Trumbull Housing Authority Regular Meeting
Tuesday, September 22, 2026
Stern Village Community Room
5:00 pm

Agenda

Call To Order

Pledge of Allegiance/Roll Call

Approval of Minutes - Regular Meeting Minutes of July 28, 2026
Special Virtual Meeting of September 8, 2026

Reports

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

New Business

1. Discussion of New Board Policy to Cover Emergency Spending Requests
2. Review of Rehab Tracker

Old Business

1. Status of Priority Needs Application

Executive Session
to discuss upcoming snow removal contract and to review quotes received for gutters.

Next Meeting: October 27, 2026

Adjournment

Trumbull Housing Authority Meeting – July 28, 2026

Trumbull Housing Authority Meeting
Tuesday, July 28 2026
5:00 pm
Stern Village, Community Room

Commissioners Present: Kathleen McGannon, Laurel Anderson, Charlene Pederson, Sara Pflueger and Les Miller

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

Meeting was called to order at 5:00 pm by Mrs. McGannon followed by the Pledge of Allegiance and Roll Call.

Past Minutes
Mrs. Anderson motioned to approve the minutes of June 23, 2026 as written; seconded by Ms. Pflueger. One correction – Page 2, last paragraph, should read "Mr. Geel". **Approved with one abstention from Ms. Pederson.**

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

1. Continuing to monitor orders and purchases for all units. Still doing upgrades; looking for ways to improve the units.
2. There were a lot of refrigerators that needed replacement recently.
3. Continues to discuss options with staff to obtain best pricing.

Mr. Miller requested a copy of last month's expenditures; Mrs. Cantafio will provide a copy from the financials previously distributed.

Report of Congregate Manager
Mrs. McGee reported the following:

1. Two units are vacant. Several applicants have come in for interviews. Maintenance staff are true "super stars" with the renovations.
2. August 25, 1939 was proclaimed as Wizard of Oz Day despite the fact that the film was released on August 13, 1939. August 3 is being proclaimed as Wizard of Oz Day at the Congregate.
3. Outdoor activities are planned but are dependent on the weather.

Resident Service Coordinator
Ms. Vega reported the following for Ms. Alhabal:

1. Tenants are enjoying the Dance and Groove sessions that started on June 24. The Activities Committee will be having Dance to the Music sessions from 2:30-3:30 and every other Wednesday until August 19.
2. June 25 – presentation on having a Healthy Brain and Mind Games was enjoyed by 16 residents.
3. June 27 – food delivery was received from the Trumbull Democratic Town Committee; very appreciative of the food received. Inventory has been completed; for the next drive they will have a list of needs. They were able to supply items to both pantries.
4. June 30 – Music on the Lawn at the Congregate Building was a huge success. Italian ices were enjoyed and music was provided by Tony Castle.

5. July 7 – Homecare agency presentation cancelled due to weather.
6. July 9 – Mobile Food Pantry was on-site; 51 residents participated; 23 residents have received food from the in-house pantry so far this month.
7. July 15 – Summer Blast Luncheon; 25 residents participated and enjoyed the delicious food.
8. August 5 – Activities Committee will be having an ice cream social from 1-3 pm during game day.
9. August 18 – Lunch and Paint and Sip session.
10. Working on the Medicare update presentations for residents and attending webinars on the changes for 18-64 year old disabled that may lose SNAP and Medicaid/Husky benefits in 2027. Justice in Aging webinar indicated the government is looking at additional information that may make more people lose benefits by having to prove they are on disability and unable to work.
11. Helping residents having trouble with benefits – SNAP benefits stolen, not receiving benefits for two months, redetermination information not received. Also helping with applications for new SNAP benefits and applying for in-home services.
12. Continue to work on conflict resolutions with residents.

Treasurer's Report and Discussion of Financials

Ms. Pflueger summarized the year-end report. Highlights are posted with the meeting agenda. Had a great year-end with Stern having a surplus of approximately $50,000 and Congregate a $30,000 surplus. Able to stay in budget, rent collections being good made it possible for management to have good cash balances and keep within budget.

Executive Director's Report

Ms. Vega reported the following as Property Manager:

1. 173 units are occupied; 13 unoccupied. Housed one individual this month with two move outs. Five units are ready with all units being identified to applicants; waiting for the five-day policy to make sure all credit/background checks are received. Ms. Ayotte has been handling these transactions.
2. Wait list is 42. Individuals have not been responding to the applications. Once the deadline passes, their name is withdrawn according to the Tenant Selection Plan. Six are being processed at this time. Sent the next 17 applications out. May be looking to open the Wait List in November (current list was opened in June 2025).

Ms. Vega reported the following as Executive Director:

1. Continues to update documents with appropriate names so they are current.
2. Working on quotes.
3. Was nominated to become a committee member of the Conn-Nahro Round Table. Will be working on round tables for other PHA on different topics.
4. Looking into options for funding in the future.

Old Business

1. Ms. Vega noted she created a Board file folder online that will include access to quotes, projects, excels. It is a shared link. Gutter and heat pump quotes and the project list will be posted for review.
2. Waiting on third party letters for the Priority Needs application. Need to indicate the status of the equipment. Once those are received, there is a visit from the Health Department on August 31. Hoping to finalize the application after that meeting and send in for consideration.
3. Ms. Cantafio presented the revised Signature Policy for a second reading. Topics included were reviewed. **Ms. Pederson motioned to approve the Signature Policy; seconded by Ms. Pflueger. Approved by unanimous consent.**

Housing Clerk

Ms. Ayotte reported the following:

1. Balancing the Housing Clerk and Property Manager position duties.
2. Taking seminars regarding recertifications and PHA webinars to learn how to use PHA and create new tenant packets to make it more streamlined when doing move-ins. Everyone would have access in the event she is unavailable.
3. Continues to meet with residents and is discussing what they might like for their units.

Mr. Miller remarked on the removal of a tree on the property by an outside vendor instead of the Maintenance Staff and the rehab of one unit. Brief discussion; Board members indicated topics should be brought to Management for resolution.

Executive Session

Mr. Miller motioned to enter into Executive Session to discuss staff compensation at 5:23 pm; seconded by Ms. Pflueger. Approved unanimously. In attendance were the Board members and Mr. Geel. **Mrs. Anderson motioned to exit Executive Session at 6:10 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 6:13 pm; seconded by Mr. Miller. Approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

Trumbull Housing Authority Special Virtual Meeting – September 8, 2026

Trumbull Housing Authority Virtual Special Meeting
Tuesday, September 8, 2026
3:30 pm

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

Absent: Les Miller

Also Present: Jacqueline Vega, Executive Director

Call to Order
The meeting was called to order at 3:33 pm by Chairman McGannon followed by the Pledge of Allegiance and Roll Call.

Mrs. McGannon noted the reason for the Special Meeting was to discuss emergency repair of a floor in a tenant unit. Ms. Vega gave a brief overview of the situation noting the unit was having a water issue. After investigation, it was determined there was water in the slab under the foundation. Remedy requires removal of the floor, repair of the problem and installation of a new floor. Insurance coverage is being investigated but still uncertain. Would need to put in a claim first.

The amount requested for repair is $6,500. After further discussion, **Ms. Pederson motioned to approve the contracts for the repair of the water damage; seconded by Mrs. Anderson. Approved unanimously.**

Mrs. Anderson requested a discussion item for the next regular meeting to address a mechanism authorizing a specific amount of money and giving authority to the THA Treasurer to review emergency requests as presented by the Executive Director under certain guidelines. This would avoid delays in the future.

Adjournment
Ms. Pederson motioned to adjourn the meeting at 3:42 pm; seconded by Ms. Pflueger. Approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk