

# Trumbull Housing Authority Workshop – January 21, 2023

Trumbull Housing Authority Workshop  
January 21, 2023  
9:00 am

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

Also Present: Executive Director Paulette Mack; Director of Finance, Dawn Cantafio; Lisa Labella and Accountant Jason Geel

The meeting was called to order by Mrs. McGannon at 9:16 am.

## **Discussion of Rent Stratification**

Topics of discussion included the following:

1. Process for applicant selection including interviews and eligibility.
2. Minimum base rent for new residents of \$600 for larger unit, \$550 for smaller unit or 30% of income, whichever is higher.
3. Security Deposit - one month's rent (minimum of \$600).
4. Rents can only be raised for incoming residents.
5. Current range of rent levels.
6. If income decreases, a resident can pay less but not less than the \$600 base rent.
7. The THA has some of the lowest rents offered in Fairfield County.
8. Section 8 – not currently offered by the THA; HUD has stricter standards and a minimum income for determining rent.
9. Flat rent – not income determined.
10. Unit information, potential rent levels, vacant unit distribution goals and existing rent income.
11. Admissions – best practices are being developed with the help of Housing Authority personnel in Fairfield and Hamden. The THA current policy is different from others and personnel are working towards making it easier and more equitable.
12. State and HUD recommendations with regard to applicant income.
13. Demographics of applicants – any policy should mirror State regulations for enforcement purposes.

Congregate was discussed with regard to service programs, maintenance, rents, age of building and finances. It was agreed to have a similar workshop in the spring to review the Congregate.

14. No current financial need to make changes.
15. State is looking for the Authority to be self-sufficient and at full occupancy.
16. Grants need to be closed before additional funding can be acquired.
17. Establishment of goals for rent levels/percentage of residents in each level.
18. Rent increases
19. Village recertifications – currently conducted every two years. Discussion of recertifying yearly on the resident's anniversary date.

## **Waiting List Structure**

Discussion postponed.

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## **Discussion of Policies**

1. Admission Policy – it was agreed to hold a Special Meeting on Tuesday, February 7 at 6:00 pm to review the document.
2. Vehicle Use Policy – Edits made to the draft policy.
3. Maintenance Policy and Procedures Manual – Edits made to the draft policy.
4. Maintenance Charge Policy – Edits made to the draft policy.
5. Ethics Policy – Edits made to the draft policy.

It was agreed to hold a Public Hearing at the regular monthly meeting of the THA on February 28, 2023 for discussion and possible approval of the Admissions Policy.

## **Adjournment**

There being no further business, motion was made by Mrs. Anderson to adjourn the meeting at 1:30 pm. Seconded by Ms. Pflueger and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall  
Clerk