Trumbull Housing Authority Meeting – October 27, 2026

Trumbull Housing Authority Meeting
Tuesday, October 27, 2026
5:00 pm
Stern Village, Community Room

Commissioners Present: Kathleen McGannon, Laurel Anderson, Les Miller, Sara Pflueger (entered at 5:11 pm) and Charlene Pederson (entered at 5:30 pm)

Also Present: Jacqueline Vega, Executive Director; Dawn Cantafio, Director of Finance; Anne McGee, Congregate Manager; Lisa Alhabal, Resident Services Coordinator; Pam Poarch, Housing Clerk and Jason Geel, Accountant

Meeting was called to order at 5:07 pm by Mrs. McGannon followed by the Pledge of Allegiance and Roll Call.

Past Minutes
Minutes approval postponed to later in the meeting.

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

1. Auditors on-site today working with Mr. Geel and staff reviewing new policies.
2. Working to complete a quote for the Congregate kitchen needs for the Critical Needs Assessment.
3. Reviewing EOPs and new tenants on a monthly basis with Ms. Vega to continue to monitor rents and who is and isn't on site.
4. Delays in laundry because of changes in pricing; may decrease income slightly.
5. Working with Maintenance on supplies and pricing.

Kitchen funding is from emergency funding from the State. Will be replacing all appliances – refrigerators, freezers, ice machine and stove. This is a reimbursement; will be able to start when approval is received from CHFA on the quote. Able to purchase the items and submit for reimbursement as the project proceeds. Paperwork has been signed by the Board Chairman to submit to CHFA. Everything should be in place by the next meeting; will be no down time during replacement of the appliances.

Report of Congregate Manager
Mrs. McGee reported the following:

1. One tenant signed a lease on October 15; one additional lease signing on November 2; One additional apartment became available earlier in the month; Maintenance Staff will have the unit ready for leasing by next week.
2. Social Work Intern, Allie, has been creating activities for the tenants such as flower arrangements to decorate the Dining Room and Lobby, holiday crafts, word search puzzles, jigsaw puzzles and trivia contents.
3. Will be having holiday raffles for Stop & Shop gift cards to help with the rising cost of groceries.
4. Having holiday trivia contests and creating decorations for each holiday.
5. St. Theresa's Knights of Columbus will be preparing a Thanksgiving Dinner for the residents on November 21. It is a wonderful event.
6. Will be holding a Holiday Movie Marathon in the Dining Room with refreshments.

Discussion was held regarding flu and COVID cases. COVID cases have subsided and no flu has been reported to date. Residents have been encouraged to stay home if they are sick. The Trumbull Health Department conducted a flu clinic on-site.

Resident Service Coordinator

Ms. Alhabal reported the following:

1. Jewish Family Services in October served 54 residents; in-house pantry served 13 residents. Pantry items are a bit low but should be replenished in November, after elections.
2. A Spooky Spectacular luncheon was held on October 19 sponsored by A & B Mechanical.
3. Agency on Aging held a presentation on October 22 regarding Medicare changes, plans and options.

Ms. Pflueger entered the meeting at 5:11 pm.

4. Social Work Intern, Allie, is providing chair exercise every Tuesday in November – Sit and Fit – for residents.
5. Working on a presentation from another home care agency in November.
6. Two nutrition students from Sacred Heart University will provide information on various topics for the residents on November 11.
7. Working on events and speakers for December.

Discussion was held regarding the State Representatives discussing senior issues with the residents. This will happen after the elections because it is not appropriate to invite candidates; the Board does not endorse candidates but will invite the elected officials after the elections. This discussion will be held prior to the new session in Hartford that starts in January so they have information on senior concerns and needs. Residents will be encouraged to attend the discussion.

Ms. Vega noted there is transportation through the Senior Center to assist residents to the polls. Need to call the Transportation line to reserve a spot. Additional requests for rides will be covered, if necessary.

Housing Clerk

Ms. Poarch reported the following:

1. The application process was closed on September 18; resulted in 556 applications being received for the Wait List. This was a combined Staff effort with outreach in every medium.
2. Working on inspections in the Village and completed the Congregate. It was good to see the campus in a detailed way and get to meet the residents. Creating Work Orders to address findings.

Property Manager Report

Ms. Vega reported the following for Gail Ayotte:

1. 173 occupied units; 13 open units. Three move-ins and three move-outs this month. One additional unit became open as of this morning.
2. Wait list is now at 549 with correspondence being “returned to sender”; these are automatically dropped from the list per Tenant Selection Plan.
3. Hiller and staff working on the units approved last month; Staff completed two rehabs in less than a week. Very proud of the Maintenance crew and the effort they show. With this, they were able to house within a week. The apartment in Congregate will be completed by Monday.
4. Influx of Work Orders after the inspections; starting to prioritize all Work Orders based on the need. Trying to have residents report problems so they can be addressed.

Executive Director Report

Ms. Vega reported the following:

1. In conversation with CHFA regarding resident activity funds and trying to increase the activities for at least the next year. It would allow Staff to design a program each year to fit the needs of the residents. Training for the RSC is also included. Paperwork for the Heart Fund grant was submitted today.
2. Working with CHFA and the Asset Manager to address the drainage and sewage issues. CHFA requested Staff to obtain information, provided by an engineer, on the location of the problem, trenching, recommendations, etc. WPCA will be engaged as they are knowledgeable about this situation. There is funding available through the Asset Manager because it affects priority needs.
3. Working with Staff to enforce some lease issues happening.
4. Enhancing some of the polices and having forms for move-outs, keys, etc.

Discussion was held regarding inspections. They are currently held once a year. Mr. Geel noted this is an industry standard. HUD programs require an annual inspection. For the Authority, it is best practice. Question of bi-annual inspections was raised. Ms. Poarch and Ms. Ayotte are working on Work Orders with the tenants and Staff; touching base with tenants when requests are obtained. It was felt two inspections wouldn't hurt. Most Work Orders are for clogs. The vendor has been requested to speak with the residents and they are happy to do so; need to schedule between jobs.

Ms. Pederson entered the meeting at 5:30 pm.

Treasurer's Report and Discussion of Financials

Ms. Pflueger summarized the financials through August noting expenses are stable. Problems in the Village are due to a one-time mold remediation and plumbing. For the Congregate, there were some appliances purchased that were more than anticipated. Maintenance costs have been under budget. The biggest problem is the vacancies and the associated loss. It is more an issue with the Congregate; one unit in the Congregate is a larger percentage than one unit in the Village.

New Business

Mrs. McGannon noted Rina Bakalar, Economic Development Director, spoke with Jimmy Tickey in Congressman Himes office regarding the status of the grant funding that was approved - $650,000. They responded –

> "Your project was funded through the specific federal account. Once Congress passes an appropriations bill to fund the government for Fiscal Year 2027, the funding will go to the agency and you will need to work with the direct agency to complete a grant agreement before the funding will be available.
>
> Congress passed a continuing resolution to extend FY 2026 funding through December 11. Since your project is funded for FY 2027, funding will not be available until Congress funds the government for FY 2027. Hopefully, that will happen before the December 11th deadline. Once government funding has been signed into law, you will hear from a field representative with details about the project and next steps for you as the grantee.
>
> We will also keep you informed as we progress through the next step which is hopefully a government funding bill later this year!"

Funding has been approved but not released.

Old Business
No Old Business.

Executive Session
Mr. Miller motioned to enter into Executive Session at 5:46 pm to discuss snow removal contracts for the 2026-2027 season; seconded by Ms. Pederson. Approved unanimously. In attendance were the Board members, Ms. Vega, Mrs. Cantafio and Mr. Geel. **Ms. Pflueger motioned to exit Executive Session at 6:08 pm; seconded by Ms. Pederson. Approved by unanimous consent. Mr. Miller motioned to accept vendor #3 for snow removal; seconded by Mrs. Anderson and approved by unanimous consent.**

Past Minutes
Ms. Pederson motioned to approved the minutes of September 22, 2026; seconded by Ms. Pflueger and approved by unanimous consent.

Next Meeting
November 17, 2026

Adjournment
There being no further business, Ms. Pederson motioned to adjourn the meeting at 6:12 pm; seconded by Ms. Pflueger. Approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk