



TRUMBULL HOUSING AUTHORITY VIRTUAL REGULAR BOARD MEETING AGENDA

DATE: January 26, 2020

TIME: 4:30 PM

Join the Meeting Online

<https://zoom.us/j/96153896130?pwd=YmZvcE4xd0VFM2wyNDBwelFTQWpTQT09>

Webinar ID: 961 5389 6130

Password: 843852

Join by telephone: (301) 715-8592

Webinar ID: 961 5389 6130

Password: 843852

During Resident Comments: If you would like to speak, press *9 on your phone during resident comments.

1. Call to Order
2. Roll Call and Pledge of Allegiance
3. Reading and Approval of Minutes for December 22, 2020 Regular THA Board Meeting
4. Treasurer's Report & Discussion of Financials
5. Executive Director's Report
6. Congregate Updates and Congregate Energy Enhancements-2019 Small Cities
7. Review of Funding for Stern Village and Congregate
8. Review of Draft CNAs
9. Unfinished Business
10. New Business
11. Resident Comments
12. Adjournment

Accountant's Compilation Report

To the Board of Commissioners
Housing Authority of the Town of Trumbull

Management is responsible for the accompanying financial statements of the Housing Authority of the Town of Trumbull, which comprise the statement of net position as of December 31, 2020 and the related operating statement with the budget for the six months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management, and we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has omitted the Management Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. The Management Discussion and Analysis, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context.

Management has elected to omit substantially all of the disclosures and the Statement of Cash Flows as required by accounting principles generally accepted in the United States of America. If omitted disclosures and the Statement of Cash Flows were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations.

We are not independent with respect to the Housing Authority of the Town of Trumbull.



Maletta & Company
Certified Public Accountants

Bristol, Connecticut
January 20, 2021

Trumbull Housing Authority

Balance Sheet

December 2020

Program: State Elderly

Project: Consolidated

	Beginning Balance	Period Amount	Balance
ASSETS			
CURRENT ASSETS			
CHECKING/SAVINGS			
CASH			
1111 TD Bank	96,850	(425)	96,425
1112 Stern Village Development Funds	48,867	(4,820)	44,047
1112.1 2018 HTCC Funds	16,197	(16,197)	0
1113.3 STIF	506,545	32	506,577
1117 Petty Cash	200	0	200
TOTAL CASH	668,659	(21,410)	647,249
TOTAL CHECKING/SAVINGS	668,659	(21,410)	647,249
ACCONTS RECEIVABLE			
1122 Accounts Receivable	9,945	(7,470)	2,475
1122.1 Accounts Receivable - Manual	11,675	9,985	21,660
TOTAL ACCONTS RECEIVABLE	21,620	2,515	24,135
OTHER CURRENT ASSETS			
1123.1 Allowance for Collection Loss	(10,438)	0	(10,438)
1129 Sundry AR-Stern Center	334,390	3,615	338,005
1129.8 Sundry AR- New 501(c)3	(250)	0	(250)
1210 Other Prepaid Expense	3,006	0	3,006
1211 Unexpired Insurance	10,273	7,619	17,892
TOTAL OTHER CURRENT ASSETS	336,981	11,234	348,215
TOTAL CURRENT ASSETS	1,027,260	(7,661)	1,019,599
1305 HTCC Funding & Expenses	478,319	16,197	494,516
1305.1 HTCC- Consultant Fee & Expenses	10,485	0	10,485
FIXED ASSETS			
1405.1 Architect Fees	125,730	0	125,730
1405.2 Environmental Consultant	3,650	0	3,650
1405.3 Legal Fees for Development	770	0	770
1405.4 Marketing Consultant	1,080	0	1,080
1405.9 Development Radon & Asbestos	63,750	0	63,750
1406 Construction in Progress	734,895	0	734,895
1406.01 CIP - General Requirements - SSHP	217,700	0	217,700
1406.011 CIP - OH&P - SSHP	238,049	0	238,049
1406.012 CIP - Bond Premium - SSHP	53,529	0	53,529
1406.013 CIP - Permits and Other - SSHP	13,838	0	13,838
1406.021 CIP - Site Work - Radon - SSHP	17,000	0	17,000
1406.023 CIP - Site Work - Topsoil - SSHP	67,485	0	67,485
1406.024 CIP - Site Work - Demolition - SSHP	23,603	0	23,603
1406.025 CIP - Sitework - Paving - SSHP	612,275	0	612,275
1406.026 CIP - Sitework - Curbing - SSHP	41,700	0	41,700
1406.027 CIP - Sitework - Paving/Walkways - SSHP	28,304	200	28,504
1406.028 CIP - Sitework - Other	35,000	0	35,000
1406.061 CIP - Carpentry - Moulding - SSHP	13,002	0	13,002
1406.062 CIP - Carpentry - Trim - SSHP	97,803	0	97,803
1406.071 CIP - Thermal/Moisture - Insulation - SSHP	103,125	0	103,125
1406.072 CIP - Thermal/Moisture - Roofing - SSHP	771,846	0	771,846
1406.073 CIP - Thermal/Moisture - Soffit - SSHP	168,020	0	168,020

Trumbull Housing Authority

Balance Sheet

December 2020

Program: State Elderly

Project: Consolidated

ASSETS

FIXED ASSETS

1406.074 CIP - Thermal/Moisture - Gutters - SSHP	155,470	0	155,470
1406.075 CIP - Thermal/Moisture - Siding - SSHP	37,945	0	37,945
1406.081 CIP - Doors - Exterior Doors - SSHP	247,950	0	247,950
1406.082 CIP - Doors - Interior Doors - SSHP	37,680	0	37,680
1406.083 CIP - Doors - Door Hardware - SSHP	13,804	0	13,804
1406.084 CIP - Doors - Specialty Doors - SSHP	57,572	0	57,572
1406.091 CIP - Finishes - Drywall - SSHP	67,598	0	67,598
1406.092 CIP - Finishes - Flooring - SSHP	65,742	0	65,742
1406.093 CIP - Finishes - Interior Painting - SSHP	63,715	0	63,715
1406.094 CIP - Finishes - Exterior Painting - SSHP	40,920	0	40,920
1406.102 CIP - Specialties - Porch Columns - SSHP	47,281	0	47,281
1406.111 CIP - Equipment - Cabinets - SSHP	54,104	0	54,104
1406.112 CIP - Equipment - Range - SSHP	12,697	0	12,697
1406.113 CIP - Equipment - Refrigerator - SSHP	15,150	0	15,150
1406.131 CIP - Special Construction - Community - SSHP	469,883	4,570	474,453
1406.151 CIP - Plumbing - Lav Fixtures - SSHP	36,755	0	36,755
1406.152 CIP - Plumbing - Shower/Tub - SSHP	35,523	0	35,523
1406.153 CIP - Plumbing - Hot Water Heaters	183,217	0	183,217
1406.154 CIP - Plumbing - Other - SSHP	40,509	0	40,509
1406.162 CIP - Electrical - Rough Wiring - SSHP	125,977	0	125,977
1406.163 CIP - Electrical - Switches - SSHP	188	0	188
1406.164 CIP - Electrical - Lighting Fixtures - SSHP	8,039	0	8,039
1406.165 CIP - Electrical - Emergency Call for Aid - SSHP	2,491	0	2,491
1406.190 CIP - Construction Contingency - SSHP	13,330	0	13,330
1406.21 A&E - Contract Admin	89,850	0	89,850
1406.22 CIP - Engineering - SSHP	2,915	0	2,915
1406.23 Surveys	11,402	0	11,402
1406.4 Soft Costs - Legal Counsel - SSHP	18,224	0	18,224
1406.41 CIP - Title Insurance - SSHP	16,292	0	16,292
1406.46 CIP - Development Consultant - SSHP	114,500	0	114,500
1406.47 Soft Costs - Relocation - SSHP	58,739	0	58,739
1406.48 Soft Costs - Contingency - SSHP	40,553	0	40,553
1410 Land	85,140	0	85,140
1420 Buildings	4,774,645	0	4,774,645
1425 Building Equipment	687,359	0	687,359
1430 Furniture & Equipment	706,003	0	706,003
1440 Capital Improvements	140,513	0	140,513
1480 Maintenance Vehicles	34,492	0	34,492
1495 Accumulated Depreciation	(6,195,238)	(1,282)	(6,196,521)
TOTAL FIXED ASSETS	5,851,080	3,488	5,854,568

TOTAL ASSETS

7,367,143	12,024	7,379,167
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LIABILITIES AND SURPLUS

LIABILITIES

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2101 Other Liabilities Union Dues	39	5	45
2114 Deposit Liability	30	0	30
2114.9 Manual Entry	(20)	0	(20)
2117.1 Employee Pension	0	0	0

Trumbull Housing Authority

Balance Sheet

December 2020

Program: State Elderly

Project: Consolidated

LIABILITIES AND SURPLUS

LIABILITIES

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2117.3 Employee Med Premiums Withheld	0	0	0
2119 Sundry Accounts Payable	300	0	300
2119.1 Deferred Revenue Charter Cable	450	(150)	300
2119.2 Deferred Revenue - HTCC	11,197	(11,197)	0
2135.1 Accrued Compensated Absence	21,984	0	21,984
2137 Accrued P.I.L.O.T.	30,797	1,957	32,754
2220.3 Prepaid Rents	11,319	9,985	21,304
TOTAL OTHER CURRENT LIABILITIES	76,096	600	76,696

ACCOUNTS PAYABLE

2110 Administration Fund Creditors	8,917	6,757	15,674
2111 Accounts Payable	45,224	(9,076)	36,148
TOTAL ACCOUNTS PAYABLE	54,140	(2,319)	51,822

TOTAL CURRENT LIABILITIES

130,237 (1,719) 128,518

2900 Net Investment in Capital Assets	243,943	0	243,943
2910 Unrestricted Net Position	680,032	0	680,032

TOTAL LIABILITIES

1,054,212 (1,719) 1,052,494

SURPLUS

2830.1 Income & Expense Clearance	6,151,187	0	6,151,187
2830.1 Income & Expense Clearance (Current Year)	161,744	13,743	175,486

TOTAL SURPLUS

6,312,931 13,743 6,326,673

TOTAL LIABILITIES AND SURPLUS

7,367,143 12,024 7,379,167

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Trumbull Housing Authority
Operating Statement
Six Months Ending 12/31/2020
Program: State Elderly Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3100 Rental Income Base	54,491	52,783	1,708	322,368	316,700	5,668	633,400	(311,032)
3100.1 Rental Income-Excess of Base	21,425	22,425	(1,000)	133,691	134,550	(859)	269,100	(135,409)
3210 Vacany Loss	(1,550)	(4,907)	3,357	(30,800)	(29,442)	(1,359)	(58,883)	28,083
3510 Sales & Service To Tenants	0	100	(100)	0	600	(600)	1,200	(1,200)
3610 Interest Income	32	688	(656)	257	4,130	(3,873)	8,260	(8,003)
3620 Other Income	150	0	150	6,031	0	6,031	0	6,031
3620.1 Laundry Income	0	800	(800)	3,792	4,800	(1,008)	9,600	(5,808)
3620.3 Miscellaneous Income	0	100	(100)	0	600	(600)	1,200	(1,200)
3680 Other Income-UI Incentives	0	0	0	113,512	0	113,512	0	113,512
3970 Donations	20	0	20	10,269	0	10,269	0	10,269
5980 Grant Income - Capital Grant	11,197	0	11,197	11,197	0	11,197	0	11,197
TOTAL INCOME	85,765	71,990	13,775	570,316	431,939	138,378	863,877	(293,561)
EXPENSES								
4120 Salaries	17,954	15,607	(2,347)	90,904	93,644	2,740	187,288	96,384
4130 Legal & Other Outside Services	1,679	1,333	(346)	11,342	8,000	(3,342)	16,000	4,658
4131 Fee Accountant	1,200	1,200	0	7,200	7,200	0	14,400	7,200
4131.1 Audit Fees	0	625	625	0	3,750	3,750	7,500	7,500
4131.2 Independent Controller	4,400	4,767	367	28,600	28,600	0	57,200	28,600
4151 Office Supplies	60	633	573	2,256	3,800	1,544	7,600	5,344
4153 Travel	74	125	51	86	750	664	1,500	1,414
4159 Other Office Expense	840	1,188	348	2,667	7,125	4,458	14,250	11,583
4159.1 Other Office Advertising	0	142	142	0	850	850	1,700	1,700
4159.2 Other Office Computer	291	167	(124)	6,892	1,000	(5,892)	2,000	(4,892)
4159.3 Other Office Telephone	266	450	184	1,944	2,700	756	5,400	3,456
4159.5 Dues	0	0	0	189	0	(189)	0	(189)
4159.7 Other Office Postage	55	21	(34)	113	125	12	250	137
4160 Pensions & Other-Health Ins.	3,679	4,036	356	20,339	24,214	3,875	48,428	28,089
4160.1 Pension & Other - 457	725	872	147	4,503	5,234	731	10,468	5,965
4160.4 Pension & Other - Life	295	0	(295)	443	0	(443)	0	(443)
4161 Payroll Taxes	2,818	2,815	(3)	12,829	16,892	4,063	33,784	20,955
4310 Water	2,526	2,333	(193)	13,719	13,998	279	27,996	14,277
4320 Electric	3,588	2,567	(1,021)	12,890	15,400	2,510	30,800	17,910
4330 Gas	227	175	(52)	790	1,050	260	2,100	1,310
4350 Cable/Television	327	350	23	2,007	2,100	93	4,200	2,193
4410 Salaries Maintenance	18,403	14,028	(4,375)	77,039	84,165	7,126	168,330	91,291
4420 Supplies	1,057	1,300	243	7,635	7,800	165	15,600	7,965
4430 Contract Services	554	1,292	738	4,484	7,750	3,266	15,500	11,016
4430.2 Exterminating Contracts	70	150	80	420	900	480	1,800	1,380
4430.3 Heating	0	2,500	2,500	22,381	15,000	(7,381)	30,000	7,620
4430.5 Misc Elec & Plumbing	0	150	150	0	900	900	1,800	1,800
4440 Maint. Shop Equip.	1,184	438	(747)	4,507	2,625	(1,882)	5,250	743
4710 Refuse Removal	1,530	1,633	103	9,338	9,800	463	19,600	10,263
4711 Insurance	4,068	3,750	(318)	24,284	22,500	(1,784)	45,000	20,716

	Period	Period	Period	YTD	YTD	YTD	Annual	Remaining
	Amount	Budget	Variance	Amount	Budget	Variance	Budget	Budget
4711.3 Workmens Compensation	914	810	(104)	5,479	4,860	(619)	9,720	4,241
4715 P.I.L.O.T.	1,957	1,957	0	11,859	11,741	(118)	23,482	11,623
4810 Provision For R.M.&R	0	4,563	4,563	0	27,375	27,375	54,750	54,750
6600 Depreciation Expense	1,282	0	(1,282)	7,694	0	(7,694)	0	(7,694)
TOTAL EXPENSES	72,022	71,975	(48)	394,830	431,848	37,018	863,696	468,866
SURPLUS	13,743	15	13,727	175,486	91	175,396	181	175,305

Trumbull Housing Authority

Balance Sheet

December 2020

Program: Congregate

Project: Consolidated

	Beginning Balance	Period Amount	Balance
ASSETS			
CURRENT ASSETS			
CHECKING/SAVINGS			
CASH			
1111 TD Bank	57,821	(20,726)	37,095
1113.3 STIF Investment 1235575430	9,466	11	9,477
1117 Petty Cash	200	0	200
TOTAL CASH	67,487	(20,715)	46,772
TOTAL CHECKING/SAVINGS	67,487	(20,715)	46,772
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	9,100	58	9,157
1122.9 Accounts Receivable - Manual	3,235	2,540	5,775
TOTAL ACCOUNTS RECEIVABLE	12,334	2,598	14,932
OTHER CURRENT ASSETS			
1123.1 Allowance For Collection Loss	(3,643)	0	(3,643)
1210 Other Prepaid Expense	1,056	0	1,056
1211 Unexpired Insurance	659	746	1,406
1211.1 Prepaid Insur - Cong Services	(198)	0	(198)
TOTAL OTHER CURRENT ASSETS	(2,126)	746	(1,379)
TOTAL CURRENT ASSETS	77,696	(17,371)	60,325
FIXED ASSETS			
1405.1 Legal Costs	1,368	0	1,368
1406.1 Small Cities Grant 2019	29,497	0	29,497
1420 Buildings	2,791,716	0	2,791,716
1425 Building Equipment	14,841	0	14,841
1430 Furniture & Equipment	84,052	0	84,052
1440 Capital Improvements	335,416	0	335,416
1480 Maintenance Vehicles	3,832	0	3,832
1495 Accumulated Depreciation	(2,906,931)	(1,672)	(2,908,603)
TOTAL FIXED ASSETS	353,792	(1,672)	352,120
1600.1 Consulting Costs	1,200	0	1,200
TOTAL ASSETS	432,688	(19,043)	413,644
LIABILITIES AND SURPLUS			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
2110 Administration Fund Creditors	13,573	162	13,735
2111 Accounts Payable	13,911	(5,374)	8,537
TOTAL ACCOUNTS PAYABLE	27,484	(5,212)	22,272
OTHER CURRENT LIABILITIES			
2114 Deposit Liability	800	150	950
2114.1 Deposit Liability	(250)	0	(250)
2119 Sundry Accounts Payable	334,390	3,615	338,005
2119.1 Deferred Revenue Charter Cable	51	(17)	34
2119.9 Sundry AP-DOH	2,717	0	2,717
2135.1 Accrued Compensated Absences	8,460	0	8,460

Trumbull Housing Authority

Balance Sheet

December 2020

Program: Congregate

Project: Consolidated

LIABILITIES AND SURPLUS

LIABILITIES

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2137 Accrued P.I.L.O.T

TOTAL OTHER CURRENT LIABILITIES

TOTAL CURRENT LIABILITIES

2220.1 Deferred Revenue-Subsidy

2220.2 Deferred Revenue-RAP

2220.3 Prepaid Rents

2900 Net Investment in Capital Assets

2910 Unrestricted Net Position

TOTAL LIABILITIES

SURPLUS

2830.1 Income & Expense Clearing

2830.1 Income & Expense Clearing (Current Year)

TOTAL SURPLUS

TOTAL LIABILITIES AND SURPLUS

PROOF

	4,955	333	5,288
TOTAL OTHER CURRENT LIABILITIES	351,123	4,081	355,204
TOTAL CURRENT LIABILITIES	378,607	(1,130)	377,476
2220.1 Deferred Revenue-Subsidy	18,230	(17,782)	448
2220.2 Deferred Revenue-RAP	18,741	(1,834)	16,907
2220.3 Prepaid Rents	3,235	2,540	5,775
2900 Net Investment in Capital Assets	74,696	0	74,696
2910 Unrestricted Net Position	(111,936)	0	(111,936)
TOTAL LIABILITIES	381,572	(18,206)	363,365
SURPLUS			
2830.1 Income & Expense Clearing	62,006	0	62,006
2830.1 Income & Expense Clearing (Current Year)	(10,890)	(837)	(11,726)
TOTAL SURPLUS	51,116	(837)	50,279
TOTAL LIABILITIES AND SURPLUS	432,688	(19,043)	413,644
PROOF	0	0	0

Trumbull Housing Authority
Operating Statement
Six Months Ending 12/31/2020
Program: Congregate Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3100 Rental Income Base	13,014	14,185	(1,171)	82,062	85,110	(3,049)	170,220	(88,159)
3102.3 Rental Income-RAP	1,834	1,115	719	9,287	6,690	2,597	13,380	(4,094)
3210 Vacancy Loss	(850)	(863)	13	(7,650)	(5,175)	(2,475)	(10,350)	2,700
3510 Sales & Services To Tenants	0	42	(42)	0	250	(250)	500	(500)
3610 Interest Income	1	15	(14)	5	90	(85)	180	(175)
3620 Other Income	17	0	17	100	0	100	0	100
3620.2 Laundry Income	0	350	(350)	3,289	2,100	1,189	4,200	(911)
3620.3 Miscellaneous Income	0	42	(42)	0	250	(250)	500	(500)
7010 Tenants' Contrib-Core Services	17,985	21,900	(3,915)	112,435	131,400	(18,965)	262,800	(150,365)
7011 Meal Income	11	0	11	11	0	11	0	11
7030.1 State Subsidy-Core	7,231	6,900	331	50,929	41,400	9,529	82,800	(31,871)
7030.2 State Subsidy-Expanded Core	10,551	3,875	6,676	33,677	23,250	10,427	46,500	(12,823)
TOTAL INCOME	49,793	47,561	2,232	284,143	285,365	(1,222)	570,730	(286,587)
EXPENSES								
ADMINISTRATIVE								
4120 Salaries	4,226	3,406	(819)	20,026	20,438	412	40,875	20,849
4130 Outside Services	261	150	(111)	2,488	900	(1,588)	1,800	(688)
4131 Fee Accountant	150	150	0	900	900	0	1,800	900
4131.1 Audit Fees	0	83	83	0	500	500	1,000	1,000
4132 Independent Controller	550	596	46	3,575	3,575	0	7,150	3,575
4151 Office Supplies	0	50	50	400	300	(100)	600	200
4151.1 Telephone & Answering Service	232	250	18	1,336	1,500	164	3,000	1,664
4159 Other Office Expense	64	100	36	1,118	600	(518)	1,200	82
4159.1 Credit Checks	551	125	(426)	551	750	199	1,500	949
4160 Pension & Other-Health Ins.	658	636	(22)	3,364	3,813	449	7,626	4,262
4160.1 Pension & Other 457	138	105	(33)	903	628	(275)	1,255	352
4160.4 Pension & Other Life	33	0	(33)	49	0	(49)	0	(49)
4161 Payroll Taxes	242	456	214	1,868	2,735	867	5,470	3,602
TOTAL ADMINISTRATIVE	7,104	6,106	(997)	36,577	36,638	61	73,276	36,699
UTILITIES								
4310 Water	543	771	228	4,855	4,625	(230)	9,250	4,395
4320 Electric	3,294	1,738	(1,557)	11,151	10,425	(726)	20,850	9,699
4330 Gas	1,150	771	(379)	4,619	4,625	6	9,250	4,631
4350 Cable Television	300	308	8	1,801	1,845	44	3,690	1,889
TOTAL UTILITIES	5,287	3,587	(1,700)	22,426	21,520	(906)	43,040	20,614
MAINTENANCE								
4410 Salaries Maintenance	490	1,392	902	8,336	8,352	16	16,703	8,367
4420 Supplies	0	179	179	1,188	1,075	(113)	2,150	962
4430 Contract Services	3,457	917	(2,540)	4,912	5,500	588	11,000	6,088
4430.2 Exterminating Contracts	0	42	42	0	250	250	500	500
4430.5 Elevator Maint. Contract	736	563	(173)	2,309	3,380	1,071	6,760	4,451
4430.6 Heating Contracts	0	798	798	0	4,788	4,788	9,575	9,575
TOTAL MAINTENANCE	4,683	3,891	(792)	16,745	23,344	6,599	46,688	29,943

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
OTHER								
4710 Refuse Removal	170	188	18	1,038	1,130	93	2,260	1,223
4711 Insurance	543	410	(133)	3,325	2,460	(865)	4,920	1,595
4711.3 Workmens Compensation	137	70	(67)	615	420	(195)	840	225
4715 P.I.L.O.T.	333	333	0	1,998	2,000	2	4,000	2,002
TOTAL OTHER	1,183	1,002	(181)	6,976	6,010	(966)	12,020	5,044
RESERVE PROVISIONS								
4810 Provision For R.M.&R.	0	300	300	0	1,800	1,800	3,600	3,600
TOTAL RESERVE PROVISIONS	0	300	300	0	1,800	1,800	3,600	3,600
6600 Depreciation Expense	1,672	0	(1,672)	10,032	0	(10,032)	0	(10,032)
CONGREGATE								
8101 Bookkeeping	700	746	46	4,475	4,475	0	8,950	4,475
8102 Housing Management Salaries	1,874	1,502	(371)	9,300	9,014	(286)	18,028	8,728
8105 Health Insurance	160	199	39	1,044	1,195	151	2,390	1,346
8105.1 Fringe Benefits-Pension	37	33	(4)	288	198	(90)	395	107
8106 Payroll Taxes 8106	378	410	32	1,873	2,460	587	4,920	3,047
8107 Workmens Comp	24	15	(9)	351	90	(261)	180	(171)
8108 Contract Services	10,368	10,619	251	63,694	63,713	19	127,426	63,732
8201 Chore Service Salary	1,416	1,040	(376)	6,211	6,240	29	12,480	6,269
8202 Cleaning Of Common Areas	0	306	306	1,181	1,833	652	3,666	2,485
8204 Cleaning Supplies	0	188	188	67	1,125	1,058	2,250	2,183
8301.1 Food Services - Exc.	13,049	13,140	91	78,293	78,840	548	157,680	79,388
8303 Supplies/Utensils	0	224	224	0	1,343	1,343	2,685	2,685
8304 Utilities Expense	554	358	(196)	2,292	2,150	(142)	4,300	2,008
8402 Supplies	0	21	21	0	125	125	250	250
TOTAL CONGREGATE	28,559	28,800	241	169,069	172,800	3,731	345,600	176,531
9001 Resident Services Coordinator	1,150	1,500	350	6,215	9,000	2,785	18,000	11,785
9002 Wellness/Preventive Program	993	2,375	1,382	27,830	14,250	(13,580)	28,500	670
TOTAL EXPENSES	50,630	47,560	(3,070)	295,870	285,362	(10,508)	570,724	274,854
SURPLUS	(837)	1	(837)	(11,726)	3	(11,729)	6	(11,732)

**Trumbull Housing Authority
Financial Highlights for December 31, 2020**

From July 1, 2020 through December 31, 2020, the overall gain of the Housing Authority is \$145,979 which includes all rental income, services income and Capital Grant Funding provided for the redevelopment – rehabilitation – remodeling efforts.

If we take out the Capital related items, the Housing Authority has an operating gain before depreciation of \$55,495 of which, \$57,189 is attributable to the Village, and \$(1,694) is attributable to Congregate.

If we look at Stern Village, the current month’s operating gain of \$3,828 compared to budgeted gain of \$4,578. The lower than projected gain is due to higher payroll costs due to finalizing the new collective bargaining agreement and five weeks of pay this month. Overall, rental revenues exceed expectations by approximately \$3,450 due to quick lease-up of held vacant units while overall, expenses are in line with expectations.

If we look at Congregate, the current month’s operating gain of \$835 compared to budgeted gain of \$301. Congregate continues to operate around breakeven monthly and over the course of the year despite higher than anticipate vacancy losses due to lower than expected heating repairs. Legal continues to be the primary cost over budget through December which hopefully should level out as the year continues.

The overall cash position of the Authority, including reserves is \$1,171,647, which includes \$568,052, reserved for renovations costs at Stern Village. Construction payables total \$30,202.

A snapshot of program balances are as follows:

	6/30/2020	11/30/2020	12/31/2020	YTD Change
Stern Village				
Cash	\$ 87,630	\$ 96,850	\$ 96,425	\$ 8,795
Accounts Payable	\$ 57,117	\$ 54,140	\$ 51,822	\$ 5,295
Interprogram Loan	\$ 322,823	\$ 334,390	\$ 338,005	\$ 15,182
Reserves	\$ 506,321	\$ 506,545	\$ 506,577	\$ 256
<i>Excess Cash</i>	\$ (3,665)	\$ 8,012	\$ (1,891)	
Congregate				
Cash	\$ 42,376	\$ 57,821	\$ 37,095	\$ (5,281)
Accounts Payable	\$ 22,993	\$ 27,484	\$ 27,484	\$ (4,491)
Interprogram Loan	\$ 322,823	\$ 334,390	\$ 338,005	\$ (15,182)
Reserves	\$ 9,462	\$ 9,466	\$ 9,466	\$ 4

Congregate payable to Village was paid down and the \$15,182 year to date increase represents December’s cost share, to be paid in January. Beginning 06/30/2020, Stern Village is required to remit a portion of excess cash to DOH as defined in the assistance agreement relating to the Stern Village Redevelopment. As noted in the above table, no excess cash was available as of the beginning of the year, and currently, no additional cash was generated this year and would be subject to recapture if not spent by year end. Management intends to utilize any funds to continue rehabbing units at Stern Village.



January 13, 2021

CAPITAL NEEDS ASSESSMENT – DRAFT For Henry Stern Center – Congregate

In 2015, Wiles Architects provided a preliminary CNA for the Congregate that included improvements to the Building Envelope, Units, Kitchen, Corridors, Communal Areas, and Mechanicals. Over the years, several improvements were made to the Congregate based on the 2015 CNA and additional findings.

- 2016, A new roof was installed on the congregate.
- 2016, Received solar panels through The Green Bank. The cost of installation, connectivity and equipment was at no charge.
- 2018, Received a \$20,000 donation from Newtown Savings Bank for the installation of new windows in each apartment.
- 2018, Received UI incentives for Congregate Windows: \$11,871.77.
- 2018, Added an automatic door opener and fob system to allow the residents ease of entry.
- 2019, Received CHFA- Critical Needs Funding, \$200,000 for a new sprinkler system, a new generator and to improve kitchen ventilation.
- 2019, Town of Trumbull Awarded Small Cities Funding of \$1,072,234 earmarked for upgrades to the Congregate. Complete rehab of bathrooms in 36 units to include ADA compliant features. New walk-in showers, toilets, hand-rails, cabinets, floors, lighting, and newly painted bathrooms. New mechanicals to include valve replacements, new boiler for heat, and new boiler for hot water.
In progress.

Elevator

The elevator was installed around 1980.

An elevator lasts 20-25 years.

The elevator is working and needs approximately \$20,000 in upgrades.

Purchasing a new elevator is recommended. Cost is approximately \$80,000.

Air Conditioners

The air conditioners need to be replaced.

Approximate cost is \$600 x 39 = \$23,400.

Recovery Air Ventilation

-for 1st Floor Corridor

-Approximately \$25,000 +/-

Sidewalk

A section of the sidewalk is uneven and in need of repair, which affects the pathway leading to the front of the Congregate.

Rough estimate to fix the sidewalk and pathway would be \$65,000 - \$75,000.

Corridors

Floors

Wood base

Molding

Painting Walls

Hand rails

Lighting

Rough Estimate: \$200,000

Dining Room Upgrades

Furniture

Floors

Painting

Lighting

Windows

Ceiling Replacement

Rough Estimate: \$143,000

Apartments

Finishes

Kitchen Cabinets

Energy Star Appliances

Replace all Doors & Trim

New Floors in main room and kitchen area

Rough estimate: \$17,000 per unit x 36 = \$612,000

Lobby Updates

New gathering room addition

New exterior patio

Rough estimate: \$558,000



January 18, 2021

CAPITAL NEEDS ASSESSMENT - DRAFT STERN VILLAGE

In 2013, The Connecticut Housing & Finance Authority (CHFA) hired On-sight Insight to prepare CNAs for CT Public Housing Authorities. Their analysis deemed the THA “current-at risk.” On-sight Insight failed to identify a clear strategy for sustainability without the presumption of sizable state subsidies. This became the catalyst for evaluating capital needs and essentially setting the THA on the capital grant path.

In April, 2017 Wiles Architects created a CNA that was presented to CHFA as part of the SSHP application which was approved for the \$5.3 million later that year. The application called for additional funding sources in order to make the THA sustainable for long-term.

The following is a recap of the CNA.

- Use of Heat Pumps to increase energy efficiency, lower tenants’ utility bills while affording the opportunity to have air conditioning in all living units, and increase indoor air quality.
- Replace all electric hot water heaters with energy efficient units.
- Renovate Kitchens & Bathrooms. Bathrooms to be renovated and equipped with walk-in showers with grab bars to ADA standards. Renovate the Kitchens to make them more accessible. (19 one-bedroom units were converted to ADA accessible ones.)
- Add insulation to the attics.
- Landscape throughout the property.
- Add radon mitigation systems to all buildings.
- Repair sanitary systems and add a storm water management plan to address unsafe flooding condition in roadways and pedestrian walkways.
- Redo and widen walkways and re-pave roads.
- Create additional parking spots.
- Replace all exterior windows.
- Replace all exterior doors.
- Replace all roofs.
- Renovate the Community Room, update finishes in the existing Community Room and reconfigure spaces to better serve the Stern Village Community.
- Installed new porch columns
- Regraded and lowered approximately 30 porches that were too high.

Additional Funding

In addition to the SSHP, \$5.3 million

HTCC

2018, HTCC Funding \$500,000 to rehab 24 units including asbestos abatement.

2019, HTCC Funding \$500,000 to rehab 16+/- units including asbestos abatement

2020, HTCC Funding \$500,000 to rehab 15+/- units including asbestos abatement

Small Cities

2016, Small Cities Funding for \$800,000 for Heat Pumps

2018, Small Cities Funding for \$800,000 for Windows.

United Illuminating

UI incentive: \$135,414 - heat pumps.

UI incentive: \$144,287.73 for windows

UI incentive: \$12,182.55 for attic insulation.

2019, The Town of Trumbull paved the main loop road, as part of the Road Maintenance Agreement between the THA & the Town.

2019, TD Bank Community Foundation Grant, \$5,000 to install security cameras by the second circle.

2020, CHFA HASIP Grant, \$5,000 for Food & Necessities Pantry.

Full Rehab of Additional Units

We have 186 units in Stern Village.

-61 units have been rehabbed.

2020 HTCC Funding will be used to rehab/asbestos abatement approximately 15 units.

-110 units will need to be rehabbed over the course of the next several years.

Partial Rehab

-New stove, hood & refrigerator: \$1,500 +/- (for 50 units: \$75,000 +/-)

-Walk-in shower: \$3,000 +/- (for 25 units: \$60,000)

Heat Pumps

-The heat pumps should last at least another 5 years with yearly professional cleaning and THA maintenance checking/cleaning the filters. Some heat pumps may need to be replaced due to residents smoking in their apartments.

-Replacement heads: \$500 +/- each for 10 heat pumps at \$5,000+/-

-If entire unit needs to be replaced, \$5,500 per heat pump. 10 units at \$55,000 +/-

Landscaping around Community Room

-Beautification using bushes and plants are needed around the Community Room.

-Cost \$20,000 +/-

Additional Security Cameras

- Approximately 12 security cameras are needed to cover the parking lots.
- Day/night cameras and labor to install equipment, cabling/hardware and configuration.
- Cost \$10,000

Enhancement to Existing Fire Alarm System

- Reapply for Small Cities funding in 2021

Month - 2020	Number of Vacancies	Reason for Vacancy
July	3 (2-I, 2-K, 2-R)	2-deaths 1-nursing home
August	3 (1-A, 2-F, 2-J,)	3- deaths
September	3 (1-A, 2-F, 2-J,)	Lack time emptying units & difficulty to fill
October	2 (1-A, 2-J)	Lack time emptying units & difficulty to fill
November	7 (1-A, 1-J, 1-M, 1-O, 2-A, 2-J, 2-Q)	1-assisted living 2-nursing homes 2-deaths due to Covid-19 Difficulty filling units.
December	6 (1-A, 1-J, 1-M, 1-O, 2-A, 2-N)	1- moved to Village Maintenance is working on sanitizing 3 of the 6. Difficulty filling units.
Month - 2021	Number of Vacancies	Reason for Vacancy
January	3 (1-J, 2-A, 2-N)	No new vacancies. 1-J to be filled on 2/1/21. 2-N needs lots of work in order be rented.

NOTES
Assistance agreement requires Surplus Cash repayment contingency for 30 yrs.
\$5,000 Application fee paid from Award funds
\$5,000 Application fee paid from Award funds
\$5,000 Application fee paid from Award funds
Grant not awarded.
Unearned funds due to Vacancy Loss
Potential Unearned funds due to Vacancy Loss
Unspent Wellness costs due to COVID
Any expenditures and Vacancy losses in excess of Budgeted amounts