Trumbull Housing Authority
Regular Meeting
Tuesday, March 31, 2026
Stern Village Community Room
5:00 pm

Agenda

Call To Order

Pledge of Allegiance/Roll Call

Approval of Minutes – Special Meeting Minutes of March 12, 2026
Special Meeting Minutes of March 18, 2026
Regular Meeting Minutes of February 24, 2026

Reports

1. Director of Finance
2. Treasurer and Discussion of Financials
    a. Budget
3. Interim Executive Director

New Business

1. Landscape Scope of Work – Quotes

Old Business

1. Update Internal Controls Policy
2. Update - Tenant Representative Election
3. Status - On-Site CNA
4. Update - Maintenance Equipment for Snow Removal – Workers Compensation Grant
5. Update - Insurance Coverage Information
6. Update - Truck Repairs

Public Comments

Adjournment

Trumbull Housing Authority
Financial Highlights for February 28, 2026

For the eight-month period ended February 28, 2026, the Authority had an operating gain before capital activity and depreciation of $194,818, of which $155,421 is attributable to Stern Village and $39,397 to Congregate.

For Stern Village, operating results exceeded budgeted gain by approximately $40,000 due to ongoing savings from payroll/staffing. Snow removal and health insurance remain the only significant costs overbudget this year. Management expects positive results to continue to increase for the remainder of the year until staffing needs are addressed.

For Congregate, the operating gain exceeded budget by $30,000 for the year. There were no significant changes to operating results from the prior period with maintenance contracts increasing near budgeted amounts. All cost subcategories are at or below budget lines this year, including vacancy loss now under also under budget. Management anticipates being able to make periodic reserve contributions for the first time in many years.

Tenant Accounts Receivable balances are as follows:

	6/30/2025	# of Tenants	2/28/2026	# of Tenants
Stern Village				
One Month or Less	$ (225)	41	$ (1,293)	57
Over One Month Rent	$ 664	1	$ 338	1
Inactive AR	$ 4,290	37	$ 922	6
Total	$ 4,729	79	$ (33)	64
Congregate				
One Month or Less	$ 319	17	$ 347	19
Over One Month Rent	$ 5,002	2	$ 3,500	1
Inactive AR	$ 5,450	6	$ 1,368	3
Total	$ 10,771	25	$ 5,215	23

Total Cash of the Authority, including reserves and security deposits, is $957,565.

A snapshot of program balances is as follows:

	6/30/2025	1/31/2026	2/28/2026	YTD Change
Stern Village				
Cash	$ 156,029	$ 109,955	$ 122,788	$ (33,241)
Accounts Payable	$ 89,529	$ 37,512	$ 90,388	$ 859
Interprogram Loan	$ 352,814	$ 349,631	$ 350,726	$ (2,088)
Reserves	$ 583,617	$ 596,267	$ 599,744	$ 16,127
Excess Cash	*$ (28,802)*	*$ (24,840)*	*$ (67,763)*	
Congregate				
Cash	$ 89,631	$ 193,071	$ 171,202	$ 81,571
Accounts Payable	$ 17,172	$ 15,608	$ 15,808	$ (1,364)
Interprogram Loan	$ 352,814	$ 349,631	$ 350,726	$ (2,088)
Reserves	$ 10,925	$ 11,158	$ 11,227	$ 302

A schedule of operating cash activity for the period:

Cash Flow	**Village**	**Congregate**
Beginning		
1/31/2026	$ 109,955	$ 193,071
Plus		
Rents and Other	101,546	29,155
DOH Subsidy	-	-
Interentity Transfers	10,298	(10,298)
Less		
Vendor Payables	(64,058)	(40,726)
Payroll	(34,953)	-
Ending		
2/28/2026	$ 122,788	$ 171,202

Village is at cash management levels but has $115,970 in Board commitments still to expend and has transferred its first $15,000 from the reserve in March. Congregate, in turn, has made an initial deposit to reserve of $3,000 in March as well.

GEEL
AUDIT & ACCOUNTING

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, 2026, and the related operating statement with the budget for eight months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed the compilation engagement 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 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.

Geel LLP
Certified Public Accountants

Bristol, Connecticut
March 23, 2026

Trumbull Housing Authority
Balance Sheet
February 2026

Program: State Elderly Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CASH			
TD Bank	109,955	12,832	122,788
STIF	596,267	3,478	599,744
Petty Cash	175		175
TOTAL CASH	**706,397**	**16,310**	**722,707**
ACCOUNTS RECEIVABLE			
Accounts Receivable	868	(901)	(33)
Accounts Receivable - Manual	1,312		1,312
Allowance for Collection Loss	(2,975)		(2,975)
TOTAL ACCOUNTS RECEIVABLE	**(795)**	**(901)**	**(1,696)**
OTHER CURRENT ASSETS			
Sundry AR-Stern Center	349,631	1,095	350,726
Accounts Receivable Misc	14		14
Cash - Security Deposits	51,862	742	52,604
Other Prepaid Expense	3,783		3,783
Unexpired Insurance	22,933	(9,514)	13,419
TOTAL OTHER CURRENT ASSETS	**428,223**	**(7,677)**	**420,546**
TOTAL CURRENT ASSETS	**1,133,825**	**7,732**	**1,141,557**
NONCURRENT ASSETS			
FIXED ASSETS			
Land	85,140		85,140
Buildings	4,774,645		4,774,645
Building Equipment	708,335		708,335
Furniture & Equipment	706,003		706,003
Capital Improvements	7,726,014		7,726,014
Maintenance Equipment	16,163		16,163
Maintenance Vehicles	34,492		34,492
Accumulated Depreciation	(7,677,957)	(32,773)	(7,710,730)
TOTAL FIXED ASSETS	**6,372,835**	**(32,773)**	**6,340,062**
WORK IN PROGRESS			
CIP - Construction Contingency - SSHP	7,113		7,113
TOTAL WORK IN PROGRESS	**7,113**		**7,113**
TOTAL NONCURRENT ASSETS	**6,379,948**	**(32,773)**	**6,347,174**

Trumbull Housing Authority
Balance Sheet
February 2026

Program: State Elderly Project: Consolidated

	Beginning Balance	Period Amount	Balance
LIABILITIES AND SURPLUS			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accrued Payables	(13,210)	(1,500)	(14,710)
Accounts Payable	(24,303)	(51,375)	(75,678)
TOTAL ACCOUNTS PAYABLE	(37,512)	(52,875)	(90,388)
OTHER CURRENT LIABILITIES			
Other Liabilities Union Dues	(48)		(48)
Deposit Liability	(50,309)	(690)	(50,999)
Accrued Payroll	(3,051)		(3,051)
Accrued Compensated Absence	(39,066)		(39,066)
Accrued P.I.L.O.T.	(53,805)	(2,880)	(56,685)
Prepaid Rents	(1,312)		(1,312)
TOTAL OTHER CURRENT LIABILITIES	(147,592)	(3,570)	(151,162)
TOTAL CURRENT LIABILITIES	(185,104)	(56,446)	(241,550)
EQUITY			
Income & Expense Clearance (Current Year)	205,307	81,487	286,794
Retained Earn. Maint & Replace	(187,380)	71,410	(115,970)
Net Investment in Capital Assets	(6,572,247)		(6,572,247)
Unrestricted Net Position	(774,348)	(71,410)	(845,758)
TOTAL EQUITY	(7,328,669)	81,487	(7,247,181)
TOTAL LIABILITIES AND SURPLUS	(7,513,772)	25,042	(7,488,731)

Trumbull Housing Authority

Operating Statement

Eight Months Ending 02/28/2026

Program: State Elderly Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
RENTAL INCOME					
Rental Income Base	787,668	780,600	7,068	1,170,900	(383,233)
Rental Income-Excess of Base	65,397	76,000	(10,603)	114,000	(48,603)
Excess Utilities	(57)		(57)		(57)
Vacancy Loss	(61,660)	(39,030)	(22,630)	(58,545)	(3,115)
TOTAL RENTAL INCOME	**791,348**	**817,570**	**(26,222)**	**1,226,355**	**(435,007)**
OTHER INCOME					
Sales & Service To Tenants	924	1,667	(742)	2,500	(1,576)
Interest Income	16,337	16,667	(330)	25,000	(8,663)
Other Income	3,323	1,667	1,656	2,500	823
Laundry Income	12,371	8,667	3,705	13,000	(629)
TOTAL OTHER INCOME	**32,955**	**28,667**	**4,289**	**43,000**	**(10,045)**
ADMINISTRATIVE					
Salaries	153,262	170,747	17,484	256,120	102,858
Legal & Other Outside Services	6,179	11,000	4,821	16,500	10,321
Bookkeeping	49,920	49,920		74,880	24,960
Audit Fees	12,000	13,333	1,333	20,000	8,000
Office Supplies	2,176	3,167	990	4,750	2,574
Travel	1,652	4,333	2,681	6,500	4,848
Other Office Expense	8,789	6,433	(2,356)	9,650	861
Other Office Advertising		1,667	1,667	2,500	2,500
Other Office Computer	9,746	8,333	(1,413)	12,500	2,754
Other Office Telephone	3,767	3,333	(434)	5,000	1,233
Other Office Postage	156		(156)		(156)
Pensions & Other-Health Ins.	33,324	27,241	(6,082)	40,862	7,538
Pension & Other - Retirement	4,664	7,796	3,132	11,694	7,030
Payroll Taxes	17,615	25,221	7,606	37,831	20,216
Provision For Collection Loss		667	667	1,000	1,000
TOTAL ADMINISTRATIVE	**303,252**	**333,191**	**29,940**	**499,787**	**196,535**
TENANT SERVICES					
Tenant Services	549	1,067	518	1,600	1,051
TOTAL TENANT SERVICES	**549**	**1,067**	**518**	**1,600**	**1,051**

Trumbull Housing Authority

Operating Statement

Eight Months Ending 02/28/2026

Program: State Elderly Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
UTILITIES					
Water	17,878	21,000	3,122	31,500	13,622
Electric	25,542	25,667	124	38,500	12,958
Gas	3,191	2,833	(358)	4,250	1,059
Cable/Television	3,116	3,167	50	4,750	1,634
TOTAL UTILITIES	**49,728**	**52,667**	**2,939**	**79,000**	**29,272**
MAINTENANCE					
Salaries Maintenance	84,571	125,967	41,397	188,951	104,380
Supplies	23,331	25,369	2,038	38,054	14,723
Contract Services	15,557	21,767	6,210	32,650	17,093
Exterminating Contracts	3,970	2,333	(1,637)	3,500	(470)
Heating	11,276	33,000	21,724	49,500	38,224
Misc Elec & Plumbing	4,071		(4,071)		(4,071)
Snow Removal	34,380		(34,380)		(34,380)
Maint. Shop Equip.	8,401	5,000	(3,401)	7,500	(901)
Miscellaneous Operating and Maint. - Appliances	15,003	11,667	(3,336)	17,500	2,497
TOTAL MAINTENANCE	**200,559**	**225,103**	**24,545**	**337,655**	**137,096**
OTHER					
Refuse Removal	15,638	16,667	1,029	25,000	9,363
Insurance	60,436	63,000	2,564	94,500	34,064
Worker's Compensation	15,679	18,167	2,488	27,250	11,571
P.I.L.O.T.	23,042	23,042		34,563	11,521
TOTAL OTHER	**114,794**	**120,875**	**6,081**	**181,313**	**66,519**
CAPITAL EXPENSE					
Nonoperating Expense - Unit Rehabs	180,030		(180,030)		(180,030)
Depreciation Expense	262,185		(262,185)		(262,185)
Provision For R.M.&R		113,333	113,333	170,000	170,000
TOTAL CAPITAL EXPENSE	**442,215**	**113,333**	**(328,882)**	**170,000**	**(272,215)**
SURPLUS	**(286,794)**	**0**	**(286,794)**		**(286,794)**

Trumbull Housing Authority
Balance Sheet
February 2026

Program: Congregate Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CASH			
TD Bank	193,071	(21,869)	171,202
STIF Investment 1235575430	11,158	69	11,227
Petty Cash	200		200
TOTAL CASH	**204,429**	**(21,799)**	**182,629**
ACCOUNTS RECEIVABLE			
Accounts Receivable	5,218	(3)	5,215
Accounts Receivable - Manual	872		872
Allowance For Collection Loss	(5,450)		(5,450)
TOTAL ACCOUNTS RECEIVABLE	**639**	**(3)**	**636**
OTHER CURRENT ASSETS			
Other Prepaid Expense	14,662		14,662
Unexpired Insurance	3,029	(1,378)	1,651
TOTAL OTHER CURRENT ASSETS	**17,691**	**(1,378)**	**16,313**
TOTAL CURRENT ASSETS	**222,760**	**(23,180)**	**199,579**
NONCURRENT ASSETS			
FIXED ASSETS			
Buildings	2,791,716		2,791,716
Building Equipment	1,125,773		1,125,773
Furniture & Equipment	94,348		94,348
Capital Improvements	446,529		446,529
Maintenance Vehicles	3,832		3,832
Accumulated Depreciation	(3,277,604)	(6,742)	(3,284,346)
TOTAL FIXED ASSETS	**1,184,594**	**(6,742)**	**1,177,852**
TOTAL NONCURRENT ASSETS	**1,184,594**	**(6,742)**	**1,177,852**

Trumbull Housing Authority
Balance Sheet
February 2026

Program: Congregate Project: Consolidated

	Beginning Balance	Period Amount	Balance
LIABILITIES AND SURPLUS			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accrued Payables	(4,689)	(167)	(4,855)
Accounts Payable	(10,919)	(34)	(10,953)
TOTAL ACCOUNTS PAYABLE	(15,608)	(200)	(15,808)
OTHER CURRENT LIABILITIES			
Deposit Liability	(3,996)		(3,996)
Payable to THA Stem Village	(349,631)	(1,095)	(350,726)
Sundry AP-DOH	(7,589)		(7,589)
Accrued Salaries & Wages	(812)		(812)
Accrued Compensated Absences	(8,045)		(8,045)
Accrued P.I.L.O.T	(7,484)	(510)	(7,994)
Deferred Revenue-Subsidy	(107,917)	24,096	(83,821)
Deferred Revenue-RAP	(12,096)	7,675	(4,421)
Prepaid Rents	(872)		(872)
TOTAL OTHER CURRENT LIABILITIES	(498,442)	30,166	(468,276)
TOTAL CURRENT LIABILITIES	(514,049)	29,966	(484,084)
LONG TERM LIABILITIES			
DEBT			
Capital Improvements Loan	(13,250)		(13,250)
TOTAL DEBT	(13,250)		(13,250)
TOTAL LONG TERM LIABILITIES	(13,250)		(13,250)
EQUITY			
Income & Expense Clearing	70,024		70,024
Income & Expense Clearing (Current Year)	14,579	(44)	14,535
Income & Expense Clearing (Unclosed 2025)	421		421
Net Investment In Capital Assets	(1,309,828)		(1,309,828)
Unrestricted Net Position	344,750		344,750
TOTAL EQUITY	(880,054)	(44)	(880,098)
TOTAL LIABILITIES AND SURPLUS	(1,407,353)	29,922	(1,377,432)

Trumbull Housing Authority
Operating Statement
Eight Months Ending 02/28/2026
Program: Congregate Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
RENTAL INCOME					
Rental Income Base	118,194	123,592	(5,399)	185,388	(67,195)
Rental Income-RAP	61,270	57,848	3,422	86,772	(25,503)
Excess Utilities	38		38		38
Vacancy Loss	(8,860)	(9,072)	212	(13,608)	4,748
TOTAL RENTAL INCOME	170,641	172,368	(1,727)	258,552	(87,911)
OTHER INCOME					
Sales & Services To Tenants	2,325		2,325		2,325
Interest Income	302	333	(31)	500	(198)
Other Income	4,577	333	4,243	500	4,077
Laundry Income	2,755	3,000	(245)	4,500	(1,745)
TOTAL OTHER INCOME	9,958	3,667	6,291	5,500	4,458
ADMINISTRATIVE					
Salaries	34,078	35,385	1,306	53,077	18,999
Legal and Other Outside Services	454	3,167	2,713	4,750	4,296
Bookkeeping	6,240	6,240		9,360	3,120
Audit Fees	1,333	1,500	167	2,250	917
Office Supplies	180	1,200	1,020	1,800	1,620
Telephone & Answering Service	3,552	2,833	(719)	4,250	698
Travel		250	250	375	375
Other Office Expense	2,041	3,500	1,460	5,250	3,210
Advertising		533	533	800	800
Pension & Other-Health Ins.	5,420	5,259	(161)	7,889	2,469
Pension & Other 457	1,055	1,481	426	2,222	1,167
Payroll Taxes	2,742	4,197	1,455	6,296	3,554
TOTAL ADMINISTRATIVE	57,096	65,546	8,450	98,319	41,223
UTILITIES					
Water	6,894	6,667	(227)	10,000	3,106
Electric	19,018	21,333	2,315	32,000	12,982
Gas	4,688	5,667	978	8,500	3,812
Cable Television	2,568	2,667	99	4,000	1,432
TOTAL UTILITIES	33,168	36,333	3,165	54,500	21,332
MAINTENANCE					
Salaries Maintenance	8,971	13,997	5,026	20,995	12,024
Supplies	52	1,261	1,208	1,891	1,839
Contract Services	28,342	24,483	(3,859)	36,725	8,383
Exterminating Contracts	95	833	738	1,250	1,155
Elevator Maint. Contract		3,833	3,833	5,750	5,750
Heating Contracts	203	3,167	2,964	4,750	4,547
Maint. Shop Equip	45		(45)		(45)
Miscellaneous Operating & Maintenance		1,167	1,167	1,750	1,750
TOTAL MAINTENANCE	37,709	48,741	11,032	73,111	35,402

Trumbull Housing Authority
Operating Statement
Eight Months Ending 02/28/2026
Program: Congregate Project: Consolidated

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
OTHER					
Refuse Removal	1,738	2,000	263	3,000	1,263
Insurance	8,257	9,000	743	13,500	5,243
Worker's Compensation	2,352	2,333	(18)	3,500	1,148
P.I.L.O.T.	4,081	4,081	(0)	6,122	2,041
TOTAL OTHER	16,428	17,415	987	26,122	9,695
RESERVE PROVISIONS					
Depreciation Expense	53,932		(53,932)		(53,932)
Provision For R.M.&R.		8,000	8,000	12,000	12,000
TOTAL RESERVE PROVISIONS	53,932	8,000	(45,932)	12,000	(41,932)
SERVICES INCOME					
Tenants' Contrib-Core Services	123,915	117,192	6,723	175,788	(51,873)
Meal Income	29		29		29
State Subsidy-Core	168,409	176,569	(8,160)	264,853	(96,444)
State Subsidy-Expanded Core	13,823	16,200	(2,377)	24,300	(10,477)
TOTAL SERVICES INCOME	306,176	309,961	(3,784)	464,941	(158,765)
SERVICES EXPENSE					
Bookkeeping	6,240	6,240		9,360	3,120
Housing Management Salaries	13,422	13,620	198	20,430	7,008
Health Insurance	1,251	1,225	(27)	1,837	586
Fringe Benefits-Pension	243	366	123	549	306
Payroll Taxes 8106	924	1,089	165	1,634	710
Worker's Compensation	415	167	(248)	250	(165)
Contract Services	118,067	123,241	5,174	184,861	66,794
Cleaning Of Common Areas	18,383	16,460	(1,923)	24,690	6,307
Cleaning Supplies	3,798	3,167	(631)	4,750	952
Meal Services	127,020	127,020		190,530	63,510
Supplies/Utensils	707	1,167	459	1,750	1,043
Resident Services Coordinator	10,588	11,880	1,292	17,820	7,232
Wellness/Preventive Program	1,920	4,320	2,400	6,480	4,560
TOTAL SERVICES EXPENSE	302,979	309,961	6,982	464,941	161,962
SURPLUS	(14,535)	(0)	(14,535)		(14,535)

Trumbull Housing Authority Special Meeting – March 18, 2026

Trumbull Housing Authority Special Meeting
March 18, 2026
Stern Village Community Room
4:00 pm

Commissioners Present: Laurel Anderson, Kathleen McGannon, Maureen Bova, Charlene Pederson and Sara Pflueger

Also Present: Jason Geel, Accountant; Dawn Cantafio, Director of Finance; Jackie Vega, Property Manager; Anne McGee, Congregate Manager and Lisa Alhabal, Resident Service Coordinator

Mrs. McGannon called the Special Meeting to order at 4:00 pm followed by Roll Call and the Pledge of Allegiance.

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

1. The grant application information for Congressman Jim Himes was submitted to Rina Bakalar. Updated quotations were received for the upgrade of the Congregate elevator from a pulley to hydraulic system. Updated quotes for new locks for both Stern and Congregate doors were receive; Stern locks will be ADA compliant. Kitchen equipment was not included in this particular grant as the CNA was more appropriate. A new exhaust system for the Congregate kitchen will be considered to be included with the other upgrades. Total grant funding requested was $610,000; includes replacement of the doors and locks at the Congregate, HVAC for first and second floors, gutters, overhaul and modernization of the elevator, ADA locks for the doors at Stern Village and upgrades for the pull cords and horns at Stern. Unknown when this funding might be awarded; feedback has been positive. Ms. Vega and Mrs. Cantafio were thanked for the quick work done to complete this application. Mrs. McGannon obtained the necessary signatures and other necessary paperwork. She noted receiving this grant would cover many of the safety upgrades and ADA compliance requirements, releasing THA funds for other projects.
2. Recertifications are on schedule and almost completed.

Report of Congregate Manager
Mrs. McGee discussed the following:

1. Two empty units, 32 occupied. Units should be ready for lease in two weeks.
2. Wait List is 19.
3. A light St. Patrick's Day breakfast was held; 19 tenants attended.
4. The end of March will include a chips and dip social gathering.
5. Celebrating the invention of the game of Scrabble in April with a Scrabble tournament.
6. Celebrating National Penguin Day in April.
7. Looking forward to other outdoor activities as the weather improves.
8. The nurse's office in the Congregate was converted into a food pantry. The Trumbull Democratic Town Committee sponsored a food drive that filled it with donations.

Report of the Resident Service Coordinator

Ms. Alhabal discussed the following:

1. A St. Parick's Day breakfast was held for residents of Stern; much appreciated.
2. On February 28, a large food donation was received from the Trumbull Democratic Town Committee for the pantry. Tenants are coming in consistently. They are in need of paper goods and personal toiletries. These items will be put on the list for the next food drive. Sample size items are helpful.
3. On March 31, the rescheduled Super Foods for a Healthy Heart luncheon will be held.
4. Continuing to identify those residents who would benefit from in-home services. Some residents initially resistant to the idea, are learning more about the benefits and accepting the service. SWCAA will be speaking April 28 on the in-home services available.
5. Rescheduling the Paint and Sip for May.
6. SNAP benefits were discussed. One of the problems was discrepancy of when benefits were loaded onto the cards. This situation should straighten out now that people are aware of their dates for receiving the benefits. Mrs. Anderson suggested using the gift cards received from the food drive to purchase needed items for the pantry as noted. Individuals with EBT cash covers some of the items but not many residents have this coverage.

Report of Property Manager

Ms. Vega reported the following:

1. 176 units are occupied; of the 10 units remaining, 7 are ready. Two more will be completed by the contractor and the last by the Maintenance Staff.
2. Wait List is 83.
3. Obtaining quotes for landscaping. Looking to develop a scope of work that would help contractors provide a more informed quotation for the work.
4. Recertifications are almost complete; will be done by the end of the week.
5. Working on details for the Staff retreat on May 8.

Treasurer's Report and Discussion of Financials

Report will be given at the March 31, 2026 meeting including budget discussion.

New Business

1. Change in Directorship – Mrs. McGannon announced Paulette Mack has retired and Jackie Vega will be filling the position as Acting Interim Executive Director.
2. Discussion of Grant Application – discussed under Finance Director's Report.

Executive Session

Motion was made by Ms. Peterson to enter into Executive Session at 4:21 pm to discuss salary adjustments; seconded by Ms. Pflueger and approved unanimously. Attending the Session were the Board members, Ms. Vega and Mr. Geel. **Motion was made by Ms. Peterson to exit Executive Session at 6:15 pm; seconded by Ms. Pflueger and approved unanimously.**

Motion made by Mrs. Anderson to appoint Ms. Vega as Interim Director and make the salary adjustment discussed; seconded by Ms. Peterson and approved unanimously.

Public Comment
No public comment.

Adjournment
There being no further business, motion was made by Ms. Peterson to adjourn the meeting at 6:20 pm. Seconded by Mrs. Anderson and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk

Trumbull Housing Authority – March 12, 2026

Trumbull Housing Authority Virtual Special Meeting
Thursday, March 12, 2026
4:00 pm

Commissioners Present: Laurel Anderson, Sara Pflueger, Kathleen McGannon, Maureen Bova and Charlene Pederson

Call to Order
The meeting was called to order at 4:00 pm by Chairman McGannon followed by the Pledge of Allegiance and Roll Call.

Executive Session
Motion to enter into Executive Session made by Ms. Pederson at 4:02 pm to discuss job descriptions and the needs of the Housing Authority; seconded by Ms. Pflueger. Approved unanimously. Motion to exit Executive Session made by Mrs. Anderson at 4:59 pm; seconded by Ms. Pflueger. Approved unanimously.

Motion was made by Mrs. Anderson to implement the changes discussed in the Executive Session. Seconded by Ms. Pflueger and approved by Board members present (Anderson, Pflueger, Peterson and McGannon).

Adjournment
Motion to adjourn at 5:01 pm made by Ms. Pederson; seconded by Ms. Pflueger. Approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk

Trumbull Housing Authority – February 24 2026

Trumbull Housing Authority Virtual Meeting
Tuesday, February 24, 2026
5:00 pm

Commissioners Present: Kathleen McGannon, Laurel Anderson, Maureen Bova and Sara Pflueger

Absent: Charlene Pederson

Also Present: Paulette Mack, Executive Director; Jacqueline Vega, Property Manager; Anne McGee, Congregate Manager and Lisa Alhabal, Resident Service Coordinator

Meeting was called to order at 5:01 pm by Mrs. McGannon followed by the Pledge of Allegiance and Roll Call.

Past Minutes
Motion was made by Ms. Pflueger to approve the meeting minutes of January 27, 2026; seconded by Mrs. Anderson. Approved by unanimous consent.

Report of Director of Finance
Mrs. Cantafio was unable to attend. No report.

Report of the Congregate Manager
Mrs. McGee reported the following:

1. 34 units occupied; 2 units unoccupied. Maintenance is working in the two units and should be available by the end of next week.
2. Wait List is 15.
3. Celebrated President's Month with various activities.
4. February Tenant meeting will be held on February 27. She expects a lively conversation.

Report of the Resident Service Coordinator
Ms. Alhabal reported the following:

1. Some of the events for February had to be rescheduled because of inclement weather and extreme cold. The Paint and Sip will be held in March or April. Presentation by the National Institute of Health on Super Foods for a Healthy Heart will be held at the end of March.
2. Residents enjoyed the pre-Valentine get-together on February 13.
3. Starting March 1, changes in the loading dates for SNAP benefits will take effect. Information was shared with the residents. They also received individual letters from DSS. She will continue to help residents navigate this change.
4. A program regarding in-home services will be held in April. The program is for people who are aging in place but need assistance that will allow them to remain independent. This will focus on CT Medical Leave for the family member caregiver who will be paid up to a period of 12 weeks to care for their family member. This does not affect the independent status of the individual but assists them during a time when assistance is required.
5. Medicare Advantage Plans have changed their coverage for prescriptions. Medicare participants may have to pay between $5.10 and $12.65 as a co-pay which could have a negative impact on some residents. She is reviewing medication assistance programs that might be beneficial in those cases.

Report of Property Manager
Ms. Vega reported the following:

1. 176 units occupied; 10 units unoccupied. Out of the 10 units, 5 are ready and interviews are being conducted. Should have 7 units available by the end of the month.
2. Wait List is 83.
3. Work Orders for the month – 41 completed; 12 incomplete.
4. One lease signing this month.
5. Contractor has three units to complete; waiting for cabinets for one unit.
6. Notice to vacate was received for the end of March. The unit will need some work before it can be leased according to the last inspection.
7. Mrs. McGannon was concerned about the Maintenance Staff in the snow. Additional equipment was discussed with them and findings were discussed under Old Business.

Treasurer's Report and Discussion of Financials
Mrs. Bova reported for the seven-month period ending January 31, 2025. The Authority had an Operating Gain, before capital activity and depreciation, of $165,337 of which $132,725 is attributable to Stern Village and $32,612 to Congregate.

For Stern Village, operating results exceeded budgeted gain by approximately $30,000 due to on-going maintenance savings. However, snow removal costs have offset most of these savings for the year. Despite these costs, expenses are expected to say within budgeted amounts overall. In addition, management expects to finish the year with stronger revenues as occupancy increases.

For Congregate, the Operating Gain exceeded budget by $25,000 once again this month. There were no significant changes to operating results from the prior period other than maintenance contract increase due to lighting repair. Maintenance is still likely to come under budget for the year.

Tenant Accounts Receivable balances as follows:

	6/30/25	# of Tenants	1/31/25	# of Tenants
Stern Village				
One Month or Less	($225)	41	($2,274)	53
Over One Month Rent	$664	1	$2220	3
Inactive AR	$4,290	37	$922	6
Total	$4,729	79	$868	62
Congregate				
One Month or Less	$319	17	$350	19
Over One Month Rent	$5,002	2	$3,500	1
Inactive AR	$5,450	6	$1,368	3
Total	$10,771	25	$5,218	23

The overall cash position of the Authority, including reserves and security deposits, is $962,313.

Trumbull Housing Authority – February 24 2026

A snapshot of program balances are as follows:

	6/30/25	12/31/25	1/31/26	YTD Change
Stern Village				
Cash	$156,029	$179,134	$109,955	($46,074)
Accounts Payable	$89,529	$32,893	$37,512	($52,017)
Interprogram Loan	$325,814	$353,282	$349,631	($3,183)
Reserves	$583,617	$596,267	$596,267	$12,650
Excess Cash	($28,802)	$51,949	($24,840)	
Congregate				
Cash	$86,631	$133,404	$193,071	$103,440
Accounts Payable	$17,172	$18,539	$15,608	($1,564)
Interprogram Loan	$352,814	$353,282	$349,631	($3,183)
Reserves	$10,925	$11,158	$11,158	$233

A schedule of operating cash activity for the period:

Cash Flow	**Village**	**Congregate**
Beginning		
12/31/2025	$179,134	$133,404
Plus		
Rents and Other	$103,733	$28,954
DOH Subsidy	-	$96,756
Interentity Transfers	$23,313	($23,313)
Less		
Vendor Payables	($157,628)	($42,730)
Payroll	($38,597)	-
Ending		
1/31/2025	$109,955	$193,071

Village is at cash management levels but has $187,380 in Board commitments still to expend and it's anticipated that funds will be borrowed from the reserve by March. Congregate, in turn, will make a deposit to its reserve by March as well.

Mrs. Anderson questioned the following:

1. Page 1, third paragraph indicates no significant changes...other than maintenance contract increase due to lighting repair. Ms. Mack noted this was not a contract but an agreement paid by invoice. Mrs. Anderson noted the word "contract" needs to be removed.
2. Under Congregate, there is a substantial amount of money from one resident. Ms. Mack noted this was being addressed.

Trumbull Housing Authority – February 24 2026

Executive Director's Report

Ms. Mack reported the following:

1. Tires on the tractors need to be replaced because they are bald. This caused problems with plowing. The landscaper is helping with acquisition of new tires. The truck went into a ditch and needed to be towed; needs some repair.
2. Snow removal was completed by 12:30 am Tuesday morning. Discussion was held regarding the process, in particular, the clearing of the parking lots. Maintenance Staff and many residents assisted others to clear snow from cars. Snow removal was hindered by minimal staff, many cars and where to put the snow.

New Business

1. Congregate Kitchen Appliances – Ms. Mack is waiting for one more proposal to replace the refrigerator, freezer and ice maker. Two proposals received ranged from $6,200 to $11,000. Quality needs to be good. Equipment is old, leaking and not freezing properly. Mr. Geel has indicated there is sufficient Congregate funding for the replacements. Ms. Pflueger questioned the condition of the remaining appliances in the kitchen. Ms. Mack noted the stove top and oven are old. It was suggested to obtain quotes for potential replacement. The dishwasher is okay. Mrs. Anderson noted a special meeting will be held when the quote is received and additional charges, such as delivery and equipment removal, have been determined.

Old Business

1. Internal Controls Policy – to be discussed at the next meeting.
2. Gutter Quotes – Ms. Vega received answers to the questions forwarded to her. Quotes were much the same. She discussed the details of the work to be completed. Two vendors have done work for the Town in the past. Discussion was held regarding the timeframe noting work could be started in the spring or could be deferred until July depending on funding. Gutter guard and screen removal was discussed. Mrs. Anderson noted a decision should be made by the end of April and, if this work is approved, could be added to the excess cash project list. Ms. Vega was requested to look at other projects that could be funded also.
3. Tenant Representative Election Update – two candidates have been campaigning. Voting day is March 2. Process has been followed. Poll is open from 9:00 am to 6:30 pm; immediately after they will count and announce the winner.
4. On-Site CNA Discussion – Ms. Mack noted the last discussion was to not do the review as the Congregate was not looking to request any grants. However, after that discussion, it was decided that the elevator needs to be fixed. It was agreed to submit for the CNA so grants can be requested. Mrs. Anderson suggested discussion should be moved to the March meeting.
5. Maintenance Equipment for Snow Removal – Ms. Mack noted there is a grant under the Workers Compensation insurance plan offering up to $500,000 for safety/security. They are discussing the possibility of obtaining a heated bobcat. Ms. Mack would like to call vendors to see if this piece of equipment could be rented/leased for the season. Grant will be applied for; information will be discussed at the next meeting.
6. Insurance Coverage Information – Ms. Mack will have information for the next meeting.

Public Comments

Rose Trapasso, Unit 131 – crews did an excellent job in clearing the snow. Fernando did an excellent job in getting cars moved to clear the snow.

Adjournment
There being no further business, motion was made by Mrs. Bova to adjourn the meeting at 5:54 pm. Seconded by Ms. Pflueger. Approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

Stern Village

	LINE ITEM DESCRIPTION	2024 ACTUAL	2025 ACTUAL	Annualized 2026 ACTUAL*	2026 BUDGET	VARIANCE	2027 BUDGET	2027 ADJUST +/-	COMMENTS / NOTES
1	Rent Revenue-Gross Potential (Tenant's Portion)	865,755	1,125,392	1,181,502	1,170,900	10,602	1,198,380	27,480	Rent Increase / Tenant COLA
2	Rental Income-Excess of Base	229,908	108,058	98,010	114,000	(15,990)	132,240	18,240	Due to Base Rent realignment
12	Excess Utilities	71	364	0	0	0	0	0	
13	Rent Revenue- Insurance	0	0	0	0	0	0	0	
14	Special Claims Revenue	0	0	0	0	0	0	0	
15	Retained Excess Income	0	0	0	0	0	0	0	
16	**Total Rent Revenue (GPI @ 100% Occupancy)**	1,095,734	1,233,814	1,279,512	1,284,900	(5,388)	1,330,620	45,720	4%
17	Apartments- Vacancy	93,200	115,775	92,490	58,545	33,945	59,919	1,374	
21	Miscellaneous (other vacancy)	0	0	0	0	0	0	0	
22	**Total Vacancies**	93,200	115,775	92,490	58,545	33,945	59,919	1,374	
23	**Net Rental Revenue (Rent Revenue Less Vacan**	1,002,534	1,118,039	1,187,022	1,226,355	(39,333)	1,270,701	44,346	
25	Financial Revenue- Project Operations	29,261	27,615	24,506	25,000	(495)	23,000	(2,000)	
28	Revenue from Investments- Miscellaneous	0	0	0	0	0	0	0	
29	**Total Financial Revenue**	29,261	27,615	24,506	25,000	(495)	23,000	(2,000)	
30	Laundry & Vending Revenue	10,807	16,093	18,557	13,000	5,557	16,000	3,000	
31	NSF & Late Fees	0	0	0	0	0	0	0	
32	Damages & Cleaning Fees	0	0	0	0	0	0	0	
33	Forfeited Tenant Security Deposits	0	0	0	0	0	0	0	
34	Sales & Service to Tenants (including Cable TV fe	653	1,684	1,386	2,500	(1,114)	1,500	(1,000)	
35	Interest Reduction Payments	0	0	0	0	0	0	0	
36	Grant Income-Capital Grant-Unrestricted	0	0	0	0	0	0	0	
37	Grant Income-Capital Grant-Temporarily Restricte	0	0	0	0	0	0	0	
38	Miscellaneous Revenue	0	6,229	4,985	2,500	2,485	2,500	0	Insurance Dividends & Other
39	**Total Other Revenue**	11,460	24,006	24,927	18,000	6,927	20,000	2,000	
40	**TOTAL REVENUE**	1,043,255	1,169,660	1,236,455	1,269,355	(32,901)	1,313,701	44,346	6%
41	Conventions & Meetings	6,166	7,337	2,478	6,500	(4,022)	7,000	500	
42	Management Consultants	0	0	0	0	0	0	0	
43	Advertising & Marketing	2,554	927	0	2,500	(2,500)	2,000	(500)	re-open waitlist
46	Office Salaries	240,376	260,262	229,893	256,120	(26,227)	206,339	(49,781)	Per Salary Schedule
50	Office Supplies	5,026	3,077	3,498	4,750	(1,252)	4,250	(500)	
51	Management Fee	0	0	0	0	0	0	0	
52	Manager or Superintendent Salaries	0	0	0	0	0	0	0	
53	Administrative Rent Free Unit	0	0	0	0	0	0	0	
54	Legal Expense (Project)	9,191	6,611	9,269	16,500	(7,232)	16,750	250	Tenant evictions, General Legal, Union
55	Audit Expense	23,903	18,000	18,000	20,000	(2,000)	20,000	0	
56	Bookkeeping Fees/Accounting Services	71,520	73,920	74,880	74,880	0	76,000	1,120	
57	Telephone & Answering Service	1,803	4,878	5,651	5,000	651	5,500	500	Cellphones and Robocall
58	Bad Debts	2,704	4,736	0	1,000	(1,000)	1,000	0	
59	State Service Charge - Administrative	0	0	0	0	0	0	0	
60	Miscellaneous Administrative Expenses	34,038	21,384	28,626	23,750	4,876	36,400	12,650	See Attached
61	**Total Administrative Expenses**	397,281	401,132	372,294	411,000	(38,706)	375,239	(35,761)	1%
62	Fuel Oil/ Coal	0	0	0	0	0	0	0	
63	Electricity	32,846	43,992	38,313	38,500	(187)	38,500	0	
64	Water	27,541	27,354	26,817	31,500	(4,683)	31,500	0	Increase w/ Occupancy
65	Gas	3,059	3,672	4,787	4,250	537	5,250	1,000	
66	Sewer	0	0	0	0	0	0	0	
67	Cable Television	4,458	4,609	4,674	4,750	(76)	4,750	0	Includes Office Phone
68	**Total Utilities Expense**	67,904	79,627	74,591	79,000	(4,410)	80,000	1,000	7%

Stern Village

	LINE ITEM DESCRIPTION	2024 ACTUAL	2025 ACTUAL	2026 ACTUAL* (Annualized)	2026 BUDGET	VARIANCE	2027 BUDGET	2027 ADJUST +/-	COMMENTS / NOTES
73	Exterminating Contracts	5,270	1,980	5,955	3,500	2,455	4,000	500	
76	Garbage & Trash Removal	24,570	23,355	23,457	25,000	(1,543)	25,000	0	Inflationary
81	Grounds Contracts	0	0	0	0	0	47,700	47,700	Landscaping / Triming
82	Repairs Payroll	170,583	175,533	126,857	188,951	(62,095)	182,374	(6,577)	Per Salary Schedule
83	Repairs Material	37,645	34,460	34,997	38,054	(3,058)	35,500	(2,554)	
84	Repairs Contracts	22,231	45,690	29,442	32,650	(3,208)	35,500	2,850	See Attached
85	Elevator Maintenance Contract	0	0	0	0	0	0	0	
86	Heating/Cooling Repairs & Maintenance	28,692	44,008	16,914	49,500	(32,586)	39,438	(10,062)	HVAC cleaning and Service
87	Swimming Pool Maintenance Contract	0	0	0	0	0	0	0	
88	Snow Removal	0	0	51,570	0	51,570	0	0	
89	Decorating (Painting) Contract/Payroll	0	0	0	0	0	0	0	
90	Decorating Supplies	0	0	0	0	0	0	0	
91	Vehicle & Maint. Equip. Operation & Repair	8,653	10,049	12,602	7,500	5,102	8,000	500	Increase for Equipment repairs
92	Miscellaneous Operating & Maintenance	7,592	11,467	22,505	17,500	5,005	17,500	0	Appliances and Cameras
93	**Total Operating & Maintenance Expenses**	305,236	346,542	324,297	362,655	(38,358)	395,012	32,357	22%
94	Real Estate Tax	28,190	31,434	34,563	34,563	(0)	35,864	1,300	Per Agreement
95	Payroll Taxes (project share)	31,281	33,023	26,423	37,831	(11,409)	36,928	(903)	Per salary
96	Miscellaneous Taxes, Licenses, Permits	0	0	0	0	0	0	0	
97	Property & Liability Insurance	75,945	86,255	90,654	94,500	(3,846)	98,500	4,000	8% per industry
98	Fidelity Bond Insurance	0	0	0	0	0	0	0	
99	Workmen's Compensation	10,720	28,784	23,519	27,250	(3,732)	28,500	1,250	
100	Health Insurance & Other Employee Benefits	46,415	40,724	49,986	40,862	9,124	54,000	13,138	8%
101	Pension Expense	5,566	7,768	6,996	11,694	(4,698)	9,659	(2,035)	Per salary
102	Other Post-Employment Benefits Expense	0	0	0	0	0	0	0	
103	Other Insurance	0	0	0	0	0	0	0	
104	**Total Taxes & Insurance**	198,117	227,988	232,140	246,700	(14,560)	263,450	16,750	13%
106	**TOTAL OPERATING EXPENSES**	968,538	1,055,289	1,003,322	1,099,355	(96,034)	1,113,701	14,346	11%
107	**OPERATING INCOME (LOSS)**	74,717	114,371	233,133	170,000	63,133	200,000	30,000	
113	Replacement Reserve Deposits	45,847	26,281	270,045	170,000	100,045	200,000	30,000	Increased for Unit Turns and Split Unit Replac
114	Operation & Maintenance Escrow Acct. Deposits			0	0	0	0	0	
115	Operating (Other) Reserve Deposits	0	0	0	0	0	0	0	
116	**CASH FLOW AFTER RESERVES**	28,870	88,090	(36,912)	(0)	(36,912)	(0)	(0)	

CONGREGATE

	LINE ITEM DESCRIPTION	2024 ACTUAL	2025 ACTUAL	Annualized 2026 ACTUAL*	2026 BUDGET	VARIANCE	2027 BUDGET	2027 ADJUST +/-	COMMENTS / NOTES
1	Rent Revenue- Gross Potential (Tenant's Portion)	180,728	180,281	176,964	185,388	(8,424)	191,083	5,695	Base Rent Increase $25
2	Rental Income-Excess of Base	0	0	0	0	0	0	0	
3	Tenant Assistance Payments (HAP Receipts)	0	0	0	0	0	0	0	
4	Tenant Assistance Payments (RAP Receipts)	0	0	0	0	0	0	0	
5	Tenant Assistance Payments (ERAP Receipts)	0	0	0	0	0	0	0	
6	Tenant Assistance Payments - Congregate	54,744	74,799	91,877	86,772	5,105	91,877	5,105	Per tenant incomes
15	Retained Excess Income	0	323	38	0	38	0	0	
16	**Total Rent Revenue (GPI @ 100% Occupancy)**	235,472	255,403	268,879	272,160	(3,281)	282,960	10,800	4%
17	Apartments- Vacancy	8,150	24,923	13,029	13,608	(579)	14,148	540	5% rate
21	Miscellaneous (other vacancy)	0	0	0	0	0	0	0	
22	**Total Vacancies**	8,150	24,923	13,029	13,608	(579)	14,148	540	
23	**Net Rental Revenue (Rent Revenue Less Vacancy)**	227,322	230,480	255,851	258,552	(2,701)	268,812	10,260	
24	**Elderly & Congregate Serv. Income (attach schedule)**	411,634	439,020	464,706	464,941	0	486,540	21,599	$50 Services Increase
25	Financial Revenue- Project Operations	446	494	398	500	(102)	500	0	
28	Revenue from Investments- Miscellaneous	0	0	0	0	0	0	0	
29	**Total Financial Revenue**	446	494	398	500	(102)	500	0	
30	Laundry & Vending Revenue	2,996	3,796	4,723	4,500	223	4,250	(250)	
31	NSF & Late Fees	0	0	0	0	0	0	0	
32	Damages & Cleaning Fees	0	0	0	0	0	0	0	
33	Forfeited Tenant Security Deposits	0	0	0	0	0	0	0	
34	Sales & Service to Tenants (including Cable TV fees)	370	100	2,325	0	2,325	0	0	
35	Interest Reduction Payments	0	0	0	0	0	0	0	
36	Grant Income-Capital Grant-Unrestricted	0	0	0	0	0	0	0	
37	Grant Income-Capital Grant-Temporarily Restricted	0	0	0	0	0	0	0	
38	Miscellaneous Revenue	2,827	3,014	4,577	500	4,077	500	0	Insurance Dividends
39	**Total Other Revenue**	6,193	6,910	11,625	5,000	6,625	4,750	(250)	
40	**TOTAL REVENUE**	645,595	676,904	732,579	728,993	3,821	760,602	31,609	4%
41	Conventions & Meetings	395	200	0	375	(375)	1,175	800	Conference / Training
42	Management Consultants	0	0	0	0	0	0	0	
43	Advertising & Marketing	344	0	0	800	(800)	600	(200)	Waitlist
45	Other Renting Expenses	0	0	0	0	0	0	0	
46	Office Salaries	49,528	56,654	51,787	53,077	(1,290)	53,204	127	Per Salary Schedule
50	Office Supplies	2,486	1,401	309	1,800	(1,491)	1,600	(200)	
54	Legal Expense (Project)	13,854	6,255	778	4,750	(3,972)	4,250	(500)	Tenant Evictions / Union
55	Audit Expense	2,000	2,000	2,001	2,250	(249)	2,250	0	
56	Bookkeeping Fees/Accounting Services	14,400	9,240	9,360	9,360	0	9,600	240	
57	Telephone & Answering Service	3,148	4,388	5,547	4,250	1,297	3,120	(1,130)	Switched to Charter for telephone
58	Bad Debts	0	2,942	0	0	0	0	0	
60	Miscellaneous Administrative Expenses	6,783	7,119	3,243	5,250	(2,007)	9,100	3,850	See Attached
61	**Total Administrative Expenses**	92,938	90,199	73,025	81,912	(8,887)	84,899	2,987	4%
62	Fuel Oil/ Coal	0	0	0	0	0	0	0	
63	Electricity	25,892	32,592	28,191	32,000	(3,809)	32,250	250	
64	Water	8,550	9,875	10,186	10,000	186	10,750	750	
65	Gas	11,155	9,623	8,880	8,500	380	9,750	1,250	
66	Sewer	0	0	0	0	0	0	0	
67	Cable Television	3,700	3,694	3,831	4,000	(169)	4,000	0	
68	**Total Utilities Expense**	49,297	55,784	51,089	54,500	(3,411)	56,750	2,250	4%

CONGREGATE

	LINE ITEM DESCRIPTION	2024 ACTUAL	2025 ACTUAL	2026 ACTUAL* (Annualized)	2026 BUDGET	VARIANCE	2027 BUDGET	2027 ADJUST +/-	COMMENTS / NOTES
73	Exterminating Contracts	1,180	245	163	1,250	(1,087)	2,250	1,000	
74	Operating & Maintenance Rent Free Unit	0	0	0	0	0	0	0	
75	Exterminating Supplies	0	0	0	0	0	0	0	
76	Garbage & Trash Removal	2,730	2,595	2,640	3,000	(360)	3,150	150	
77	Security Payroll/ Contracts	0	0	0	0	0	0	0	
82	Repairs Payroll	19,136	19,503	13,582	20,995	(7,413)	21,042	47	Per Salary Schedule
83	Repairs Material	3,900	1,682	58	1,891	(1,833)	1,689	(202)	
84	Repairs Contracts	23,250	19,182	38,550	36,725	1,825	32,000	(4,725)	See Attached
85	Elevator Maintenance Contract	5,400	3,533	5,750	5,750	0	6,750	1,000	Maintenance Contract and Calls only
86	Heating/Cooling Repairs & Maintenance	2,840	11,198	348	4,750	(4,402)	5,250	500	Heating service calls
91	Vehicle & Maint. Equip. Operation & Repair	50	0	77	0	77	0	0	
92	Miscellaneous Operating & Maintenance	1,496	1,707	0	1,750	(1,750)	1,850	100	Appliances & Other
93	**Total Operating & Maintenance Expenses**	59,982	59,645	61,169	76,111	(14,942)	73,981	(2,130)	-3%
94	Real Estate Tax	5,341	3,147	6,122	6,122	0	6,362	240	Per Agreement
95	Payroll Taxes (project share)	6,180	5,298	4,574	6,296	(1,722)	7,053	757	Salary Schedule
96	Miscellaneous Taxes, Licenses, Permits	0	0	0	0	0	0	0	
97	Property & Liability Insurance	10,298	12,070	12,386	13,500	(1,114)	14,250	750	
98	Fidelity Bond Insurance	0	0	0	0	0	0	0	
99	Workmen's Compensation	1,852	4,318	3,528	3,500	28	3,850	350	
100	Health Insurance & Other Employee Benefits	8,041	6,629	8,229	7,889	340	9,078	1,189	
101	Pension Expense	500	1,753	1,606	2,222	(616)	1,839	(383)	Salary Schedule
102	Other Post-Employment Benefits Expense	0	0	0	0	0	0	0	
103	Other Insurance	0	0	0	0	0	0	0	
104	**Total Taxes & Insurance**	32,212	33,215	36,444	39,529	(3,084)	42,432	2,904	7%
105	**Elderly & Congregate Serv. Expense**	411,934	441,344	464,706	464,941	0	486,540	21,599	
106	**TOTAL OPERATING EXPENSES**	646,362	680,187	686,433	716,993	(30,324)	744,602	27,610	4%
107	**OPERATING INCOME (LOSS)**	(767)	(3,283)	46,146	12,000	34,146	16,000	3,999	
113	Replacement Reserve Deposits			0	12,000		16,000	4,000	
114	Operation & Maintenance Escrow Acct. Deposits		1,231	0	0		0	0	
115	Operating (Other) Reserve Deposits			0	0		0	0	
116	**CASH FLOW AFTER DEBT SERVICE**		(4,514)	46,146	0		(0)	(1)	

		Actual 2024	Actual 2025	Budget 2026	Projected 2026	Budget 2027	COMMENTS
CONGREGATE REVENUE - ALL SERVICES							
7010	Tenant Contribution - Congregate Services	203,121	177,316	175,788	185,945	197,388	$50 Services Increase
7020	Tenant Contribution - Assisted Living Services						
7011	Other Income/Meals	13	5		50		
2811	State Subsidy - Congregate Core Services	186,858	237,901	264,853	258,486	264,852	Per April Rent Roll
2811	State Subsidy - Congregate Expanded Core Services	21,642	24,300	24,300	20,225	24,300	Per DOH allowance
2811	State Subsidy - ALSA						
	TOTAL REVENUE CONGREGATE SERVICES	411,634	439,522	464,941	464,706	486,540	5%
CONGREGATE CORE SERVICE EXPENSES							
8100	**HOUSE MANAGEMENT**						
8101	Bookkeeping/Reception (See Page 2)	8,940	9,240	9,360	9,360	9,600	
8102	House Manager Salary (See Page 2)	16,947	19,433	20,430	20,326	20,856	Per Salary Schedule
8103	Attendants' Salary (See Page 2)						
8104	Overtime/Vacation Overlap (See Page 2)						
8105	Fringe Benefits (See Page 2)	1,983	2,403	2,386	2,290	3,108	Per Salary Schedule
8106	Payroll Taxes (See Page 2)	3,524	1,654	1,634	1,344	1,981	Per Salary Schedule
8107	Workers' Compensation Insurance (See Page 2)	463	762	250	622	275	
8108	Outside Security Services (See Page 2)	165,457	179,361	184,861	185,790	190,435	Minimum wage increase estimate
	TOTAL HOUSE MANAGEMENT	197,314	212,853	218,921	219,733	226,255	3%
8200	**HOUSEKEEPING**						
8201	Chore Service Salary (See Page 2)	4,037	0	0	0	0	
8202	Cleaning of Common Areas (See Page 2)	18,677	23,643	24,690	27,917	28,615	Minimum wage increase estimate
8203	Laundry (non tenant)						
8204	Cleaning Supplies (See Page 2)	4,028	4,138	4,750	6,446	4,785	
	TOTAL HOUSEKEEPING	26,742	27,781	29,440	34,363	33,400	13%
8300	**MEAL EXPENSE**						
8301	Food Cost (See Page 2)						
8302	Meal Services (See Page 2)	165,153	178,585	190,530	190,531	200,385	$1 per meal increase confirmed
8303	Kitchen Supplies/Utensils (See Page 2)	1,083	1,185	1,750	1,116	2,200	
8304	Utilities (See Page 2)	0	0				
	TOTAL MEAL EXPENSE	166,236	179,770	192,280	191,647	202,585	5%
8400	**SOCIAL SERVICE**						
8401	Social Service Salary (See Page 2)						
8402	Supplies (See Page 2)	0	0				
	TOTAL SOCIAL SERVICES	0	0	0	0	0	
	TOTAL EXPENSE - CORE SERVICES	390,292	420,404	440,641	445,743	462,240	5%
EXPANDED CORE SERVICES							
9001	Resident Services Coordinator (See Page 3)	15,177	15,125	17,820	15,943	17,820	
9002	Wellness/Preventive Program (See Page 3)	6,465	5,815	6,480	3,021	6,480	
9003	Emergency Transportation (See Page 3)						
	TOTAL EXPENSE - EXPANDED CORE	21,642	20,940	24,300	18,963	24,300	
	TOTAL CONGREGATE EXPENSES	411,934	441,344	464,941	464,706	486,540	
	NET INCOME	(300)	(1,822)	0	(0)	(0)	

Miscellaneous Admin

	Village	Congregate
Software	6,750.00	1,250.00
IT	4,500.00	2,000.00
Computers	4,000.00	2,250.00
Copier Replacement	3,750.00	
Cameras	5,000.00	1,500.00
Payroll/Bank Fees	3,600.00	1,200.00
Staff Morale	1,500.00	250.00
Membership fees	1,750.00	250.00
Clerk Fee	1,500.00	
Resident Activities	2,500.00	
Credit Checks	550.00	200.00
Copier Usage	350.00	
Other Misc.	650.00	200.00
	36,400.00	9,100.00

Contract Maintenance

	Village	Congregate	
Plumbing Repairs	10,000.00	3,750.00	As Needed
Tree Pruning	12,000.00		Preventive
Fire and Sprinkler Contract		10,250.00	Contract+
Sewer Maintenance	5,500.00		Preventive
General Repairs	4,000.00	5,500.00	As Needed
Electrical Repairs	2,800.00	2,750.00	As Needed
Inspections and Cleanings	1,200.00	2,250.00	Historical
Elevator Repairs		7,500.00	As Needed
	35,500.00	32,000.00	