	122,086
OTHER					
Refuse Removal	10,103	8,958	(1,144)	21,500	11,398
Insurance	32,008	25,000	(7,008)	60,000	27,992
Worker's Compensation	7,024	5,208	(1,816)	12,500	5,476
P.I.L.O.T.	11,660	11,660		27,984	16,324
TOTAL OTHER	60,794	50,827	(9,968)	121,984	61,190
CAPITAL GRANTS					
Grant Income - Capital Grant	333,880		333,880		333,880
TOTAL CAPITAL GRANTS	333,880		333,880		333,880
EXTRAORDINARY INCOME					
Extraordinary Income-Ins Proceeds	(9,688)		(9,688)		(9,688)
TOTAL EXTRAORDINARY INCOME	(9,688)		(9,688)		(9,688)
CAPITAL EXPENSE					
Nonoperating - Equipment Replacement	19,200		(19,200)		(19,200)
Depreciation Expense	157,928		(157,928)		(157,928)
Provision For R.M.&R		37,500	37,500	90,000	90,000
TOTAL CAPITAL EXPENSE	177,128	37,500	(139,628)	90,000	(87,128)
SURPLUS	148,851		148,851		148,851

**Trumbull Housing Authority
Balance Sheet
November 2023**

Program: Congregate

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CASH			
TD Bank	97,907	(16,902)	81,005
STIF Investment 1235575430	10,051	45	10,096
Petty Cash	200		200
TOTAL CASH	108,158	(16,857)	91,301
ACCOUNTS RECEIVABLE			
Accounts Receivable	5,544	687	6,231
Accounts Receivable - Manual	3,493	(999)	2,494
Allowance For Collection Loss	(3,846)		(3,846)
TOTAL ACCOUNTS RECEIVABLE	5,191	(312)	4,879
OTHER CURRENT ASSETS			
Other Prepaid Expense	13,922		13,922
Unexpired Insurance	1,762	(958)	804
TOTAL OTHER CURRENT ASSETS	15,684	(958)	14,726
TOTAL CURRENT ASSETS	129,033	(18,127)	110,906
NONCURRENT ASSETS			
FIXED ASSETS			
Buildings	2,791,716		2,791,716
Building Equipment	1,125,773		1,125,773
Furniture & Equipment	94,348		94,348
Capital Improvements	369,529		369,529
Maintenance Vehicles	3,832		3,832
Accumulated Depreciation	(3,101,799)	(6,607)	(3,108,407)
TOTAL FIXED ASSETS	1,283,399	(6,607)	1,276,791
TOTAL NONCURRENT ASSETS	1,283,399	(6,607)	1,276,791
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accrued Payables	(5,451)	(167)	(5,617)
Accounts Payable	(2,771)	(67)	(2,838)
TOTAL ACCOUNTS PAYABLE	(8,221)	(234)	(8,455)

**Trumbull Housing Authority
Balance Sheet
November 2023**

Program: Congregate Project: Consolidated

OTHER CURRENT LIABILITIES

Deposit Liability	(3,169)		(3,169)
Sundry Accounts Payable	(338,700)	(1,016)	(339,716)
Sundry AP-DOH	(11,367)		(11,367)
Accrued Salaries & Wages	(2,368)		(2,368)
Accrued Compensated Absences	(5,244)		(5,244)
Accrued P.I.L.O.T	(4,615)	(431)	(5,046)
Deferred Revenue-Subsidy	(56,314)	16,952	(39,362)
Deferred Revenue-RAP	(10,444)	5,132	(5,312)
Prepaid Rents	(3,493)	999	(2,494)
TOTAL OTHER CURRENT LIABILITIES	(435,714)	21,636	(414,078)

TOTAL CURRENT LIABILITIES	(443,935)	21,403	(422,533)
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LONG TERM LIABILITIES

DEBT

Capital Improvements Loan	(13,250)		(13,250)
TOTAL DEBT	(13,250)		(13,250)

TOTAL LONG TERM LIABILITIES	(13,250)		(13,250)
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EQUITY

Income & Expense Clearing (Current Year)	9,832	3,332	13,164
Net Investment in Capital Assets	(1,309,828)		(1,309,828)
Unrestricted Net Position	344,750		344,750
TOTAL EQUITY	(955,246)	3,332	(951,915)

PROOF

Trumbull Housing Authority
Operating Statement
Five Months Ending 11/30/2023
Program: Congregate Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
RENTAL INCOME					
Rental Income Base	72,596	76,190	(3,594)	182,856	(110,260)
Rental Income-RAP	26,854	22,810	4,044	54,744	(27,890)
Vacancy Loss	(3,525)	(4,950)	1,425	(11,880)	8,355
TOTAL RENTAL INCOME	95,925	94,050	1,875	225,720	(129,795)
OTHER INCOME					
Sales & Services To Tenants	135		135		135
Interest Income	223	63	161	150	73
Other Income	2,827	625	2,202	1,500	1,327
Laundry Income	1,498	1,667	(169)	4,000	(2,502)
TOTAL OTHER INCOME	4,683	2,354	2,329	5,650	(967)
ADMINISTRATIVE					
Salaries	18,782	21,885	3,104	52,525	33,743
Legal and Other Outside Services	5,662	1,146	(4,516)	2,750	(2,912)
Bookkeeping	3,725	3,750	25	9,000	5,275
Audit Fees	833	833	(0)	2,000	1,167
Office Supplies	464	417	(47)	1,000	536
Telephone & Answering Service	1,334	1,250	(84)	3,000	1,666
Travel	345	104	(241)	250	(95)
Other Office Expense	3,218	1,405	(1,813)	3,373	155
Advertising	172	625	453	1,500	1,328
Pension & Other-Health Ins.	4,340	3,750	(590)	9,000	4,660
Pension & Other 457	326	795	469	1,907	1,581
Payroll Taxes	2,063	2,696	633	6,470	4,407
TOTAL ADMINISTRATIVE	41,264	38,656	(2,608)	92,775	51,511
UTILITIES					
Water	3,549	5,000	1,451	12,000	8,451
Electric	11,036	10,833	(203)	26,000	14,964
Gas	2,630	4,792	2,162	11,500	8,870
Cable Television	1,845	1,583	(261)	3,800	1,955
TOTAL UTILITIES	19,060	22,208	3,148	53,300	34,240
MAINTENANCE					
Salaries Maintenance	8,332	8,070	(262)	19,369	11,037
Supplies	2,536	1,146	(1,390)	2,750	214
Contract Services	5,466	6,979	1,514	16,750	11,284
Exterminating Contracts	590	521	(69)	1,250	660
Elevator Maint. Contract	2,168	1,333	(834)	3,200	1,032
Heating Contracts	170	1,875	1,705	4,500	4,330
Miscellaneous Operating & Maintenance	120	1,976	1,857	4,743	4,623
TOTAL MAINTENANCE	19,381	21,901	2,520	52,562	33,181

Trumbull Housing Authority
Operating Statement
Five Months Ending 11/30/2023
Program: Congregate Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
OTHER					
Refuse Removal	1,123	1,150	28	2,760	1,638
Insurance	4,290	3,542	(748)	8,500	4,210
Worker's Compensation	1,159	542	(617)	1,300	141
P.I.L.O.T.	2,155	2,155	0	5,173	3,018
TOTAL OTHER	8,727	7,389	(1,338)	17,733	9,006
RESERVE PROVISIONS					
Depreciation Expense	33,037		(33,037)		(33,037)
Provision For R.M.&R.		6,250	6,250	15,000	15,000
TOTAL RESERVE PROVISIONS	33,037	6,250	(26,787)	15,000	(18,037)
SERVICES INCOME					
Tenants' Contrib-Core Services	82,901	87,365	(4,464)	209,676	(126,775)
Meal Income	13		13		13
State Subsidy-Core	79,242	74,635	4,607	179,124	(99,882)
State Subsidy-Expanded Core	8,740	10,125	(1,385)	24,300	(15,560)
TOTAL SERVICES INCOME	170,896	172,125	(1,229)	413,100	(242,204)
SERVICES EXPENSE					
Bookkeeping	3,725	3,750	25	9,000	5,275
Housing Management Salaries	7,961	8,070	109	19,369	11,408
Health Insurance	980	1,208	228	2,900	1,920
Fringe Benefits-Pension	87		(87)		(87)
Payroll Taxes 8106	1,461	1,779	318	4,270	2,809
Worker's Compensation	204	104	(100)	250	46
Contract Services	67,913	65,917	(1,996)	158,200	90,287
Chore Service Salary	4,262	11,700	7,438	28,080	23,818
Cleaning Of Common Areas	5,656		(5,656)		(5,656)
Cleaning Supplies	1,155	2,000	845	4,800	3,645
Food Services - Exc.	61,585	66,533	4,948	159,680	98,095
Supplies/Utensils	615	833	219	2,000	1,385
Supplies		104	104	250	250
Resident Services Coordinator	5,633	7,425	1,792	17,820	12,187
Wellness/Preventive Program	1,961	2,700	739	6,480	4,519
TOTAL SERVICES EXPENSE	163,200	172,125	8,925	413,099	249,899
SURPLUS	(13,164)	0	(13,164)	1	(13,165)

**Trumbull Housing Authority
Financial Highlights for December 31, 2023**

For the six-month period ended December 31, 2023, the Authority had an operating gain before capital activity and depreciation of \$18,330, of which \$11,335 is attributable to Stern Village and \$6,995 to Congregate.

For Stern Village, operating results have been trending in a more positive direction, moving from operating deficits through the first 4 months of approximately \$5,000 to the current surplus. Administrative expenses have gone from a budget deficit to close to budgeted amounts with total administrative projected to come under budget for the year with additional cost savings expected through yearend. Maintenance expenses continue to trend overbudget, particularly in supplies with ongoing vacancies continuing to drive this budget area. Management anticipates other maintenance expense areas to stabilize within the budget, but supplies will end the year significantly over budget, with the goal of exceeding revenue projections to offset this cost overrun. Currently, net rental revenue has met projected amounts despite significant lost revenue through ongoing vacancies.

For Congregate, the operating gain of \$6,995 has come close to budgeted gain of \$7,500 through the first six months. Overall, occupancy has exceeded budgeted amounts resulting in \$2,415 in rental income in excess of budgeted amounts mixed with some budgeted cost overruns. The maintenance contract's budget has recently gone over due to call-for-aid system repairs accounting for the cost overrun. Otherwise, legal fees continue to be the largest cost overrun for this property.

Tenant Accounts Receivable balances as follows:

	<u>6/30/2023</u>	<u># of Tenants</u>	<u>12/31/2023</u>	<u># of Tenants</u>
Stern Village				
One Month or Less	\$ (6,448)	73	\$ (3,158)	75
Over One Month Rent	\$ 1,350	3	\$ 1,400	3
Inactive AR	\$ 14,392	21	\$ 14,364	29
Total	<u>\$ 9,294</u>	<u>97</u>	<u>\$ 12,606</u>	<u>107</u>
Congregate				
One Month or Less	\$ 2,965	8	\$ (341)	8
Over One Month Rent	\$ -	0	\$ 3,218	2
Inactive AR	\$ 3,846	7	\$ 3,846	7
Total	<u>\$ 6,811</u>	<u>15</u>	<u>\$ 6,723</u>	<u>17</u>

The overall cash position of the Authority including reserves is \$976,234.

A snapshot of program balances are as follows:

	<u>6/30/2023</u>	<u>11/30/2023</u>	<u>12/31/2023</u>	<u>YTD Change</u>
Stern Village				
Cash	\$ 43,918	\$ 37,947	\$ 33,755	\$ (10,163)
Accounts Payable	\$ 65,510	\$ 27,227	\$ 27,849	\$ 37,661
Interprogram Loan	\$ 351,546	\$ 339,716	\$ 343,823	\$ (7,723)
Reserves	\$ 528,290	\$ 834,146	\$ 834,146	\$ 305,856
<i>Excess Cash</i>	<i>\$ (96,801)</i>	<i>\$ (49,654)</i>	<i>\$ (57,093)</i>	
Congregate				
Cash	\$ 30,563	\$ 81,205	\$ 56,469	\$ 25,906
Accounts Payable	\$ 6,774	\$ 8,455	\$ 9,838	\$ (3,064)
Interprogram Loan	\$ 351,546	\$ 339,716	\$ 343,823	\$ 7,723
Reserves	\$ 9,831	\$ 10,096	\$ 10,096	\$ 265

A schedule of operating cash activity for the period:

Cash Flow	<u>Village</u>	<u>Congregate</u>
Beginning		
11/30/2023	\$ 37,947	\$ 81,205
Plus		
Rents and Other	83,512	31,229
DOH Subsidy	-	-
Interentity Transfers	12,345	(12,345)
Less		
Vendor Payables	(61,845)	(43,620)
Payroll	(38,204)	-
Ending		
12/31/2023	<u>\$ 33,755</u>	<u>\$ 56,469</u>

Congregate cash is just ahead of cash management goals and has remained within expected balances for the year. Village cash has struggled to reach the cash management amount, but management expects additional immediate flexibility with certain payroll-related costs ending and the upside of better occupancy results in the second half of the budget period.