Trumbull Housing Authority
Regular Meeting
Tuesday, June 23, 2026
Stern Village Community Room
5:00 pm

Agenda

Call To Order

Pledge of Allegiance/Roll Call

Approval of Minutes - Regular Meeting Minutes of May 26, 2026

Reports

1. Director of Finance
2. Congregate Manager
3. Resident Service Coordinator
4. Treasurer and Discussion of Financials
5. Interim Executive Director

New Business

Old Business

1. Update – Village Senior Affordable Housing Upgrade Community Program
2. Update – Funding for Congregate Kitchen Equipment
3. Update – Maintenance Staff Status
4. Discussion and Approval of Internal Control Policies
    a. Internal Control Process – Cash Disbursements; Audit Area: Accounts Payable
    b. Internal Control Process – End of the Month Financial Reporting
    c. Internal Control Process – Accounts Receivable; Audit Area: Accounts Receivable/Rent Revenue
5. Update – Signature Policy
6. Update - Insurance Coverage for THC

Next Meeting: July 28, 2026

Adjournment

Trumbull Housing Authority Meeting
Tuesday, May 26, 2026
5:00 pm
Stern Village, Community Room

Commissioners Present: Kathleen McGannon, Laurel Anderson, Charlene Pederson, Sara Pflueger and Les Miller (entered the meeting at 5:06 pm)

Also Present: Jacqueline Vega, Interim Executive Director; Dawn Cantafio, Director of Finance, Lisa Alhabal, Resident Service Coordinator; Anne McGee, Congregate Manager; Gail Ayotte, Housing Clerk and Jason Geel, Accountant

Meeting was called to order at 5:02 pm by Mrs. McGannon followed by the Pledge of Allegiance and Roll Call.

Past Minutes
Ms. Pederson motioned to approve the Regular Meeting minutes of April 28, 2026; seconded by Mrs. Anderson. Approved by unanimous consent.

Review of Commissioners Role in THA
Mrs. Anderson motioned to defer the review of commissioners roles in the THA to later in the meeting; seconded by Ms. Pederson. Approved by unanimous consent.

Election of Treasurer
Ms. Pederson nominated Sara Pflueger for the position of Treasurer; seconded by Mrs. Anderson. Approved by unanimous consent.

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

1. Three internal control policies will be presented under Old Business.
2. Fobs have been received for the Congregate.

Mrs. McGannon announced the Village Senior Affordable Housing Upgrade Community Program has advanced through the proper house committee in the amount of $618,067. Expect to receive what was requested.

Mr. Miller entered the meeting at 5:06 pm.

Mrs. Cantafio noted this funding was requested for projects in the Congregate - HVAC on the first and second floor, new elevator, gutters, doors and handles. For Village – new door handles and security updates for all units. Should cover all projects in the request; award is expected in September/October when it is fully approved.

Report of Congregate Manager
Mrs. McGee reported the following:

1. 34 occupied units; 2 unoccupied. One unit is being shown to applicants; one unit will be ready next week.

2. Food Pantry – room has been cleared and updated with shelving. Contact was made with the Democratic Town Committee for a food drive in the next few months.

Resident Service Coordinator
Ms. Alhabal reported the following:

1. The Mother's Day Luncheon held on May 6 was well attended.
2. The Mobile Food pantry was held on May 14 and served 46 residents; in-house pantry served 22 residents mostly from the Congregate.
3. Clear Captions presentation was held on May 19. Four residents came to access the free phone service.
4. Police Chief Lombardo has been provided potential dates for a safety presentation as well as an introduction of the new Wellness Dog.
5. A Memorial Day program was held on May 22 with refreshments.
6. Dance time is scheduled for May 27 and June 10 at 2:30 pm for all residents. Sponsored by the Activities Committee.
7. Working with residents on procuring in-home services and other home services that are available.
8. A Father's Day Program is scheduled for June 17 at noon.
9. The National Association of Health will be presenting a program June 25 on mind games. This includes games that stimulate and maintain memory and a healthy brain.
10. New food pantry items collected are shared with the Congregate. With the new shelving, it will be more organized.

Treasurer's Report and Discussion of Financials
Ms. Pflueger summarized the nine-month period ending April 30, 2026. Highlights are posted with the meeting agenda.

Both programs for the Congregate and Stern Village continue to operate ahead of budget as of April 30 with a combined Operating Gain of approximately $232,000 as a result of costs savings. $200,000 of that amount is allocated to approved unit maintenance. Cash balances remain adequate. The Congregate balance increased due to the DOH subsidy and the Village balance, as of April 30, is being held for unit repairs. A large portion of the balance was spent last week for the unit improvements. There was nothing unusual or unbudgeted requiring Board action. **Ms. Pflueger moved the Board accept the financials as presented; seconded by Mrs. Anderson. Motion passed - 4 (McGannon, Anderson, Pederson, Pflueger) – 1 (Miller) – 0.**

Mr. Geel commented that the net results this year have been obligated into additional unit repairs. Finalizing remaining repairs - $25,000 remains. For next year's budget, they hope to use the same process for expenditures. Expenses are on budget; no excess cash at this time. Fund transfers were made according to policy for cash through the end of the year. HVAC cleaning is being discussed. Cash in excess of payables is returnable to the State. Cash must be encumbered to prevent the need to refund the State.

Mr. Miller questioned the status of the AC in the Congregate. It was noted this is part of the grant received for $618,067 as well as other repairs. Maintenance contract is included. Mr. Miller questioned the bidding/award process for projects. The process was reviewed and it was noted the lowest responsible bidder is chosen, not always the lowest bidder. He is looking for the process to be done correctly and projects to be completed accurately.

Interim Executive Director's Report

Ms. Vega reported the following:

Property Manager:

1. 174 occupied units; 12 unoccupied units. Five are ready with lease signings June 1, two have interviews scheduled, one pending. Gail Ayotte was introduced as the new Housing Clerk who has been assisting with the property manager duties in conjunction with some Congregate duties. Twenty-five applications were sent out; currently 77 on the Wait List. Five units are with Maintenance Staff for work; the two contractor units are completed. Should be able to house three additional people in the June/July timeframe. Condolences were expressed for two unexpected move-outs this month; families will be returning keys.
2. Work Orders are being closed out; some are project based. Looking to use funds for painting and floors where necessary and putting hood fan work off until completed.

Interim Executive Director:

1. Received packet from CHFA to move forward for the Priority Needs funds for the Congregate. This will cover new kitchen equipment because it affects the Core Services.
2. Continuing to attend meetings to introduce Stern to the community. Giovanna Mozzo, PD Social Worker, was introduced to Ms. Alhabal for coordination of social work services.
3. Continues to update accounts.
4. Update was completed with the TD scanner for banking that allows the processing of checks to be completed in-house.
5. Anticipate hiring one individual for a maintenance staff position by June 1; waiting for paperwork.

Review of Commissioners Roles in the THA

Ms. Pederson reviewed the roles noting the Board is the governing body and has broad powers. Specific oversight items were reviewed according to State statute. The job of the Board is to provide the leadership that enables the Housing Authority to fulfill its mission. The Board is involved with policies and procedures/governance but not in the daily activities of the Authority. The Executive Director and her team are responsible for daily activities. Meetings were explained with regard to regular and special meetings and executive sessions where sensitive information is discussed. Finances/spending are also areas of input.

Old Business

1. Internal Controls Policy – Mrs. Cantafio discussed three policies for a first reading to be approved at the June regular meeting. All Staff/Board input received has been incorporated into the policies. The three policies were requested by the auditors after the last review. Not doing anything incorrectly; need staff to memorialize information according to policy.
    a. Internal Control Process - Cash Disbursements; Audit Area: Accounts Payable
    b. Internal Control Process - End of the Month Financial Reporting
    c. Internal Control Process - Accounts Receivable; Audit Area: Accounts Receivable/Rent Revenue

Mrs. Anderson questioned if there is a policy to designate who can sign and how they get authority to sign. After discussion, Mrs. Cantafio will develop a policy. Mr. Miller questioned the generation of receipts for payments by residents. Staff noted residents are welcome to request a receipt for any payments. Mr. Geel noted rent payments are received in various ways and receipts have not automatically been given but they can be generated, if requested.

2. Mrs. Anderson requested Ms. Vega verify that the THA insurance still covers the THC under its policy on renewal.

Executive Session
Ms. Pederson motioned to enter into Executive Session to discuss staffing at 5:47 pm; seconded by Mrs. Anderson. Motion passed - 4 (Pflueger, McGannon, Anderson, Pederson) – 1 (Miller) – 0. In attendance were the Board members and Ms. Vega. **Ms. Pflueger motioned to exit Executive Session at 7:07 pm; seconded by Ms. Pederson. Approved by unanimous consent.**

Adjournment
There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 7:08 pm; seconded by Mr. Miller. Approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk