



TRUMBULL HOUSING AUTHORITY VIRTUAL REGULAR BOARD MEETING AGENDA

DATE: March 23, 2021

TIME: 4:30 PM

Join the Meeting Online

<https://zoom.us/j/93949681115?pwd=TDd6M2Z4UVNaK1hyNVJoN0J6aGE1UT09>

Webinar ID: 939 4968 1115

Password: 067942

Join by telephone: (312) 626-6799

Webinar ID: 939 4968 1115

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. Resident Comments
4. Reading and Approval of Minutes for January 26, 2020 Regular THA Board Meeting and March 9, 2021 Special Board Meeting.
5. Treasurer's Report & Discussion of Financials
6. Executive Director's Report
7. Congregate Updates and Congregate Energy Enhancements-2019 Small Cities
8. Unfinished Business
9. New Business –
Discussion of Additional Monies.
Discussion of THA Smoking Policy.
Discussion of Security Deposit.
10. Adjournment

Trumbull Housing Authority Special Meeting – March 9, 2021

Trumbull Housing Authority Virtual Special Meeting
March 9, 2021
5:00 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson, Suzanne Donofrio and Charlene Pederson

Also Present: Executive Director Harriet Polansky and Kent Lewis, Consultant

The meeting was called to order by Mrs. McGannon at 5:03 pm followed by Roll Call and the Pledge of Allegiance. Charlene Pederson was introduced as a new Commissioner replacing Mary Beth Thornton who resigned from the commission due to work changes that prevented her from attending the meetings.

Mrs. McGannon noted the special meeting was being held to discuss and approve Change Orders #4 and #5 for the Congregate Energy Improvement Project. No other topics will be discussed. Any public comment must be directly related to the discussion.

Mr. Lewis noted the construction in the Congregate has started with the first few units as well as some of the pipe replacements that need to be completed in preparation for the new boiler installation. They have identified over the last couple of weeks that there are issues within the plans that require change orders.

One item to be addressed was discovered when they were changing over the hot and cold water valves in the corridors to the units. One was found during the replacement to be very corroded and needed to be replaced. This is a Change Order for approximately \$900 that needs to be approved. This equipment replacement was approved by Ms. Polansky which allowed the project to move forward and the units to be put back on-line.

The larger issue is a conflict between the plans and specs with regard to seats in the showers. The plans did not show a folding seat. It is felt residents need these seats for various reasons even though they do have grab bars. These seats were not included in the pricing or contract so there is a Change Order of approximately \$11,000 to rectify this situation. Discussion. Ms. Polansky noted the seats were in the specs but were not on the drawings or picked up in the bid. The contractors not picking up on this from the specs is a separate discussion. The contractor shouldn't be responsible for this since it is not part of his bid at this point. There are contingency funds available. With three units nearly completed at this point, they do not anticipate any major changes with future units as the project moves forward. The seats have not been installed in the three units currently under construction. However, the contractor has been placing blocking in the walls for the support needed for the seat installation. Seats will be ordered when the change order is approved.

Mrs. Anderson is concerned about what she sees as the lack of forward thought on some of the plans put together and that no one thought about the valves and now the shower seats have been discovered. Her concern is that perhaps one of the professionals being paid may not have done due diligence on this project. She would also like to see the Commission informed immediately when something of this nature arises and so they can immediately have a special meeting. It troubles her that the contractor is moving ahead with items in a change order and spending funds before they are approved. Anything of magnitude should be addressed immediately. Mr. Lewis noted it came to light last week and the special

Trumbull Housing Authority Special Meeting – March 9, 2021

meeting was held as soon as possible after the design meeting last Thursday. Ms. Polansky noted the design team is aware of how administration feels moving forward and they are scheduling on-site meetings at least twice a month which will be helpful. Mrs. Anderson noted the contractor is doing a great job and there is no issue with the company doing the work. The issue is with the design/plans drawn.

Ms. Polansky noted she has the new 2021 Multi-family Initiative Incentive from Eversource that includes information about shower heads. This may be something they could take advantage of and she is working on the paperwork.

Mrs. Anderson made a motion to approve PCO #5 in the amount of \$11,280.50 for the shower seats. Seconded by Mrs. Bova. Discussion was held regarding the installation of the gypsum wallboard. Installation is included. Unanimously approved.

Mrs. Anderson made a motion to approve PCO #4 in the amount of \$919.75 for the replacement of the water pipe. Seconded by Mrs. Bova. Discussion of two overages was held. Mr. Lewis noted this is normal as one is for the bond. Unanimously approved.

Resident Comments

No resident comments.

Adjournment

Mrs. McGannon adjourned the meeting at 5:24 pm by unanimous consent. Approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk

Trumbull Housing Authority – January 26, 2021

Trumbull Housing Authority Virtual Meeting
January 26, 2021
4:30 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson, Suzanne Donofrio and Mary Beth Thornton

Also Present: Executive Director Harriet Polansky and Jason Geel, Accountant

The meeting was called to order by Mrs. McGannon at 4:32pm noting all Commissioners were present followed by the Pledge of Allegiance.

Past Minutes

Mrs. McGannon noted one typographical error on Page 4 #14. It should read “She is working on a CNA for the Village.”. Mrs. McGannon called for unanimous consent to approve the minutes of December 22, 2020. Approved by unanimous consent.

Election of Officers

Mrs. McGannon call for unanimous consent to remove #4 Election of Officers from the agenda. Approved by unanimous consent.

Treasurer’s Report and Discussion of Financials

Mrs. Bova presented the financial narrative for 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 the Capital related items are removed, 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.

The current month’s operating gain for Stern Village is \$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.

The current month’s operating gain for the Congregate is \$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 renovation costs at Stern Village. Construction payables total \$30,202.

Trumbull Housing Authority – January 26, 2021

A snapshot of program balances are as follows:

Stern Village	6/30/2020	11/30/2020	12/31/2020	YTD Change
Cash	\$ 87,630	\$ 96,850	\$ 96,425	\$ 8,795
Accounts Payable	\$ 57,117	\$ 55,140	\$ 51,822	\$ 5,295
Interprogram Loan	\$322,823	\$334,390	\$338,005	\$ 15,182
Reserves	\$506,321	\$506,545	\$506,577	\$ 256
Excess Cash	\$ (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. This would be subject to recapture if not spent by year end. Management intends to utilize any funds to continue rehabbing units at Stern Village.

Discussion was held on the financials specifically the use of the truck. Ms. Polansky noted it is common practice to allow the head of maintenance to have the use of the truck. This is not in the union contract and it may be an informal agreement from the past. She has changed this practice except in the event of an impending snow storm and the head of maintenance would be allowed to take the truck home. A different plan has been implemented this year with regard to emergencies. In the past, the head of maintenance received the initial call for assistance and, if he was unable to respond, he called other members of the department. This policy has been changed to an on-call rotation to eliminate any problems. Ms. Polansky feels the truck belongs to the THA and the staff should respond in their own vehicles. Mrs. McGannon preferred to have the truck on site for use of any individual when needed. There is a minimum call back time with three hours in drive time plus time on task. There is a tax benefit to the individual but it is minimal. There are also liability issues involved.

Executive Director's Report

Ms. Polansky reported the following:

1. All residents have been instructed on how to schedule their vaccinations for COVID-19, if they are over 75. She has provided a form to DOH about the number of vaccines needed for the Congregate and Staff and is waiting to hear back. The DOH has signified that by the end of January, every Congregate would be rescheduled.
2. The FEMA reimbursement was received for the first application of \$7,534.82 (which is 75% of the eligible amount \$10,046.42). The second application is on hold and requires further review based on the new FEMA guidelines that they hope are set in place by the new administration. She spoke to two contacts at FEMA who noted that after September 15, 2020, FEMA changed their COVID-19 guidelines.

Trumbull Housing Authority – January 26, 2021

Disinfecting for COVID-19 used for Emergency Protective Measures for Public Health Facilities are eligible. FEMA is anticipating additional funding that may be available in the near future and they are holding the application pending this change. Other facilities did not receive any reimbursement for expenses. Our second application is approximately \$30,000 which includes the cost of the security guard due to Congregate staff quarantines.

3. The THA received the check for \$500,000 for HTCC funding to be used to continue rehabbing units in Stern Village. She thanked Tom Dorsey and Eversource for helping for the third consecutive year. They hope to be able to rehab at least 15 units for existing residents in Phase 1 which is 1-50. They have already rehabbed 14 in this section. We will be saving two units to be used as temporary units (or hotel units) for residents to move into. These will be COVID-19 sanitized by EP Maintenance prior to someone moving in. Steven Jayne, Project Manager, is working on the relocations and sanitization costs. She is looking into other sources of funding to offset costs.
4. March 1 through April 30, all THA residents need to be rent recertified. This is required in the Village every two years and in the Congregate yearly. Letters explaining the documents required are going out February 1. Residents must provide proof of income for 2020 or 2021 and proof of any out-of-pocket medical expenditures for 2020 only. Residents are requested to submit computer print-outs of out-of-pocket costs from their pharmacies. Heather and Ms. Polansky will do all the recertifications. Due to COVID, they are asking residents to provide their documents in an envelope and they will call them if they have any questions. If they would rather meet and review the information, they can schedule appointments. Daisy will also rent recertify all the Congregants during this time frame.
5. Mr. Geel and Ms. Polansky are working on a stratified plan to raise the rent for the Villagers. This is a multi-step process which involves CHFA and the residents. The rent increase will be part of the 2021-2022 Management Plan which the Board approves. Information will be provided as to the rationale as they move forward. They do not plan on displacing anyone and will be reviewing everyone's income and ability to absorb an increase. For the Congregate, if they do not raise the base rent this year, the 2021-2022 budget will not be approved so they are also working on a base rent increase. For all rent increases, letters will go out to the residents alerting them with virtual or in-person meetings planned to explain. The Board will need to approve the increase.
6. They are still alternating weeks at the office and working from home. The hope is by March 1, everyone will be back in the office. Paulette is working on DSS (Department of Social Services) benefits, Medicaid and additional service for our residents including ordering items for our Food Pantry and keeping track of costs. Energy assistance information is being forwarded to Jennifer Gillis.

Mrs. McGannon questioned the rent increase in the Village and the displacement of residents. Ms. Polansky noted they have a stratified plan for rent and some new residents are paying the higher rent numbers. All factors will be considered and they hope they can work with the residents during this process. The rental plan protects the THA in the future when new residents come in. The base rent today for a small one bedroom is \$500 for a larger one bedroom is \$550. Any resident paying these rents would not have a rent increase at this time. Percentage of income rates will increase slightly. CHFA needs to be contacted for requirements and residents need to be informed during this process.

Congregate Updates and Congregate Energy Enhancements – 2019 Small Cities

Ms. Polansky noted she, Paulette and Heather are working to promote the Congregate and thanked everyone for their efforts. Daisy is contacting all leads. As of February 15, there will only be one apartment vacant. Daisy also has four people on the wait list. Daisy is in the process of creating social activities for the residents during

Trumbull Housing Authority – January 26, 2021

the day. COVID has changed routines for the time being and residents are reluctant to participate. Once restrictions are lifted, it should change back to being more social.

Apartment cleaning was discussed as well as smoking concerns. The apartments are non-smoking but residents are reluctant to say anything to the administration about violations. Ms. Polansky noted if there is a complaint, the resident is sent a letter.

The next virtual meeting with Mrs. Bova, Mrs. Anderson and staff to discuss Energy Enhancements will be on Thursday. They are looking to begin the valve replacements in mid-February. All domestic hot water will need to be shut down for six hours to install isolation valves that separate the building's water supply. Then the domestic hot water would need to be shut down for ten hours on separate occasions to each wing of the Congregate to install the individual hot and cold water isolation valves in each apartment. Ms. Polansky is reluctant to start due to the fact that many residents have not received the vaccine. All residents will be informed as to exactly what is to be expected. Discussion was held regarding the lack of water for such an extended period of time. Ms. Polansky noted water will be provided during this time. Topics to be considered for discussion at the meeting should include supplying water, providing breakfast, lunch and dinner to displaced residents, bathroom facilities, doubling of the staff working on the project and renovations of the bathrooms.

Review of Funding for Stern Village and Congregate

Ms. Polansky reviewed the spread sheet that was posted with the agenda to the website. This is a tool to review what has been received in the past and helps to see how to move forward. The goal is to not give any funds back to the State. There is approximately \$78,000 left from the SSHP funding. Closing of the grant is expected in 2021 which may delay the receipt of funds that are owed to the THA. There are several items that need to be completed such as radon testing, a rain garden, and a beautification program.

Every three years, CHFA appoints a new asset manager who oversees the authorities. He has worked closely with Millennium on various projects and Mr. Geel will be working with him on the rent increase.

Review of Draft CNAs

Ms. Polansky discussed the draft of the Stern Village Capital Needs Assessment including possible expenditures. Document is attached to the minutes. Mrs. Anderson requested the upgrade expenditure amounts be included in the CNA for reference.

Ms. Polansky discussed the draft of the Henry Stern Center – Congregate Capital Needs Assessment including possible expenditures. Document is attached to the minutes. She noted the new roof was in 2015 not 2016. Heat pumps were discussed and it was noted Congregate residents would prefer the base board heating instead of the heat pumps. Air conditioning units need to be replaced. Ms. Polansky is considering an application for HCTT funding for 2021 for upgrades.

Ms. Polansky noted these CNAs will be reviewed quarterly and updated as needed. Mrs. McGannon thanked Ms. Polansky for her work on these documents and Mr. Geel for his help reviewing the financials.

Trumbull Housing Authority – January 26, 2021

Unfinished Business

Mrs. McGannon asked Ms. Polansky whether an agreement with an outside source has been made with regard to snow removal. Ms. Polansky noted this agreement is in place. The delivery of the new equipment is on target for February.

New Business

No new business.

Resident Comments

1. Michelle – concerned that she is unable to get copies of her pharmacy purchases for the redetermination. Ms. Polansky will work with her on this.
2. Debbie – concerned about the proposed rent increase. She noted there is an entertainment charge as part of their core charges. No entertainment has been possible because of COVID yet they paid the 2020 charge. They will be getting an increase three years in a row. Mrs. McGannon noted her comments are appreciated and will be taken into consideration when the rent increase is discussed. They are working towards a fair and equitable solution for all residents based on their individual circumstances. Ms. Polansky noted Debbie has been very helpful in many instances with the residents and is very much appreciated.
3. Mark – questioned when people will be vaccinated. Ms. Polansky noted she is hoping her staff will be vaccinated soon but the remainder of the residents will be later in the spring. The water discussed will be for the Congregate residents not the Village. He noted the heat pumps were cleaned in October – how often will they be cleaned. Ms. Polansky noted when Maintenance does their inspections, they will take care of any issues.

Adjournment

There being no further business, motion was made by Mrs. Donofrio to adjourn the meeting at 5:57 pm. Seconded by Mrs. Bova and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk

**Trumbull Housing Authority
Financial Highlights for February 28, 2021**

From July 1, 2020 through February 28, 2021, the overall gain of the Housing Authority is \$180,776 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 \$79,702, of which, \$83,708 is attributable to the Village, and \$(4,006) is attributable to Congregate.

If we look at Stern Village, the current month’s operating gain was \$8,004 compared to the budgeted gain of \$4,578. The higher than projected gain is due to rental revenues exceeding expectations by approximately \$5,000 due to quick lease-up of held vacant units while overall, expenses are in line with expectations. It is also noted that current month expenses include \$3,057 in costs related to the Food Pantry grant award.

If we look at Congregate, the current month’s operating loss was (\$2,473) compared to the budgeted gain of \$301. Vacancies continue to be a problem as revenues fell short of budget by about \$2,000, which accounts for most of the operating loss. In addition, due to annual vacancies, grant revenue is projected to begin running out in March. Utilities are the primary cost over budget likely due to seasonal factors and is expected to fall close to budgeted amounts for the year.

The overall cash position of the Authority, including reserves is \$1,277,951, which includes \$632,893, reserved for renovations costs at Stern Village. Construction payables total \$30,202.

A snapshot of program balances are as follows:

	6/30/2020	1/31/2021	2/28/2021	YTD Change
Stern Village				
Cash	\$ 87,630	\$ 110,532	\$ 107,220	\$ 19,590
Accounts Payable	\$ 57,117	\$ 49,993	\$ 46,568	\$ 10,549
Interprogram Loan	\$ 322,823	\$ 333,671	\$ 345,281	\$ 22,458
Reserves	\$ 506,321	\$ 506,577	\$ 506,695	\$ 374
<i>Excess Cash</i>	\$ (3,665)	\$ 27,409	\$ 24,097	
Congregate				
Cash	\$ 42,376	\$ 18,016	\$ 29,816	\$ (12,560)
Accounts Payable	\$ 22,993	\$ 22,669	\$ 3,410	\$ 19,583
Interprogram Loan	\$ 322,823	\$ 333,671	\$ 345,281	\$ (22,458)
Reserves	\$ 9,462	\$ 9,468	\$ 9,469	\$ 7

Congregate payable to Village was not paid pending receipt of subsidy which was received in February. The \$22,458 year to date increase represents January and February’s cost share, to be paid in March. As discussed previously, 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. Operations has generated \$24,097 in excess cash through February 2021 due to positive operating results. Management intends to utilize any funds to continue rehabbing units at Stern Village.

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 February 28, 2021 and the related operating statement with the budget for the eight 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
March 18, 2021

Trumbull Housing Authority

Balance Sheet

February 2021

Program: State Elderly

Project: Consolidated

	Beginning Balance	Period Amount	Balance
ASSETS			
CURRENT ASSETS			
CHECKING/SAVINGS			
CASH			
1111 TD Bank	110,328	(3,107)	107,220
1112 Stern Village Development Funds	44,010	(452)	43,558
1113.3 STIF	506,642	53	506,695
1117 Petty Cash	200	0	200
TOTAL CASH	661,180	(3,507)	657,673
TOTAL CHECKING/SAVINGS	661,180	(3,507)	657,673
ACCONTS RECEIVABLE			
1122 Accounts Receivable	13,821	2,330	16,152
1122.1 Accounts Receivable - Manual	6,488	(1,685)	4,803
TOTAL ACCONTS RECEIVABLE	20,309	645	20,954
OTHER CURRENT ASSETS			
1123.1 Allowance for Collection Loss	(10,438)	0	(10,438)
1129 Sundry AR-Stern Center	334,249	11,032	345,281
1129.8 Sundry AR- New 501(c)3	(250)	0	(250)
1210 Other Prepaid Expense	3,006	0	3,006
1211 Unexpired Insurance	14,174	(4,213)	9,961
TOTAL OTHER CURRENT ASSETS	340,740	6,819	347,559
TOTAL CURRENT ASSETS	1,022,229	3,957	1,026,186
1305 HTCC Funding & Expenses	494,516	0	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	28,504	0	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
1406.074 CIP - Thermal/Moisture - Gutters - SSHP	155,470	0	155,470

Trumbull Housing Authority

Balance Sheet

February 2021

Program: State Elderly

Project: Consolidated

ASSETS

FIXED ASSETS

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	474,453	452	474,905
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	(6,197,803)	(1,282)	(6,199,085)
TOTAL FIXED ASSETS	5,853,285	(830)	5,852,455

TOTAL ASSETS

7,380,515	3,127	7,383,641
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LIABILITIES AND SURPLUS

LIABILITIES

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2101 Other Liabilities Union Dues	45	0	45
2114 Deposit Liability	30	0	30
2114.9 Manual Entry	(20)	300	280
2117.1 Employee Pension	0	0	0
2117.3 Employee Med Premiums Withheld	0	0	0

Trumbull Housing Authority

Balance Sheet

February 2021

Program: State Elderly

Project: Consolidated

LIABILITIES AND SURPLUS

LIABILITIES

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2119 Sundry Accounts Payable	300	0	300
2119.1 Deferred Revenue Charter Cable	150	(150)	0
2135.1 Accrued Compensated Absence	21,984	0	21,984
2137 Accrued P.I.L.O.T.	34,711	1,957	36,668
2220.3 Prepaid Rents	6,132	(1,685)	4,447
TOTAL OTHER CURRENT LIABILITIES	63,332	422	63,753

ACCOUNTS PAYABLE

2110 Administration Fund Creditors	13,696	1,978	15,674
2111 Accounts Payable	36,888	(5,994)	30,894
TOTAL ACCOUNTS PAYABLE	50,584	(4,016)	46,568

TOTAL CURRENT LIABILITIES

113,916 **(3,595)** **110,321**

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

TOTAL LIABILITIES

1,037,891 **(3,595)** **1,034,296**

SURPLUS

2830.1 Income & Expense Clearance	6,151,187	0	6,151,187
2830.1 Income & Expense Clearance (Current Year)	191,436	6,722	198,158

TOTAL SURPLUS

6,342,623 **6,722** **6,349,345**

TOTAL LIABILITIES AND SURPLUS

7,380,515 **3,127** **7,383,641**

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0 **0** **0**

Trumbull Housing Authority
Operating Statement
Eight Months Ending 02/28/2021
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	58,106	52,783	5,323	438,065	422,267	15,798	633,400	(195,335)
3100.1 Rental Income-Excess of Base	21,493	22,425	(932)	176,754	179,400	(2,646)	269,100	(92,346)
3120 Excess Utilities	438	0	438	438	0	438	0	438
3210 Vacany Loss	(4,150)	(4,907)	757	(38,050)	(39,255)	1,205	(58,883)	20,833
3510 Sales & Service To Tenants	0	100	(100)	0	800	(800)	1,200	(1,200)
3610 Interest Income	53	688	(636)	374	5,507	(5,133)	8,260	(7,886)
3620 Other Income	421	0	421	6,602	0	6,602	0	6,602
3620.1 Laundry Income	0	800	(800)	5,473	6,400	(927)	9,600	(4,127)
3620.3 Miscellaneous Income	0	100	(100)	0	800	(800)	1,200	(1,200)
3680 Other Income-UI Incentives	0	0	0	113,512	0	113,512	0	113,512
3970 Donations	0	0	0	10,269	0	10,269	0	10,269
5980 Grant Income - Capital Grant	0	0	0	11,197	0	11,197	0	11,197
TOTAL INCOME	76,361	71,990	4,371	724,633	575,918	148,715	863,877	(139,244)
EXPENSES								
4120 Salaries	14,193	15,607	1,414	119,630	124,859	5,229	187,288	67,658
4130 Legal & Other Outside Services	290	1,333	1,043	12,035	10,667	(1,368)	16,000	3,965
4131 Fee Accountant	1,200	1,200	0	9,600	9,600	0	14,400	4,800
4131.1 Audit Fees	0	625	625	0	5,000	5,000	7,500	7,500
4131.2 Independent Controller	4,400	4,767	367	37,400	38,133	733	57,200	19,800
4151 Office Supplies	243	633	390	3,088	5,067	1,979	7,600	4,512
4153 Travel	0	125	125	86	1,000	914	1,500	1,414
4159 Other Office Expense	318	1,188	870	3,269	9,500	6,231	14,250	10,981
4159.1 Other Office Advertising	0	142	142	0	1,133	1,133	1,700	1,700
4159.2 Other Office Computer	129	167	38	7,259	1,333	(5,926)	2,000	(5,259)
4159.3 Other Office Telephone	261	450	189	2,489	3,600	1,111	5,400	2,911
4159.5 Dues	0	0	0	189	0	(189)	0	(189)
4159.7 Other Office Postage	0	21	21	113	167	54	250	137
4160 Pensions & Other-Health Ins.	3,882	4,036	154	28,939	32,285	3,346	48,428	19,489
4160.1 Pension & Other - 457	649	872	223	5,802	6,979	1,177	10,468	4,666
4160.4 Pension & Other - Life	148	0	(148)	738	0	(738)	0	(738)
4161 Payroll Taxes	3,366	2,815	(551)	19,270	22,523	3,252	33,784	14,514
4200 Tenant Services	3,057	0	(3,057)	3,057	0	(3,057)	0	(3,057)
4310 Water	3,093	2,333	(760)	19,747	18,664	(1,083)	27,996	8,249
4320 Electric	3,442	2,567	(875)	19,834	20,533	699	30,800	10,966
4330 Gas	382	175	(207)	1,497	1,400	(97)	2,100	603
4350 Cable/Television	327	350	23	2,662	2,800	138	4,200	1,538
4410 Salaries Maintenance	14,935	14,028	(907)	103,918	112,220	8,302	168,330	64,412
4420 Supplies	3,109	1,300	(1,809)	12,464	10,400	(2,064)	15,600	3,136
4430 Contract Services	0	1,292	1,292	5,088	10,333	5,245	15,500	10,412
4430.2 Exterminating Contracts	70	150	80	560	1,200	640	1,800	1,240
4430.3 Heating	238	2,500	2,263	22,618	20,000	(2,618)	30,000	7,382
4430.5 Misc Elec & Plumbing	1,385	150	(1,235)	1,385	1,200	(185)	1,800	415
4440 Maint. Shop Equip.	774	438	(336)	5,587	3,500	(2,087)	5,250	(337)

	Period	Period	Period	YTD	YTD	YTD	Annual	Remaining
	Amount	Budget	Variance	Amount	Budget	Variance	Budget	Budget
4710 Refuse Removal	1,530	1,633	103	12,398	13,067	669	19,600	7,203
4711 Insurance	4,068	3,750	(318)	32,419	30,000	(2,419)	45,000	12,581
4711.3 Workmens Compensation	914	810	(104)	7,306	6,480	(826)	9,720	2,414
4715 P.I.L.O.T.	1,957	1,957	0	15,773	15,655	(118)	23,482	7,709
4810 Provision For R.M.&R	0	4,563	4,563	0	36,500	36,500	54,750	54,750
6600 Depreciation Expense	1,282	0	(1,282)	10,259	0	(10,259)	0	(10,259)
TOTAL EXPENSES	69,639	71,975	2,336	526,475	575,797	49,322	863,696	337,221
SURPLUS	6,722	15	6,706	198,158	121	198,037	181	197,977

Trumbull Housing Authority

Balance Sheet

February 2021

Program: Congregate

Project: Consolidated

	Beginning Balance	Period Amount	Balance
ASSETS			
CURRENT ASSETS			
CHECKING/SAVINGS			
CASH			
1111 TD Bank	18,016	11,801	29,816
1113.3 STIF Investment 1235575430	9,468	1	9,469
1117 Petty Cash	200	0	200
TOTAL CASH	27,684	11,802	39,485
TOTAL CHECKING/SAVINGS	27,684	11,802	39,485
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	12,350	(2,727)	9,624
1122.9 Accounts Receivable - Manual	4,401	3,730	8,131
TOTAL ACCOUNTS RECEIVABLE	16,751	1,003	17,754
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	892	(568)	324
1211.1 Prepaid Insur - Cong Services	(198)	0	(198)
TOTAL OTHER CURRENT ASSETS	(1,892)	(568)	(2,461)
TOTAL CURRENT ASSETS	42,542	12,236	54,779
FIXED ASSETS			
1405.1 Legal Costs	1,368	0	1,368
1406.1 Small Cities Grant 2019	30,181	0	30,181
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	(2,910,275)	(1,672)	(2,911,947)
TOTAL FIXED ASSETS	351,131	(1,672)	349,459
1600.1 Consulting Costs	1,200	0	1,200
TOTAL ASSETS	394,874	10,564	405,438
LIABILITIES AND SURPLUS			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
2110 Administration Fund Creditors	1,690	(1,004)	686
2111 Accounts Payable	20,405	(17,681)	2,724
TOTAL ACCOUNTS PAYABLE	22,095	(18,685)	3,410
OTHER CURRENT LIABILITIES			
2114 Deposit Liability	1,100	50	1,150
2114.1 Deposit Liability	(250)	0	(250)
2119 Sundry Accounts Payable	334,249	11,032	345,281
2119.1 Deferred Revenue Charter Cable	18	(17)	1
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

February 2021

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

	5,621	333	5,954
TOTAL OTHER CURRENT LIABILITIES	351,914	11,398	363,312
TOTAL CURRENT LIABILITIES	374,009	(7,287)	366,722
2220.1 Deferred Revenue-Subsidy	(10,327)	16,000	5,673
2220.2 Deferred Revenue-RAP	15,263	2,266	17,529
2220.3 Prepaid Rents	4,401	3,730	8,131
2900 Net Investment in Capital Assets	74,696	0	74,696
2910 Unrestricted Net Position	(111,936)	0	(111,936)
TOTAL LIABILITIES	346,106	14,709	360,814
SURPLUS			
2830.1 Income & Expense Clearing	62,006	0	62,006
2830.1 Income & Expense Clearing (Current Year)	(13,237)	(4,145)	(17,382)
TOTAL SURPLUS	48,768	(4,145)	44,624
TOTAL LIABILITIES AND SURPLUS	394,874	10,564	405,438
PROOF	0	0	0

Trumbull Housing Authority
Operating Statement
Eight Months Ending 02/28/2021
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	13,414	14,185	(771)	109,730	113,480	(3,750)	170,220	(60,490)
3102.3 Rental Income-RAP	1,886	1,115	771	12,817	8,920	3,897	13,380	(564)
3210 Vacancy Loss	(425)	(863)	438	(11,028)	(6,900)	(4,128)	(10,350)	(678)
3510 Sales & Services To Tenants	0	42	(42)	0	333	(333)	500	(500)
3610 Interest Income	1	15	(14)	(3)	120	(123)	180	(183)
3620 Other Income	(133)	0	(133)	7,668	0	7,668	0	7,668
3620.2 Laundry Income	0	350	(350)	4,414	2,800	1,614	4,200	214
3620.3 Miscellaneous Income	0	42	(42)	0	333	(333)	500	(500)
7010 Tenants' Contrib-Core Services	19,328	21,900	(2,572)	148,450	175,200	(26,750)	262,800	(114,350)
7011 Meal Income	0	0	0	11	0	11	0	11
7030.1 State Subsidy-Core	6,900	6,900	0	64,729	55,200	9,529	82,800	(18,071)
7030.2 State Subsidy-Expanded Core	3,875	3,875	0	41,427	31,000	10,427	46,500	(5,073)
TOTAL INCOME	44,846	47,561	(2,715)	378,214	380,487	(2,272)	570,730	(192,516)
EXPENSES								
ADMINISTRATIVE								
4120 Salaries	3,175	3,406	231	26,356	27,250	894	40,875	14,519
4130 Outside Services	72	150	79	2,632	1,200	(1,432)	1,800	(832)
4131 Fee Accountant	150	150	0	1,200	1,200	0	1,800	600
4131.1 Audit Fees	0	83	83	0	667	667	1,000	1,000
4132 Independent Controller	550	596	46	4,675	4,767	92	7,150	2,475
4151 Office Supplies	0	50	50	400	400	0	600	200
4151.1 Telephone & Answering Service	232	250	18	1,775	2,000	225	3,000	1,225
4159 Other Office Expense	141	100	(41)	1,372	800	(572)	1,200	(172)
4159.1 Credit Checks	60	125	65	611	1,000	389	1,500	889
4160 Pension & Other-Health Ins.	691	636	(56)	4,839	5,084	245	7,626	2,787
4160.1 Pension & Other 457	123	105	(19)	1,149	837	(313)	1,255	106
4160.4 Pension & Other Life	16	0	(16)	82	0	(82)	0	(82)
4161 Payroll Taxes	525	456	(69)	2,859	3,647	788	5,470	2,611
TOTAL ADMINISTRATIVE	5,735	6,106	371	47,950	48,851	901	73,276	25,326
UTILITIES								
4310 Water	713	771	58	6,688	6,167	(522)	9,250	2,562
4320 Electric	1,826	1,738	(88)	15,542	13,900	(1,642)	20,850	5,308
4330 Gas	2,160	771	(1,389)	7,929	6,167	(1,763)	9,250	1,321
4350 Cable Television	300	308	8	2,401	2,460	59	3,690	1,289
TOTAL UTILITIES	4,998	3,587	(1,411)	32,561	28,693	(3,868)	43,040	10,479
MAINTENANCE								
4410 Salaries Maintenance	1,659	1,392	(267)	11,289	11,135	(153)	16,703	5,414
4420 Supplies	48	179	131	1,236	1,433	197	2,150	914
4430 Contract Services	2,478	917	(1,561)	10,895	7,333	(3,561)	11,000	105
4430.2 Exterminating Contracts	0	42	42	0	333	333	500	500
4430.5 Elevator Maint. Contract	818	563	(254)	3,127	4,507	1,380	6,760	3,633
4430.6 Heating Contracts	0	798	798	93	6,383	6,290	9,575	9,482
TOTAL MAINTENANCE	5,003	3,891	(1,112)	26,640	31,125	4,486	46,688	20,049

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
OTHER								
4710 Refuse Removal	170	188	18	1,378	1,507	129	2,260	883
4711 Insurance	543	410	(133)	4,411	3,280	(1,131)	4,920	509
4711.3 Workmens Compensation	137	70	(67)	889	560	(329)	840	(49)
4715 P.I.L.O.T.	333	333	0	2,664	2,667	3	4,000	1,336
TOTAL OTHER	1,183	1,002	(181)	9,341	8,013	(1,328)	12,020	2,679
RESERVE PROVISIONS								
4810 Provision For R.M.&R.	0	300	300	0	2,400	2,400	3,600	3,600
TOTAL RESERVE PROVISIONS	0	300	300	0	2,400	2,400	3,600	3,600
6600 Depreciation Expense	1,672	0	(1,672)	13,376	0	(13,376)	0	(13,376)
CONGREGATE								
8101 Bookkeeping	700	746	46	5,875	5,967	92	8,950	3,075
8102 Housing Management Salaries	1,395	1,502	107	12,082	12,019	(63)	18,028	5,946
8105 Health Insurance	167	199	32	1,379	1,593	215	2,390	1,011
8105.1 Fringe Benefits-Pension	(356)	33	388	(35)	263	298	395	430
8106 Payroll Taxes 8106	372	410	38	2,672	3,280	608	4,920	2,248
8107 Workmens Comp	24	15	(9)	399	120	(279)	180	(219)
8108 Contract Services	10,104	10,619	515	84,354	84,951	597	127,426	43,072
8201 Chore Service Salary	1,020	1,040	20	8,469	8,320	(149)	12,480	4,011
8202 Cleaning Of Common Areas	0	306	306	1,181	2,444	1,263	3,666	2,485
8204 Cleaning Supplies	846	188	(659)	1,759	1,500	(259)	2,250	491
8301.1 Food Services - Exc.	13,049	13,140	91	104,390	105,120	730	157,680	53,290
8303 Supplies/Utensils	0	224	224	0	1,790	1,790	2,685	2,685
8304 Utilities Expense	522	358	(164)	3,351	2,867	(485)	4,300	949
8402 Supplies	0	21	21	0	167	167	250	250
TOTAL CONGREGATE	27,843	28,800	957	225,876	230,400	4,524	345,600	119,724
9001 Resident Services Coordinator	1,381	1,500	119	8,474	12,000	3,526	18,000	9,526
9002 Wellness/Preventive Program	1,176	2,375	1,199	31,378	19,000	(12,378)	28,500	(2,878)
TOTAL EXPENSES	48,990	47,560	(1,430)	395,596	380,483	(15,114)	570,724	175,128
SURPLUS	(4,145)	1	(4,145)	(17,382)	4	(17,386)	6	(17,388)