Trumbull Housing Authority – February 24 2026

Trumbull Housing Authority Virtual Meeting
Tuesday, February 24, 2026
5:00 pm

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

Absent: Charlene Pederson

Also Present: Paulette Mack, Executive Director; Jacqueline Vega, Property Manager; Anne McGee, Congregate Manager and Lisa Alhabal, Resident Service Coordinator

Meeting was called to order at 5:01 pm by Mrs. McGannon followed by the Pledge of Allegiance and Roll Call.

Past Minutes
Motion was made by Ms. Pflueger to approve the meeting minutes of January 27, 2026; seconded by Mrs. Anderson. Approved by unanimous consent.

Report of Director of Finance
Mrs. Cantafio was unable to attend. No report.

Report of the Congregate Manager
Mrs. McGee reported the following:

1. 34 units occupied; 2 units unoccupied. Maintenance is working in the two units and should be available by the end of next week.
2. Wait List is 15.
3. Celebrated President's Month with various activities.
4. February Tenant meeting will be held on February 27. She expects a lively conversation.

Report of the Resident Service Coordinator
Ms. Alhabal reported the following:

1. Some of the events for February had to be rescheduled because of inclement weather and extreme cold. The Paint and Sip will be held in March or April. Presentation by the National Institute of Health on Super Foods for a Healthy Heart will be held at the end of March.
2. Residents enjoyed the pre-Valentine get-together on February 13.
3. Starting March 1, changes in the loading dates for SNAP benefits will take effect. Information was shared with the residents. They also received individual letters from DSS. She will continue to help residents navigate this change.
4. A program regarding in-home services will be held in April. The program is for people who are aging in place but need assistance that will allow them to remain independent. This will focus on CT Medical Leave for the family member caregiver who will be paid up to a period of 12 weeks to care for their family member. This does not affect the independent status of the individual but assists them during a time when assistance is required.
5. Medicare Advantage Plans have changed their coverage for prescriptions. Medicare participants may have to pay between $5.10 and $12.65 as a co-pay which could have a negative impact on some residents. She is reviewing medication assistance programs that might be beneficial in those cases.

Report of Property Manager

Ms. Vega reported the following:

1. 176 units occupied; 10 units unoccupied. Out of the 10 units, 5 are ready and interviews are being conducted. Should have 7 units available by the end of the month.
2. Wait List is 83.
3. Work Orders for the month – 41 completed; 12 incomplete.
4. One lease signing this month.
5. Contractor has three units to complete; waiting for cabinets for one unit.
6. Notice to vacate was received for the end of March. The unit will need some work before it can be leased according to the last inspection.
7. Mrs. McGannon was concerned about the Maintenance Staff in the snow. Additional equipment was discussed with them and findings were discussed under Old Business.

Treasurer's Report and Discussion of Financials

Mrs. Bova reported for the seven-month period ending January 31, 2025. The Authority had an Operating Gain, before capital activity and depreciation, of $165,337 of which $132,725 is attributable to Stern Village and $32,612 to Congregate.

For Stern Village, operating results exceeded budgeted gain by approximately $30,000 due to on-going maintenance savings. However, snow removal costs have offset most of these savings for the year. Despite these costs, expenses are expected to say within budgeted amounts overall. In addition, management expects to finish the year with stronger revenues as occupancy increases.

For Congregate, the Operating Gain exceeded budget by $25,000 once again this month. There were no significant changes to operating results from the prior period other than maintenance contract increase due to lighting repair. Maintenance is still likely to come under budget for the year.

Tenant Accounts Receivable balances as follows:

	6/30/25	# of Tenants	1/31/25	# of Tenants
Stern Village				
One Month or Less	($225)	41	($2,274)	53
Over One Month Rent	$664	1	$2220	3
Inactive AR	$4,290	37	$922	6
Total	$4,729	79	$868	62
Congregate				
One Month or Less	$319	17	$350	19
Over One Month Rent	$5,002	2	$3,500	1
Inactive AR	$5,450	6	$1,368	3
Total	$10,771	25	$5,218	23

The overall cash position of the Authority, including reserves and security deposits, is $962,313.

A snapshot of program balances are as follows:

	6/30/25	12/31/25	1/31/26	YTD Change
Stern Village				
Cash	$156,029	$179,134	$109,955	($46,074)
Accounts Payable	$89,529	$32,893	$37,512	($52,017)
Interprogram Loan	$325,814	$353,282	$349,631	($3,183)
Reserves	$583,617	$596,267	$596,267	$12,650
Excess Cash	($28,802)	$51,949	($24,840)	
Congregate				
Cash	$86,631	$133,404	$193,071	$103,440
Accounts Payable	$17,172	$18,539	$15,608	($1,564)
Interprogram Loan	$352,814	$353,282	$349,631	($3,183)
Reserves	$10,925	$11,158	$11,158	$233

A schedule of operating cash activity for the period:

Cash Flow	**Village**	**Congregate**
Beginning		
12/31/2025	$179,134	$133,404
Plus		
Rents and Other	$103,733	$28,954
DOH Subsidy	-	$96,756
Interentity Transfers	$23,313	($23,313)
Less		
Vendor Payables	($157,628)	($42,730)
Payroll	($38,597)	-
Ending		
1/31/2025	$109,955	$193,071

Village is at cash management levels but has $187,380 in Board commitments still to expend and it's anticipated that funds will be borrowed from the reserve by March. Congregate, in turn, will make a deposit to its reserve by March as well.

Mrs. Anderson questioned the following:

1. Page 1, third paragraph indicates no significant changes…other than maintenance contract increase due to lighting repair. Ms. Mack noted this was not a contract but an agreement paid by invoice. Mrs. Anderson noted the word "contract" needs to be removed.
2. Under Congregate, there is a substantial amount of money from one resident. Ms. Mack noted this was being addressed.

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Executive Director's Report

Ms. Mack reported the following:

1. Tires on the tractors need to be replaced because they are bald. This caused problems with plowing. The landscaper is helping with acquisition of new tires. The truck went into a ditch and needed to be towed; needs some repair.
2. Snow removal was completed by 12:30 am Tuesday morning. Discussion was held regarding the process, in particular, the clearing of the parking lots. Maintenance Staff and many residents assisted others to clear snow from cars. Snow removal was hindered by minimal staff, many cars and where to put the snow.

New Business

1. Congregate Kitchen Appliances – Ms. Mack is waiting for one more proposal to replace the refrigerator, freezer and ice maker. Two proposals received ranged from $6,200 to $11,000. Quality needs to be good. Equipment is old, leaking and not freezing properly. Mr. Geel has indicated there is sufficient Congregate funding for the replacements. Ms. Pflueger questioned the condition of the remaining appliances in the kitchen. Ms. Mack noted the stove top and oven are old. It was suggested to obtain quotes for potential replacement. The dishwasher is okay. Mrs. Anderson noted a special meeting will be held when the quote is received and additional charges, such as delivery and equipment removal, have been determined.

Old Business

1. Internal Controls Policy – to be discussed at the next meeting.
2. Gutter Quotes – Ms. Vega received answers to the questions forwarded to her. Quotes were much the same. She discussed the details of the work to be completed. Two vendors have done work for the Town in the past. Discussion was held regarding the timeframe noting work could be started in the spring or could be deferred until July depending on funding. Gutter guard and screen removal was discussed. Mrs. Anderson noted a decision should be made by the end of April and, if this work is approved, could be added to the excess cash project list. Ms. Vega was requested to look at other projects that could be funded also.
3. Tenant Representative Election Update – two candidates have been campaigning. Voting day is March 2. Process has been followed. Poll is open from 9:00 am to 6:30 pm; immediately after they will count and announce the winner.
4. On-Site CNA Discussion – Ms. Mack noted the last discussion was to not do the review as the Congregate was not looking to request any grants. However, after that discussion, it was decided that the elevator needs to be fixed. It was agreed to submit for the CNA so grants can be requested. Mrs. Anderson suggested discussion should be moved to the March meeting.
5. Maintenance Equipment for Snow Removal – Ms. Mack noted there is a grant under the Workers Compensation insurance plan offering up to $500,000 for safety/security. They are discussing the possibility of obtaining a heated bobcat. Ms. Mack would like to call vendors to see if this piece of equipment could be rented/leased for the season. Grant will be applied for; information will be discussed at the next meeting.
6. Insurance Coverage Information – Ms. Mack will have information for the next meeting.

Public Comments

Rose Trapasso, Unit 131 – crews did an excellent job in clearing the snow. Fernando did an excellent job in getting cars moved to clear the snow.

Adjournment
There being no further business, motion was made by Mrs. Bova to adjourn the meeting at 5:54 pm. Seconded by Ms. Pflueger. Approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk