

# Trumbull Housing Authority Virtual Meeting – January 25, 2022

Trumbull Housing Authority Virtual Meeting  
January 25, 2022  
6:00 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson, Charlene Pederson and Sara Pflueger (newly appointed Commissioner replacing Suzanne Donofrio)

Also Present: Executive Director Harriet Polansky, Accountant Jason Geel and Matthew Chown, Senior Associate for On-Site Insight

The meeting was called to order by Mrs. McGannon at 6:00 pm followed by the Pledge of Allegiance and Roll Call.

## **Resident Comments**

No resident comments.

Motion was made by Ms. Pederson to move Mr. Chown from New Business to review his report on the Congregate. Seconded by Mrs. Anderson and approved by unanimous consent. He briefly introduced himself and noted his firm has specialized in Capital Needs Assessments and Energy Audits for over thirty years throughout the country. A preliminary Capital Needs Assessment (CNA) was presented to the Commissioners for their review. The Excel file contained the capital projection over a twenty year time frame. The PDF was a narrative document reviewing the building systems and components, providing a description and what was found on their site review.

Mr. Chown reviewed some of the key areas they found on their site review that need attention. He noted the CNA is a twenty-year time frame of projected needs. Every building system and component has an industry standard Expected Useful Life. (EUL). A component is expected to reach its EUL before requiring repair or replacement. Over the twenty years, they have projected needs at \$2,031,888 inflated at 3% annually. Mr. Chown reviewed the short term work areas and site improvements.

They are required to fund this plan with an infusion of outside capital. Discussion of current funding was reviewed. The infusion amount is approximately \$1.9 million in year one that will maintain a positive reserve over twenty years and a minimum balance of \$44,000 at the end of year twenty.

Mrs. Anderson questioned the needs listed for 2022 and if any of them were first among equals. Mr. Chown noted anything that is considered life safety, having an impact on occupant comfort or an impact on the operation of the building would be high priority. If not addressed, they would become magnified and more costly. Areas to be considered are brickwork defects, front doors (although it may be possible to refurbish), railings on the stairs to bring them up to current safety standards and the elevator.

Ms. Polansky noted she is working with the Asset Manager from CHFA on a critical needs application. She noted they conduct a CNA to move forward with funding the projects. The State requires the CNA to show issues and costs. These are typically done every 5-6 years. It was noted they recommend updates so they are more accurate to the report users when changes are made at the facility.

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Mrs. Anderson requested consideration of a special meeting within the next several weeks, prior to the next Board meeting, that will focus on a review of the CNA and discussion of priorities, potential funding and to get a better understanding of the document. Mrs. McGannon will move forward with a special meeting for discussion of the CNA and will meet with Mr. Geel prior to the special meeting to review the document.

Mr. Chown noted, as part of the CHFA submission, they must prepare a Level 1 Energy Audit. The goal is to recommend changes that are easily fixable when appropriate. They determined four measures to be considered:

1. Convert exterior lights to LED
2. Convert remaining interior fixtures to LED
3. Install one gallon per flush model toilets
4. Install current energy star refrigerator units in the commercial area of the kitchen

The cost savings would be \$1,965 per year with implementation. These changes would be made at the appropriate replacement time for the components. It was noted the Congregate already has energy efficient improvements with the changes and upgrades made.

Any questions with regard to the CNA or Energy Audit should be forwarded to Mrs. McGannon.

### **Past Minutes**

Ms. Polansky made one change to the December 21, 2021 minutes – the first line of Page 3 should read “Ms. Polansky noted all smoke detectors have been replaced with a portion paid by HTCC.” Motion was made by Mrs. Anderson to accept the minutes of December 21, 2021 as amended. Seconded by Ms. Pederson and approved with one abstention from Ms. Pflueger.

### **Treasurer’s Report**

Mrs. Bova presented the financials from July 1, 2021 to December 31, 2021. The overall gain of the Housing Authority was \$42,840. The Operating Gain, before capital grants and depreciation, was \$24,343 of which \$22,848 is attributable to Stern Village and \$1,495 to Congregate.

For Stern Village, the current month’s Operating Loss was (\$4,381) compared to the budgeted gain of \$7,501. The loss is attributable to the purchase and installation of smoke detectors for 147 units totaling \$12,971. For the year, rental revenues have met budgeted amounts while maintenance expense now over budget for the year by \$32,089. The overage primarily consists of the \$12,971 smoke detector installation, \$6,000 in tree pruning costs last month and the \$19,100 full annual payment for HVAC cleaning.

For Congregate, the current month’s Operating Loss was (\$2,042) compared to a budgeted gain of \$601. The month’s loss is primarily due to annual sprinkler, fire alarm and generator services all occurring this month. As projected, Congregate continues to operate at roughly break-even for the year with the help of better than expected occupancy as vacancy losses are half of budgeted amounts so far this year.

The overall cash position of the Authority, including reserves, was \$637,361. Payables include construction payables totaling \$30,202.

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A snapshot of program balances are as follows:

<b>Stern Village</b>	<b><u>6/30/2021</u></b>	<b><u>11/30/21</u></b>	<b><u>12/31/21</u></b>	<b><u>YTD Change</u></b>
Cash	\$ 104,160	\$ 39,457	\$ 27,440	\$ (76,720)
Accounts Payable	\$ 75,128	\$ 63,698	\$ 71,329	\$ 3,799
Interprogram Loan	\$ 378,049	\$ 376,230	\$ 389,693	\$ 11,644
Reserves	\$ 506,831	\$ 506,993	\$ 507,068	\$ 237
Excess Cash	\$ (46,759)	\$ ( 94,553)	\$ (117,119)	
<b>Congregate</b>				
Cash	\$ 90,274	\$ 103,172	\$ 93,377	\$ 3,103
Accounts Payable	\$ 26,174	\$ 22,110	\$ 16,163	\$ 10,011
Interprogram Loan	\$ 378,049	\$ 376,230	\$ 389,693	\$ (11,011)
Reserves	\$ 9,471	\$ 9,474	\$ 9,476	\$ 5

Village cash decreased since the beginning of the year due primarily to payment of Radon abatement work related to the SSHP project totaling \$61,000, to be reimbursed with grant funds at project closeout. In addition, a reimbursement was made from Congregate in early January 2022 of approximately \$30,000.

Tenant Accounts Receivable balances as follows:

<b>Stern Village</b>	<b><u>6/30/20201</u></b>	<b><u># of Tenants</u></b>	<b><u>12/31/21</u></b>	<b><u># of Tenants</u></b>
One Month or Less	\$ (3,314)	50	\$ (4,031)	55
Over One Month Rent	\$ 3,051	4	\$ 1,973	2
Inactive AR	\$ 13,307	44	\$ 445	7
Total	\$ 13,044	98	\$ (1,612)	64
<b>Congregate</b>				
One Month or Less	\$ 606	5	\$ (289)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ 15,515	11	\$ 3,589	4
Total	\$ 16,121	16	\$ 3,300	9

Discussion was held regarding the lower cash level at Stern village at the end of December. Mr. Geel explained the transfer of funds, payments and the receipt of DOH money in January of \$50,000. The return of the \$61,000 was discussed which is expected at the close of the project but may not be until May, June or possibly later. Ms. Polansky noted they have a new Asset Manager, the prior individual retired, who is becoming familiar with the project. The State will not release the final payment until everything is finished and reviewed.

**Executive Director’s Report and Maintenance Activity Report**

Ms. Polansky noted the following:

1. Auditor will have a draft of the 2021 audit this week.

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2. An additional FEMA application was completed for \$21,000. She spoke to the representative and expects the award letter within two weeks.
3. Residents have been staying in because of the cold but the regulars have been using the Community Room. Until the Omicron variable subsides, they are being careful with contacts with other residents.
4. Thank you to the Town of Trumbull for providing a test kit to each household in the Village and the Congregate. Also thank you to the Department of Housing for providing additional test kits and N95 masks. Residents were informed about the free test kits being issued by the Federal government and Daisy worked with all residents to sign up so they will receive those kits also. Everyone has been very mindful of wearing their masks and that is greatly appreciated.
5. Thank you to Johanna Vitery of Saqina Art for providing kindness rocks for the residents today.
6. Stop and Shop on Quality Street has chosen Stern Village for their Community Bag Program for the month of February. For every bag sold, \$1 will be donated to the Village.
7. Mold prevention and mitigation measures have been addressed with the residents.
8. There are additional vacancies in the Village which are being rehabbed quickly. The problem is a back order for appliances from GE. It is hoped they will arrive in mid-February.
9. Maintenance has done a great job clearing the snow and ice. Additional delivery of salt was received. They handled 26 work orders for the Congregate and 89 for the Village from December 21 to January 21.
10. There were some frozen pipes in the Community Room which briefly affected nearby apartments. This has been addressed. They found pipes were not insulated correctly during the renovation and Ms. Polansky is working with Millennium on this point. The final payment to them has not been made.
11. Update on the rehab progress in the apartment that had the fire was given. The mitigation team came today and all bills will be sent to the insurance company. First, they have to mitigate the asbestos found in the tile on the floor. Ms. Polansky was asked to investigate the possibility of recovering lost rent.
12. A radon issue was discussed for Apartment #131. The appropriate rent rebate payment was made according to the agreement.

### **Congregate Updates**

Ms. Polansky noted the following:

1. Due to the Omicron variant, they are serving meals door to door. EP Maintenance fogged the area as a precaution. An additional FEMA application will be submitted when the invoice is received. The FEMA reimbursement level is \$3,300. The infection rate in the Congregate is controlled.
2. Working with the Asset Manager to get critical needs funding to make the upgrades to the elevator.

### **Bylaws: Consideration of Motion to Approve Revisions to Bylaws**

Ms. Pederson noted there needs to be a seven-day notice to the Commissioners so there cannot be a vote at this time. She noted she would like to work on the entire document in addition to updating the section to include electronic meetings. The bylaw changes can be discussed and agreed upon in February with a final vote in March to approve their adoption. Mrs. Anderson requested that Ms. Pederson and Mrs. Bova work on updating the THC bylaws as well.

### **Unfinished Business**

1. Approval of minutes for November 30, 2021 – Motion was made by Mrs. Anderson to accept the minutes as presented. Seconded by Ms. Pederson and approved with one abstention by Ms. Pflueger.

**New Business**

1. **Review of CHFA Capital Needs Assessment (CNA) and CHFA Energy Audit with On-Site Insight/ Consideration of Motion to Approve CNA and Energy Audit** – previously discussed. A special meeting will be set for discussion of the two documents. On-Site Insight provided the written report in October. It was agreed at a prior meeting to withhold their payment until the presentation was made. Motion was made by Mrs. Anderson to approve payment to On-Site Insight for their work on the CNA according to the contract. Seconded by Mrs. Bova and approved by unanimous consent.
2. **Discussion of Food Service Vendor for the Congregate/Consideration of Motion to Approve Food Service Vendor for the Congregate** – Motion was made by Mrs. McGannon to enter into Executive Session at 7:08 pm to discuss the food service vendor for the Congregate. Seconded by Mrs. Anderson and approved by unanimous consent. All Commissioners and Mr. Geel were in attendance. Motion was made by Mrs. Anderson to exit Executive Session at 7:32 pm. Seconded by Ms. Pflueger and approved by unanimous consent. Motion was made by Mrs. Anderson to accept the food contract from Dumana Catering Service. Seconded by Mrs. Bova and approved by unanimous consent. Start date will be February 7, 2022.
3. **Review of a New Investment Policy/Consideration of Motion to Approve New Investment Policy** – this policy was written by Mr. Geel using various samples. He felt this was the most appropriate for the situation being addressed. Mrs. Anderson explained the reason for the new policy as previously discussed from the 2020 audit. Mr. Geel would calculate how the funding amount would be determined for implementation of this policy. Mrs. Anderson suggested an amendment to paragraph 1.a to state the Board of Directors should develop the investment policy and the policy should be executed by the Executive Director. Discussion. Mrs. Anderson moved to amend the line to read “the Board of Directors is responsible for developing the policy and that the Executive Director, in conjunction with the accountant, executes the policy. Seconded by Mrs. Bova. Maintain was not included in the line but if the policy needs to be modified, it would be within the purview of the Board. Ms. Pederson noted the bylaws refer to the Board of Commissioners not Board of Directors. This change should be made also. Mr. Geel noted the THC bylaws say Directors. Motion approved by unanimous consent to amend the statement. Motion as amended approved by unanimous consent.

**Resident Comments**

No resident comments.

**Adjournment**

There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 7:41 pm. Seconded by Mrs. Bova and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall  
Clerk