

Trumbull Housing Authority Special Meeting – January 18, 2024

Trumbull Housing Authority Special Meeting
January 18, 2024
3:00 pm

Commissioners Present: Laurel Anderson and Maureen Bova (entered at 3:10 pm)

Absent: Charlene Pederson, Kathleen McGannon and Sara Pflueger

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 3:03 pm.

The purpose of the special meeting was to continue to review and discuss the 2021 Capital Needs Assessment report for the Congregate. The goal was to prepare a list for the upcoming budget preparation meetings of items identified as needing to be addressed.

Mrs. Bova entered the meeting at 3:10 pm.

Review of Action Items from August 27, 2023 - all items have been completed.

Review of Action Items from September 7, 2023 –

1. Contact On-Site regarding Line 12 – location of the exterior window - Ms. Mack reported the location of the exterior window was determined to be the Congregate Dining Room glass. This was replaced for \$500. Item complete.

Review of Action Items from October 12, 2023 –

1. Contact Ms. Bakalar and/or Mr. Estrada for assistance with funding - Ms. Mack reported a meeting has been scheduled for 1/24 or 1/25 with Ms. Bakalar to discuss upcoming grants. Ms. Mack and Ms. Vega are qualified to submit Small Cities Grants. It was noted all prior grants have been closed which allows them to start looking at new grant applications. Discussion of various grants was held. It was uncertain which grants require funding through the Town prior to application. Mrs. Anderson requested this information be obtained so that the Board could vote on funding at its regular meeting in January and requested this item be placed on the agenda.
2. Contact Mrs. Cantafio or Mr. Geel to confirm dates and cost for replacement of light fixtures in the Common Hallways – Mrs. Cantafio was unable to find a work order. Ms. Torres was requested to contact the contractor who did work in the Congregate to see if they have any records to indicate when the work was completed.
3. Determine what mold remediation was performed – Ms. Torres did not have any information and was requested to reach out to Mack to see if they have any records. Ms. Cantafio found an invoice from Mack which showed demolition and replacement of walls in the affected room. (5/11/22) Mr. Lozada reviewed the invoice and advised that no remediation was needed as all materials were replaced. Item complete
4. Request a statement from KONE that indicates their best estimate of the life expectancy for the elevator – this will be a grant request. Does not appear to require any immediate repairs.

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Review of Action Items from November 16, 2023 –

1. Thru-Wall Air Conditioners (Older) – Replacement – Mr. Lozada noted he has one unit in storage that could be used for the TV Room. The current unit is still working well and will be replaced with this spare unit when necessary.
2. Air Compressor (Fire Suppression) – Brand new.
3. Ductless Mini-Split Pumps – Replacement – Discussion was held regarding measures that might be taken to prevent future rodent destruction of the equipment. Mr. Lozada noted an inspection could be made of the building looking for areas that could be sealed to prevent rodents from entering the building. He will see what is available.
4. Make-Up Air Units – should be added to the quote for the ductless mini-split pumps.
5. ECAS System – Replacement – Discussion was held regarding the elevator emergency call system. This system is working and the item is complete.
6. Security Camera System – As Needed – Quote for replacement is \$13,000. Ms. Mack noted they should consider \$15,000 since the quote is old. HAI may have grant funding for security items. This grant comes out in May and is for \$5,000. Mrs. Cantafio and Ms. Vega will find out more information. Discussion was held regarding the requirement of 24/7 security for the Congregate. This item will be included in the wish list for the budget cycle with possible grant funding.
7. Telecommunication Upgrade – Clarification made – there is WIFI in the building but tenants must pay for it. Many have streaming services. In the past, WIFI was provided but now it is restricted and the residents are questioning why. The purpose of this item was to upgrade the entire system which is used by the staff. This item will be removed.
8. Unit Light Fixtures – This is a CNA item but not tracked on the Work Orders when replaced. Ms. Vega will look at the program for Work Orders and see how she can identify this item for tracking.
9. Electrical Baseboard Heating – Replacement – Clarification made – there is electric heat in the bathrooms only. Deferred until 2027. It was noted the residents pay for their electric.
10. Smoke Detectors – most likely will be replaced when the new fire system is installed. Each detector is wired to the panel. Item will be moved to 2024 as part of the fire panel update.
11. Hydronic Baseboard Radiators – Metal Covers/Tubes – all good.

Items for budget consideration:

1. Fire Panel - \$72,000
2. Ductless Mini Splits and Exhaust system on 2nd floor - \$22,000
3. Walkway - \$22,000
4. Security Cameras - \$15,000
5. Gutters - \$14,000

Next Meeting

It was agreed to reconvene in late summer 2024 to update information.

Adjournment

There being no further business, the meeting was adjourned at 4:29 pm by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk