

Trumbull Housing Authority – December 15, 2014

Trumbull Housing Authority
December 15, 2014
4:00 pm
Community Room of Stern Village

Commissioners Present: Chairperson Janice Kopchik; Commissioners Susan Fatse, Thelma Burr and Suzanne Donofrio (4:05 pm)

Also Present: Executive Director Harriet Polansky

Commissioners Absent: Linda Nassrah

The meeting was called to order at 4:02 pm by Mrs. Kopchik. Roll call was conducted followed by the Pledge of Allegiance.

Past Minutes

Mrs. Kopchik moved to approve the minutes of the November 17, 2014 regular meeting of the THA. Seconded by Mrs. Fatse and unanimously approved.

Resident Comments

Mr. Paul Littlefield addressed the Commission regarding the dangerous icing of the path that serves units #153-158.

Mrs. Donofrio entered the meeting at 4:05 pm.

He noted with the recent heavy rains and freezing temperatures, residents were forced to walk on the turf to avoid the icy path and also had to walk on ice to access three of the parking spaces. Mr. Littlefield stated that proper action was not taken when duly notified by not bringing in a contractor during the good weather. He noted each commissioner could be held personally liable. Mrs. Fatse stated that commissioners cannot be held liable and Mr. Littlefield noted he stood corrected. He concluded that his purpose is to protect the financial, health and personal interests of tenants and their families and requested a skilled contractor be consulted.

Mrs. Polansky noted salt bins have been placed around the village. The maintenance department is on top of the ice and snow. She requested residents to remove items from their porches as it is much easier for maintenance to plow when there are no obstacles. Shoveling must be done if the items are not removed which takes time away from other areas.

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Treasurer's Report

Mrs. Burr noted for the five months ending November 30, 2014, Stern Village and Stern Center had an overall profit of \$7,289. All current vendors have been paid. The cash position is healthy at the present time. The Village current cash position is approximately \$37,224. The Center cash position is approximately \$12,246. In the Village and the Center, vacancies have been reduced. There have been no capital expenditures for this period except for the normal expenditures for refurbishing our vacant units.

Executive Director's Report

Mrs. Polansky reiterated the financial summary for the five months ending November 30, 2014, Stern Village and Stern Center had an overall gain of \$7,289. The reserve balance is over \$1,444,390 which is approximately \$6,506 for each unit in the entire complex. The overall cash position as of November 30, 2014 shows a balance of \$1,567,000 which includes the investment account. Accounts payable for that time period is \$5,584.

We have acquired salt for the walkways. All equipment has been serviced and ready for the winter weather.

Mrs. Polansky noted they are looking at other projects to further the improvements at the facility within the realm of affordability and need. She noted the staff will be meeting with EMS Chief Joe Laucella in January to review emergency policies and procedures that are in place. He will also meet with the residents to help them review ways to prepare for the snow.

Security measures are being tightened. The Congregate outside doors will be locked at 5:00 pm. She noted currently when you close the second set of doors you cannot hear the siren. Changes include making the siren louder and moving some of the heads so everyone can hear the alarm. Bell will also be louder. When someone comes to the Congregate and the guard does not know them, they will be required to provide a photo ID.

Chef Armondo has started and the food is fantastic. She hoped residents will come and sample the food. The Holiday Party is being catered by him.

Mrs. Polansky noted there were several programs this month. Paulette noted the following:

1. December 16 is a holiday breakfast from 9-11 am; from 9 am – 5 pm.
2. December 16 is an election for the Advisory Developmental Board. She has some residents who will be counting ballots after the election is completed.
3. December 18 is a Well Care bingo sponsored by Well Care
4. In 2015, United Health Care will partner with the THA to provide programs for the residents.
5. St. Joseph's Center will also be providing programs for the seniors. Some programs will be held at the Center and some at Stern Village.

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6. The nutritionist from Bridgeport Hospital was great and provided important information to the residents.
7. A sleep disorder program was also held sponsored by Bridgeport Hospital.

Mrs. Polansky noted eight members of the team attended the presentation to the State of our project – Susan Fatse, Ed Lavernovich, George and Brandt from Wiles, Bruce and Frank from Millennium, Neil Gerhardt and Mrs. Polansky. Also present were CHFA members and the Deputy Commissioner from DOH as well as a representative from the CT Housing Organization. Mrs. Polansky presented the slide show from the meeting showing the concepts of the initiative. It is still unknown how much funding will be received.

The following were covered in the presentation:

1. Goals and Objectives to provide a sustainable environment
2. Demand for senior housing
3. Time line of the development of Stern Village
4. Development team
5. Demographics of the residents in the Village/Wait list
6. Resident Participation – various residents who spoke about the Village
7. Green efficiencies and economically sustainable units
8. Service hub or community center
9. Expansion of meals, transportation programs
10. ADA compliant units
11. Storm water management
12. Solar (Mrs. Polansky noted she met with a state representative to assess the possibility of solar for the Congregate. It is in the process.)
13. Topographical images of the parcel and pictures of various aspects of the Village

Mrs. Polansky noted the Congregate building is not part of the scope of the project. A Capital Plan Analysis was done showing why the capital plan they prepared missed many things. Mr. Brandt Jobst from Wiles discussed the Capital Needs Assessment (CNA) done about a year and a half ago which provided an overview of the entire property. The Executive Summary of this report stated this is a great facility and the overall development is in good condition and should have enough in reserve for the next twenty years. It provided a financial analysis and suggested how the funds should be allocated. They do mention that the NOI figure decreases annually and in the year 2026, it will be a negative number. This means that within thirteen years, the property is not sustainable and cannot adequately address its basic capital needs projected to be approximately \$4.3 million dollars over the next twenty years. He noted there was also a Market Assessment done. This included features of the Town of Trumbull and how it is a great place to live. It points out the demand is there for senior housing but the units are small. Updating the units would provide more marketability. All this information was discussed at various meetings with staff at Stern Village, the architects and the Commissioners to determine what could be done. Mr. Jobst presented slides of proposed property designs and noted Scheme F was most

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efficient and affordable. This drawing was presented to the state. Mr. Jobst reviewed the proposed changes to the apartments noting the state would like a 600sf minimum per unit.

Mrs. Polansky noted all questions posed to them were answered. The State will now give some constructive direction. It is hoped we will hear from them by the end of the year. Ten housing authorities went before the State and she felt they were very prepared with this presentation.

Unfinished Business

None.

New Business

Mrs. Kopchik moved to propose a settlement agreement with a Stern Village resident and authorize Attorney Callahan to execute this agreement. Seconded by Mrs. Fatse and approved unanimously.

Adjournment

There being no further business, Mrs. Kopchik moved to adjourn the meeting at 4:50 pm. Seconded by Mrs. Fatse and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk

These minutes are considered a draft until approved at the next meeting of the Trumbull Housing Authority.

From: [Harriet Polansky](#)
To: [Patrica Zablocky](#)
Cc: [Suzanne Donofrio](#)
Subject: Fwd: Kopchik Letter
Date: Friday, February 13, 2015 10:34:27 AM
Attachments: [2015-1-16_Kopchik Ltr_Sgnd.pdf](#)

Hi Patricia,
Paul Littlefield requested that I provide you with the attached letter that would go with the approved December Board Minutes. Please add the email correspondence as well. Thank you, Harriet

Emailed on February 5th.
Paul,

Chairperson Jan Kopchik asked me to respond to the letters she received from you, regarding changing the Board Minutes of the December 15, 2014.

-She appreciates you bringing this to her attention, however, there was a motion made at the Board Meeting held on Tuesday, February 3 to approve the Minutes of the DECEMBER 15, 2014, regular board meeting.
-The Motion was approved unanimously.

Paul, if you have any questions, I suggest we meet at my office or in the Community Room to discuss.

Regards,
Harriet

Harriet Polansky
Executive Director of Stern Village
Trumbull Housing Authority
200 Hedgehog Circle
Trumbull, CT 06611

harriet@sternvillage.com
Please visit: www.sternvillage.com

Office: [203-261-5740](tel:203-261-5740)
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LITTLEFIELD PAUL G

4:48 PM (17 hours ago)



to me



Harriet, in response, having a meeting regarding this issue would not seem to serve any worthwhile purpose. However, it would seem to be appropriate to have a copy of the letter be attached to the minutes on the town web site. Therefore I do request that the letter to THA Chairperson Kopchik be attached to the minutes on eFile.

Cordially, Paul

On Thursday, February 5, 2015 10:09 AM, Harriet Polansky <harriet@sternvillage.com> wrote:

Paul,

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-The Motion was approved unanimously.

Paul, if you have any questions, I suggest we meet at my office or in the Community Room to discuss.

Regards,
Harriet

Harriet Polansky
Executive Director of Stern Village
Trumbull Housing Authority
200 Hedgehog Circle
Trumbull, CT 06611

harriet@sternvillage.com
Please visit: <http://www.sternvillage.com/>



Harriet Polansky <harriet@sternvillage.com>

5:09 PM (17 hours ago)



Emailed to Littlefield





Paul,

Please email me the letter and I will certainly get it attached along with the response.

I think having a meeting with the Revitalization and Rehabilitation Advisory Committee and myself would be very productive, since you do not come to any of the resident meetings to learn about our project.

Have a glorious evening.

Regards,
Harriet

Harriet Polansky
Executive Director of Stern Village
Trumbull Housing Authority
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Trumbull, CT 06611

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----- Forwarded message -----

From: **LITTLEFIELD PAUL G** <littlefieq@sbcglobal.net>
Date: Fri, Feb 13, 2015 at 10:07 AM
Subject: Kopchik Letter
To: Harriet Polansky <harriet@sternvillage.com>

Harriet, attached is copy of signed letter sent January 16, 2015 to chairperson Jan Kopchik for attachment to December 15 Minutes on Town web site.

Thank you for taking care of this matter.

Attendance at a meeting is under consideration.

Cordially,

Paul

January 16, 2015

Ms Janice Kopchik, Chairperson
Trumbull Housing Authority
71 Cardinal Circle
Trumbull, CT 06611

Re: Minutes, December 15, 2014 THA Commissioners Meeting

Dear Ms Kopchik:

Your attention is respectfully drawn to what appears to be a glaring false statement of fact on page three, bottom paragraph, apparently attributed to “Mr. Brandt Jobst” who, it is stated, “discussed the Capital Needs Assessment (CNA) . . . (which) stated this is a great facility and the overall development is in good condition and should have enough in reserve for the next twenty years (emphasis added).”

However, then occurs this statement: “They do mention that the NOI figure decreases annually and in the year 2026, it will be a negative number. This means that within thirteen years, the property is not sustainable and cannot adequately address its basic capital needs (emphasis added) projected to be approximately \$4.3 million dollars over the next twenty years.”

While it is not clear to what the “NOI figure” refers and where it appears in the CNA, according to the annual and summary expenditures filed in the CNA, no such conclusion is drawn! In fact, on page 11, the CNA reports, for the year 2026, expenditures in the amount of \$233,664, an Annual Provision of \$257,052 and a Cumulative Reserve Balance of \$1,255,885. This is hardly a “negative number”.

Madam Chairperson, since I am sure that you agree that public agency minutes are to give historically accurate accounts of actions and issues of the Board, I ask that the Commissioners clarify and correct as necessary, the Minutes of the December 15, 2014 THA Board of Commissioners’ meeting to clarify and/or eliminate the confusing statement(s) and to correct what appears as a glaring false statement and the conclusion that was improperly drawn.

Sincerely,



Paul G. Littlefield
Founder, Secretary-Treasurer
Stern Village Tenants’ Association
162 Hedgehog Circle
Trumbull CT 06611

CC: Harriet Polansky, Executive Director
Jon Greene, SVTA Advisor