Trumbull Housing Authority Meeting – July 28, 2026

Trumbull Housing Authority Meeting
Tuesday, July 28 2026
5:00 pm
Stern Village, Community Room

Commissioners Present: Kathleen McGannon, Laurel Anderson, Charlene Pederson, Sara Pflueger and Les Miller

Also Present: Jacqueline Vega, Executive Director; Dawn Cantafio, Director of Finance; Anne McGee, Congregate Manager; Gail Ayotte, Housing Clerk and Jason Geel, Accountant

Meeting was called to order at 5:00 pm by Mrs. McGannon followed by the Pledge of Allegiance and Roll Call.

Past Minutes
Mrs. Anderson motioned to approve the minutes of June 23, 2026 as written; seconded by Ms. Pflueger. One correction – Page 2, last paragraph, should read "Mr. Geel". **Approved with one abstention from Ms. Pederson.**

Report of Director of Finance
Mrs. Cantafio reported the following:

1. Continuing to monitor orders and purchases for all units. Still doing upgrades; looking for ways to improve the units.
2. There were a lot of refrigerators that needed replacement recently.
3. Continues to discuss options with staff to obtain best pricing.

Mr. Miller requested a copy of last month's expenditures; Mrs. Cantafio will provide a copy from the financials previously distributed.

Report of Congregate Manager
Mrs. McGee reported the following:

1. Two units are vacant. Several applicants have come in for interviews. Maintenance staff are true "super stars" with the renovations.
2. August 25, 1939 was proclaimed as Wizard of Oz Day despite the fact that the film was released on August 13, 1939. August 3 is being proclaimed as Wizard of Oz Day at the Congregate.
3. Outdoor activities are planned but are dependent on the weather.

Resident Service Coordinator
Ms. Vega reported the following for Ms. Alhabal:

1. Tenants are enjoying the Dance and Groove sessions that started on June 24. The Activities Committee will be having Dance to the Music sessions from 2:30-3:30 and every other Wednesday until August 19.
2. June 25 – presentation on having a Healthy Brain and Mind Games was enjoyed by 16 residents.
3. June 27 – food delivery was received from the Trumbull Democratic Town Committee; very appreciative of the food received. Inventory has been completed; for the next drive they will have a list of needs. They were able to supply items to both pantries.
4. June 30 – Music on the Lawn at the Congregate Building was a huge success. Italian ices were enjoyed and music was provided by Tony Castle.

5. July 7 – Homecare agency presentation cancelled due to weather.
6. July 9 – Mobile Food Pantry was on-site; 51 residents participated; 23 residents have received food from the in-house pantry so far this month.
7. July 15 – Summer Blast Luncheon; 25 residents participated and enjoyed the delicious food.
8. August 5 – Activities Committee will be having an ice cream social from 1-3 pm during game day.
9. August 18 – Lunch and Paint and Sip session.
10. Working on the Medicare update presentations for residents and attending webinars on the changes for 18-64 year old disabled that may lose SNAP and Medicaid/Husky benefits in 2027. Justice in Aging webinar indicated the government is looking at additional information that may make more people lose benefits by having to prove they are on disability and unable to work.
11. Helping residents having trouble with benefits – SNAP benefits stolen, not receiving benefits for two months, redetermination information not received. Also helping with applications for new SNAP benefits and applying for in-home services.
12. Continue to work on conflict resolutions with residents.

Treasurer's Report and Discussion of Financials

Ms. Pflueger summarized the year-end report. Highlights are posted with the meeting agenda. Had a great year-end with Stern having a surplus of approximately $50,000 and Congregate a $30,000 surplus. Able to stay in budget, rent collections being good made it possible for management to have good cash balances and keep within budget.

Executive Director's Report

Ms. Vega reported the following as Property Manager:

1. 173 units are occupied; 13 unoccupied. Housed one individual this month with two move outs. Five units are ready with all units being identified to applicants; waiting for the five-day policy to make sure all credit/background checks are received. Ms. Ayotte has been handling these transactions.
2. Wait list is 42. Individuals have not been responding to the applications. Once the deadline passes, their name is withdrawn according to the Tenant Selection Plan. Six are being processed at this time. Sent the next 17 applications out. May be looking to open the Wait List in November (current list was opened in June 2025).

Ms. Vega reported the following as Executive Director:

1. Continues to update documents with appropriate names so they are current.
2. Working on quotes.
3. Was nominated to become a committee member of the Conn-Nahro Round Table. Will be working on round tables for other PHA on different topics.
4. Looking into options for funding in the future.

Old Business

1. Ms. Vega noted she created a Board file folder online that will include access to quotes, projects, excels. It is a shared link. Gutter and heat pump quotes and the project list will be posted for review.
2. Waiting on third party letters for the Priority Needs application. Need to indicate the status of the equipment. Once those are received, there is a visit from the Health Department on August 31. Hoping to finalize the application after that meeting and send in for consideration.
3. Ms. Cantafio presented the revised Signature Policy for a second reading. Topics included were reviewed. **Ms. Pederson motioned to approve the Signature Policy; seconded by Ms. Pflueger. Approved by unanimous consent.**

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Housing Clerk

Ms. Ayotte reported the following:

1. Balancing the Housing Clerk and Property Manager position duties.
2. Taking seminars regarding recertifications and PHA webinars to learn how to use PHA and create new tenant packets to make it more streamlined when doing move-ins. Everyone would have access in the event she is unavailable.
3. Continues to meet with residents and is discussing what they might like for their units.

Mr. Miller remarked on the removal of a tree on the property by an outside vendor instead of the Maintenance Staff and the rehab of one unit. Brief discussion; Board members indicated topics should be brought to Management for resolution.

Executive Session

Mr. Miller motioned to enter into Executive Session to discuss staff compensation at 5:23 pm; seconded by Ms. Pflueger. Approved unanimously. In attendance were the Board members and Mr. Geel. **Mrs. Anderson motioned to exit Executive Session at 6:10 pm; seconded by Ms. Pederson. Approved by unanimous consent.**

Adjournment

There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 6:13 pm; seconded by Mr. Miller. Approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

Trumbull Housing Authority Meeting – June 23, 2026

Trumbull Housing Authority Meeting
Tuesday, June 23, 2026
5:00 pm
Stern Village, Community Room
Approved Amended Minutes

Commissioners Present: Kathleen McGannon, Laurel Anderson, Sara Pflueger and Les Miller

Absent: Charlene Pederson

Also Present: Jacqueline Vega, Interim Executive Director; Dawn Cantafio, Director of Finance; Lisa Alhabal, Resident Service Coordinator; Anne McGee, Congregate Manager; Gail Ayotte, Housing Clerk and Jason Geel, Accountant

Meeting was called to order at 5:00 pm by Mrs. McGannon followed by the Pledge of Allegiance and Roll Call.

Past Minutes
Mrs. Anderson motioned to approve the Regular Meeting minutes of May 26, 2026; seconded by Ms. Pflueger. Approved by unanimous consent.

Report of Director of Finance
Mrs. Cantafio deferred her presentation of the policies for approval until Old Business.

Report of Congregate Manager
Mrs. McGee reported the following:

1. 33 occupied units; 3 unoccupied. Two units are ready for leasing; Maintenance Staff is working on the third. Tours and interviews are being scheduled.
2. Wait List is 29. Applications can be submitted at any time.

Resident Service Coordinator
Ms. Alhabal reported the following:

1. June 11 - Mobile Food Pantry on site; 46 residents participated. Twenty-two residents were served from the in-house pantry.
2. June 17 – Father's Day Lunch was held; everyone enjoyed themselves.
3. June 22 – Jake, the Wellness Dog, was on site with his handler, Kaitlin, as well as Giovanna Mozza, Police Department Social Worker, to discuss what to do when the police are on site. Also discussed scams and what to look for. Eighteen residents participated; hope to have them annually to answer questions.
4. June 25 – Presentation on Healthy Brain and Mind Games.
5. June 27 – expecting a food delivery from the Trumbull Democratic Town Committee after their food drive at Stop and Shop.
6. June 30 – Music on the Lawn at the Congregate with Tony Castle.
7. July 2 – Ice Cream Social from 1-3 pm in the Community Room sponsored by the Activities Committee. Noted they are doing a great job creating resident activities.
8. July 7 – a home care agency will do a presentation on services they provide.
9. July 15 – summer blast picnic.

10. August presentations are being finalized.
11. Working with residents on redeterminations, navigating letters from DSS, conflict resolution.
12. July/August newsletter should be out next week.

Discussion was held regarding SNAP benefits and health care for people of working age. Ms. Alhabal noted this change affects individuals from 18-64 that are now required to do 80 hours of work or volunteer 80 hours per month. No one has come to her noting they are being affected. She noted she would make referrals for food to various locations, if necessary. The $300 approved by the legislature is a one-time payment to supplement what has been lost through federal cuts; to be sent directly to those who lost benefits; no specific date on disbursement. The process has not been worked out by DSS; some individuals have already lost benefits; unknown about the work/volunteer status for individuals. Mrs. Anderson suggested they speak with the TDTC about a food drive for the next few months, if needed. Currently the pantry is stocked and the Congregate will be stocked with the June 27 delivery. Mr. Miller suggested this information be in the next newsletter so they know about the program; details need to be confirmed.

Discussion was held regarding health insurance changes. Some residents may not have coverage. Will need to know where to send them for help.

Treasurer's Report and Discussion of Financials
Ms. Pflueger summarized the ten-month period ending May 31, 2026. Highlights are posted with the meeting agenda.

Stern Village continues to run ahead of budget for operations even though a little light on rental income due to vacancies and turnover. Expenses remain mostly on track aside from staffing and seasonal landscaping work that hit this month. The maintenance/landscaping contract began this month as a new cost. In other expenses, paid out $78,838 for Board approved capital improvement projects.

The Congregate also remains in good shape with lower expenses helping to stay within budget despite a small dip in revenue due to tenant changes. On the cash side, Congregate is stronger for the first time in years as it has not needed a transfer from Stern Village to manage its costs.

Overall, financials are consistent with expectations as they head into the year end. Recommend the Board accept the May financial report as presented.

Discussion was held regarding the STIF withdrawal of $40,000. There was enough cash flow to cover. Mr. Geel discussed line items in the operating statement for repairs for the year. Mrs. Anderson noted she was impressed with the cash position to be able to provide this coverage and lower expenses.

Discussion was held regarding reserves for the Congregate. Mr. Geel noted $28,000 has been put into reserves – approximately $40,000 total. Wellness funds need to be spent down. Mrs. Anderson questioned if funds could be used for paper goods/food; cannot buy for a specific individual, it needs to be for all individuals.

Discussion was held on services income. Mr. Geel explained the differences in the budget; should come close to projected revenues.

Mrs. Anderson motioned to accept the Financial Report; seconded by Mr. Miller. Approved by unanimous consent. Mrs. Anderson complimented staff on a great job this year. This is an amazing year end. It was noted it was a joint effort including guidance from Mr. Geel and staff.

Interim Executive Director's Report
Ms. Vega reported the following:
Property Manager:

1. Occupied at 174 units; 12 unoccupied units. Housed two new tenants in June. Have five units ready for occupancy. Had two unexpected vancancies. Need full rehabs on a couple of vacant units and expect two vacancies at the end of June with move outs.
2. Work Order completed this month were 31. Project Work Orders for the month of June are 32. Getting quotes for the repairs. The new Maintenance Technician, Dan, started June 22. Working with Anton at this time but expect he will soon work independently.
3. Noted a tenant stopped her before the meeting and told her he was very happy with what he was seeing with the grounds, work orders being done, etc.
4. Wait List stands at 55 applicants. Sent out applications from 4-23 and working on applicants 1-3 for interviews. Denials are attributable to finances; do not meet financial eligibility; the income is appropriate but incidentals such as electricity, food, etc. need to be considered. Base rents are very low compared to other facilities. She noted she has spoken with the asset manager about the situation.
5. Received training through PHA Web on how to better utilize the system. Just included digital imaging.
6. Attended a CONN-NAHRO luncheon. Networked with other individuals and obtained some great information to be considered for Stern.

Mrs. Anderson questioned the status of the Small Cities Grant. Ms. Vega noted it is closed for this year but will be reopened in 2027 for application submission. This grant is prepared through the Town and Mrs. Anderson requested conversations be initiated with Ms. Bakalar regarding requirements/timing so we can prepared prior to the submission date.

Mrs. Anderson questioned if funds were in the budget for cleaning the gutters. Ms. Vega indicated yes and that she is currently obtaining quotes. Project will be done in the coming fiscal year. A scope of work will be developed so that everyone is quoting the same project requirements. Heat pumps are being worked on; most vendors only do residential properties, not commercial properties. She has one contact for a vendor; has one quote from current vendor.

Money was approved out of reserves for repairs. There is approximately $24,240. The State still requires spending from reserves. Mrs. Anderson requested another project list for the July meeting. Ms. Vega noted some of the newly vacated units need more extensive repairs, others require floors, etc. All are being considered for updating. This will be an agenda item for July.

Housing Clerk - Ms. Ayotte noted she has been supporting the Staff; working to take over some of the property management duties from Ms. Vega.

New Business
Mrs. McGannon noted at the last meeting they had an Executive Session to discuss staffing for Stern Village and the Housing Authority and will now entertain a motion to appoint a permanent Executive Director. **Mrs. Anderson motioned that the Board appoint Jacqueline Vega as permanent Executive**

Director; seconded by Ms. Pflueger. Mrs. Anderson noted she was very impressed with Ms. Vega's ability to pull things together and her work with the staff in bringing everyone together. **Motion approved 3 (Pflueger, McGannon, Anderson) – 0 – 1 (Miller).** Mr. Miller's reason for obstaining was that he wanted to have more time before he made a decision.

Old Business

1. Update – Village Senior Affordable Housing Upgrade Community Program – grant is still on target for September.
2. Update – Funding for Congregate Kitchen Equipment – Ms. Vega noted she is working on an application for priority needs because it affects the core services. Hopes to finalize the application in July.

Mr. Miller questioned the grant for the AC in the Congregate and the fact it will be the fall before funds are released. Ms. Vega noted bids were already submitted with the grant as required. Mrs. Anderson suggested some type of temporary cooling be considered during the summer for some relief. This would cool just enough to get through to September.

3. Update – Maintenance Staff Status – second technician started on June 22.
4. Internal Controls Policy – Mrs. Cantafio presented the following policies for approval:
    a. Internal Control Process - Cash Disbursements; Audit Area: Accounts Payable – requested the change of Executive Director/designee in all areas. **Mrs. Anderson motioned to approve the document for Cash Disbursements- AP with the correction; seconded by Ms. Pflueger. Approved by unanimous consent.**
    b. Internal Control Process - End of the Month Financial Reporting – **Ms. Pflueger motioned to approve the document for End Month for Financial Reporting; seconded by Mr. Miller. Approved by unanimous consent.**
    c. Internal Control Process - Accounts Receivable; Audit Area: Accounts Receivable/Rent Revenue – **Mrs. Anderson motioned to approve the document for Accounts Receivable – Accounts Receivable/Rent Revenue; seconded by Ms. Pflueger. Approved by unanimous consent.**
5. Update - Signature Policy – Mrs. Cantafio noted this policy is submitted for a first reading. Mrs. Anderson noted there needs to be something in the policy specific about who is allowed to sign and how they receive the right to sign. This should be taken from the Bylaws. It should indicate the Board needs to vote on who has the right to sign. Document information was taken from CHFA and the bank. It will be revised and submitted at the next meeting.
6. Ms. Vega verified the THA insurance still covers the THC under its policy on renewal. Information will be forwarded to the Board. Directors and Officers coverage is important.

Executive Session

Mrs. Anderson motioned to enter into Executive Session to discuss insurance information at 5:57 pm; seconded by Mr. Miller. Approved by unanimous consent. Members present were the Board, Ms. Vega, Mrs. Cantafio and Mr. Geel. **Mrs. Anderson motioned to exit Executive Session at 6:25 pm; seconded by Mr. Miller. Approved by unanimous consent.**

Adjournment

There being no further business, motion was made by Mr. Miller to adjourn the meeting at 6:28 pm; seconded by Mrs. Anderson. Approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk