Trumbull Housing Authority Meeting
Tuesday, September 22, 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; Lisa Alhabal, Resident Services Coordinator; Pam Poarch, Housing Clerk; Allie Cohen, Social Work Intern 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
Ms. Pederson motioned to approve the minutes of July 28 2026 as written; seconded by Mrs. Anderson. Approved by unanimous consent.

Ms. Pflueger motioned to approve the minutes of the September 8, 2026 Special Virtual Meeting as written; seconded by Ms. Pederson. Approved with abstention from Mr. Miller.

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

1. Obtaining quotes for the Critical Needs Assessment for replacement of equipment – stoves, freezers and refrigerators. Ms. Vega met with the Health Department and will finalize after updating some documents.
2. Clogs continue to be a very large part of Contract Services.
3. Rents are being monitored and tenants are responding to calls to pay rents on time.
4. Rehabs continue to be assessed. Unit clean outs are being done as needed when tenants move and do not remove items. They have become a member of the Royal Blue Junk removal program and receive a discounted rate. Now it can be done more efficiently and in a timely manner.
5. Stoves are being purchased at 30” for the new rehabs; other units have 24” ovens and Congregate has 20” ovens. Moving forward, all rehabs will be equipped with the 30” ovens; smaller ovens are more expensive and difficult to secure.
6. Pam Poarch, Housing Clerk, was introduced. She will be dealing with all the applications and looking into funding. In the office Monday through Friday.
7. Allie Cohen, Social Work Intern, was introduced. She will be doing community based work. Currently conducting a survey in the Village and Congregate to identify potential activities.
8. Ms. Vega invited the Board members to the End of Summer Celebration on October 10. It will be a multi-cultural event celebrating everyone. TPAUD will be on site to provide suicide prevention information. Event runs from 12-3 pm.

Report of Congregate Manager
Mrs. McGee reported the following:

1. There was one lease signing on September 1; another lease will be signed on October 15. Currently conducting interviews for a third tenant and then the Congregate will be full.

2. Wait List stands at 30 and she continues to receive applications weekly.
3. Tenant inspections will begin October 14 for the first floor and October 15 for the second floor.
4. Tenants have been more social the past few weeks; many on the porch and in the dining room after lunch. Hoping residents will continue to gather inside with the onset of cold weather.

Resident Service Coordinator

Ms. Alhabal reported the following:

1. Requests received for Food Pantry items – Jewish Family Services serviced 57 people in September and in-house pantry had 56 requests in August and September.
2. Juniper Healthcare was on site to speak about in-home services; refreshments were served. They would like to bring some activities at the Village such as ZUMBA, Tia-Chi and offered to have a bus transport residents to their adult day center to experience this type of setting.
3. Activities Committee is hosting "Dance and Groove" on Wednesday; this is going well. Refreshments will be served.
4. Health Department will be on site September 29 from 9-12 to administer flu shots.
5. Open enrollment is coming up. Stressed the need for residents/care givers to review their Annual Notice of Change for Medicare Advantage Plans and Drug Plans when it is received as there are many changes expected including programs being discontinued, programs merging or no longer serving Southwest CT as well as increased co-pays. This will be discussed at the resident meeting. Discussion was held regarding the changes. SWCAA will be on-site on October 22 to discuss these changes as well as a broker in November. Mrs. Anderson felt, after the election, the State Representatives and Senator be invited to meet with the residents to discuss the impact of these changes so they can bring back information to Hartford for the next legislative session. They could be instrumental in requesting supplemental funds to help individuals who now face a financial burden because of the changes. Ms. Alhabal will coordinate a program; the League may also help with logistics.
6. October 15 – December 7 is open enrollment; another open enrollment is January 1 – March 31 for Medicare Advantage Plans.
7. Reminding tenants to bring letters from the Department of Social Services to her for help in determining benefit status. Some benefits have been discontinued in error; may also be able to assist with other benefits the individual may be entitled to.
8. Six referrals were made for in-home services with other applications being completed. This is having a positive impact on the residents receiving assistance. It was noted she has done a lot to reverse the stigma of services taking away independence into making the resident more independent.

Treasurer's Report and Discussion of Financials

Ms. Pflueger summarized the financials through August noting they are positive with staffing savings, rebates, dividends from insurance, WC audit credit, and staff turnover. Maintenance Staff is under budget due to one vacant position. There have been larger expenses on the Village side including a new copier (in the budget), insurance deductible, septic line clogs ($6,000).

Mrs. Anderson is concerned about the $6,000 and confused as to why residents continue to put things down the toilet. It is an on-going problem. Resident education has been conducted through meetings, newsletters and discussions at lease signing with lists provided of non-flushable items. Conversation is being held with the contractor regarding what can be done to help the situation. There is a quarterly contract where the sewer is jetted into the main line. Unable to determine source because of piping configuration in the units. Mr. Miller suggested the contractor speak with the residents to explain the

situation; good idea but not all residents come to the meeting from the affected quads and do not hear the message. A letter from the sewer contractor was suggested to be sent to the residents with specific information. Resident should inform Staff when they encounter a slow drain to prevent back-up. It was noted this is the #1 issue at housing authorities.

Mr. Geel spoke on the Worker's Compensation line item; due to turnover with less staff. Discussion was held regarding the payment between Congregate and Village.

Mrs. Anderson noted she and Ms. Pflueger met with Mr. Geel to review the year end financials. They were very impressed with the outcome. The simplified details were beneficial for understanding the numbers. She noted one request from this meeting was for Mr. Geel to provide an executive summary as part of the audit document to make it easier to absorb the information. They also requested the auditors to come in to review the audit so the Board can indicate the audit can be filed.

Property Manager Report

Ms. Vega reported the following for Gail Ayotte:

1. 173 units are occupied; 13 unoccupied. For the month of August and September, there were four move-ins and three move-outs. Out of the 13 open units, two units are ready and have been assigned for lease signings and the remainder are rehabs.
2. Work Orders from August 1 to date – completed 144; 53 are outstanding including inspections.
3. Inspections started on September 8 but were postponed due to COVID cases. Sixty units were completed. Will resume in late October.

Executive Director Report

Ms. Vega reported the following:

1. Opened the Wait List from September 4 through September 18 receiving over 200 applications, (maximum accepted was 200). Applicants accepted will be notified on October 1 of their position number on the Wait List and given information on the process.
2. Met with the inspector to review what is required for the Priority Needs application. One additional letter is required outlining the changes.
3. Unit Rehab Tracker was forwarded to the Board for units requiring rehab - occupied and unoccupied. Funds are needed to complete full rehabs for six units and does not include the move-outs in the last month. Discussion was held regarding these rehabs including requesting additional quotes. Some units have gone through a rehab in the past and require small changes; others have not been updated in fifteen plus years. It was suggested a special meeting be set to review the Unit Rehab Tracker and determine how to move forward. Ms. Vega will update the Tracker to include the recent move-outs. Funding and estimates discussed. **Ms. Pederson motioned to spend up to $35,000 to rehab two units; seconded by Mrs. Aderson.** Mr. Miller questioned the cost of the rehabs; Ms. Vega noted it depends on the size of the units and materials used. Materials are being standardized so Staff is able to do repairs efficiently. All components were specked out; Staff is aware of the cost of materials. Mr. Miller discussed a guidebook provided by builders describing work costs. He will share this information with Ms. Vega. **Approved by unanimous consent.**

New Business

1. Discussion of New Board Policy to Cover Emergency Spending Requests – Mrs. McGannon read the following draft policy –

To avoid delays in addressing emergency repairs or situations that require immediate action, the Treasurer is authorized to approve an expenditure of up to $10,000 when the expenditure is reasonably necessary to address an emergency and cannot be reasonably delayed until the next regularly scheduled Board meeting. Before authorizing the expenditure, the Treasurer shall consult with the Executive Director and a representative of the accounting firm, when reasonably practicable.

Any expenditure authorized under this provision shall be reported to the Board and placed on the agenda of the next regularly scheduled Board meeting for discussion and Board approval. The Treasurer or Executive Director shall provide documentation of the emergency, the amount spent, and the reason immediate action was necessary.

This emergency spending authority is intended solely for situations requiring prompt action and shall not be used to circumvent normal purchasing, budgeting, or Board approval procedures.

After discussion, the following change was made to the first paragraph – last sentence should read - Before authorizing the expenditure, the Treasurer must consult with the Executive Director and, when reasonably practicable, a representative of accounting. **Ms. Pederson motioned to approve the policy with the discussed change; seconded by Ms. Anderson. Approved by unanimous consent.**

2. Review of Rehab Tracker – previously discussed.

Old Business

1. Status of Priority Needs Application – previously discussed.

Executive Session

Mr. Miller motioned to enter into Executive Session to discuss upcoming snow removal contract and quotes received for gutters at 6:08 pm; seconded by Ms. Pederson. Approved unanimously. In attendance were the Board members, Ms. Vega and Mr. Geel. **Ms. Pederson motioned to exit Executive Session at 6:57 pm; seconded by Mr. Miller. Approved by unanimous consent.**

Next Meeting

October 27, 2026

Adjournment

There being no further business, Ms. Pederson motioned to adjourn the meeting at 6:59 pm; seconded by Mrs. Anderson. Approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk