

Trumbull Housing Authority – January 28, 2020

Trumbull Housing Authority Meeting
January 28, 2020
4:30 pm
Dining Room in the Congregate at Stern Village

Commissioners Present: Chairman Paul Niebuhr, Maureen Bova, Suzanne Donofrio, Jean Rabinow and Laurel Anderson

Also Present: Executive Director Harriet Polansky

The meeting was called to order at 4:31 pm by Mr. Niebuhr followed by the Pledge of Allegiance and Roll Call.

Past Minutes

Motion was made by Mrs. Rabinow to approve the minutes of January 7, 2020 as written. Seconded by Mrs. Donofrio and approved unanimously.

Treasurer's Report

Mrs. Bova reported for the Trumbull Housing Authority for the period from July 1, 2019 through December 31, 2019. The overall gain of the Housing Authority is \$2,573,102. This includes all the rental income and Capital Grant Funding provided for the redevelopment – rehabilitation - remodeling efforts.

If the Capital Grant Revenue of \$2,662,982 is removed, the Housing Authority has an operating loss of \$89,880, of which \$75,269 is attributable to the Village and \$14,611 is attributable to Stern Center.

Looking at Stern Village, the current month's loss, excluding capital grant revenue, is \$11,303. There are several reasons for this loss. Sixteen vacant units are creating a vacancy loss of about \$8,400 per month. It is expected that most of these will be rehabbed and leased in the Spring/Summer of 2020. In addition, December was a five pay period month, causing payroll costs to appear higher than normal. We had the added expense of Christina Whitaker, our interim RSC, and the PHA Web Annual Support fee paid in December totaling \$3,953.

For the month of December, Stern Center recognized a loss of \$4,534. This is due to higher than average payroll costs, an annual PHA Web support fee, heating maintenance calls, as well as two vacant units. This is not expected to be a long-term issue.

One of the goals for this year is to increase the reserve account/investment for Stern Center.

The overall cash position of the Housing Authority, including reserves, is \$1,515,873.

As of December 31, 2019, Accounts Payable totaled \$68,104. We continue to pay all of our bills in a timely manner.

Overall, the Housing Authority remains in a good financial position.

Trumbull Housing Authority – January 28, 2020

Executive Director's Report

Ms. Polansky reported the following:

1. Congregate: 2 units are vacant. One will be leased mid-February.
2. The window contractor started his punch list for resident windows in order to close the project. Letters were distributed along with a blank work order asking residents to provide issues they are having with their windows and to circle if the contractor can enter their apartment if they are not home or not.
3. A meeting was held with the contractor regarding the community room to discuss the type of sound systems needed for meetings, bingo, events, and the television and for the hearing impaired. A great system has been chosen.
4. Working on getting an automatic hot water device for the Community Room.
5. Privacy screens will be provided around the computers.
6. In the Spring, rehabbing of the remaining vacancies in the Village will begin.
7. Several trees have been cut down and the tree contractor will continue to work on cutting the tops.
8. Congregants will vote on what colors to paint the dining room and halls.
9. The new mailboxes have been installed.
10. Maintenance is cleaning the filters and checking the heat pumps. They have a checklist to follow and then all this information will be placed into a spreadsheet for on-going use.
11. Working with UI for rebates.
12. Looking for projects to be done with the HTC funding.

Unfinished Business

Mrs. Rabinow noted they had received the legal opinion from Cody and Gonillo on the tabled resolutions. Mrs. Rabinow moved that these resolutions remain tabled until the Commissioners have reviewed the information and are able to make an informed vote at the next meeting. Seconded by Mrs. Anderson and approved unanimously.

New Business

AIA Agreement for Wiles, Architect for Small Cities 2019 Funding - Motion was made by Mrs. Rabinow to approve the AIA agreement for George Wiles for the 2019 Small Cities Funding. Seconded by Mrs. Donofrio. Ms. Polansky noted the Town of Trumbull was awarded over \$1 million in Small Cities Funding in 2019 to make several improvements and add efficiencies to the Congregate. In order to get the funding, they must work with an architect. The application called for several plans and documents that George Wiles had to provide prior to being awarded the funding. The Housing Authority could not even be considered for Small Cities funding without the help of the First Selectman, Vicki Tesoro, Director of Economic Development, Rina Bakalar, the Town Council and several Town Department Heads that work closely with Ms. Polansky for Small Cities. One of the areas in the scope of this project is heat pumps.

Mr. Wiles gave an overview of the project noting the energy efficiencies planned for the Congregate. These included energy efficient boilers, new hot water heating system, fresh air recirculators, reconfiguration of electric meters to more efficiently distinguish the electric bills for residents, walk-in tubs with a water dam installed to prevent water leakage out onto the floor, grab bars, new ADA height toilets that will reduce water usage, and the replacement of the individual wall AC units by heat pumps which will lower energy consumption of the building and help lower the operating costs. He noted the situation in the Village with regard to the heat pumps has been addressed through a maintenance program.

Trumbull Housing Authority – January 28, 2020

Rob Brown, Optimum Energy, provided an overview of heat pumps. He noted they would be installing mini-splits which are very sophisticated and smart. These units should not be turned off as micro-organisms will grow in the moist, cool environment. This also decreased the efficiency of the pump. All units in the Village have been cleaned and antifungal sponges have been placed in each unit. For the Congregate, the system will be part of one very large condensing system and all units will draw from the central system. The pumps will be set for the residents preferred temperature and they will automatically heat and cool as necessary. The only change to be made would be to the temperature level should it be too hot or too cold depending on the season. Once this project starts, the residents will be kept advised.

Mrs. Anderson asked if the amount shown in the contract covers the work to be done by Mr. Wiles including construction administration. Mr. Wiles spoke on the scope of the project covered by the agreement. It was also noted that the contracts are approved by the Housing Authority Council before they are sent to the Commission.

Motion was approved unanimously.

Updates from the Stern Village Resident Association

Mrs. Bova noted no activities have been planned due to the construction in the Community Room. They anticipate another four to six weeks before it is completed.

At the February 11 residents meeting, Michele Jakob, Director of Human Services at the Senior Center, will be the guest speaker. She will be discussing activities at the Center, transportation, trips and medical appointments and will answer any questions regarding the Center.

Resident Comments

Sandy Fisher – she was very happy to hear the presentation regarding the heat pumps as she did not know that information and felt it should be distributed to the residents again. She is happy she is a resident of Stern Village and is delighted with Harriet and all the effort and hours she puts in. She is available whenever residents need her. She covered the Congregate and the Village when there was not director at the Congregate. She appreciates having someone of Harriet's caliber as director. Ms. Polansky will distributed information on the heat pumps and offered her assistance in helping any resident who needs it. Mrs. Bova noted that the Village newspaper has always included instructions to the residents to set their heat pumps and forget it.

Adjournment

There being no further business, motion was made by Mrs. Rabinow to adjourn the meeting at 5:10 pm. Seconded by Mrs. Donofrio and approve unanimously.

Respectfully submitted,

Barbara Crandall
Clerk