

Trumbull Housing Authority Special Meeting – March 9, 2022

Trumbull Housing Authority Virtual Meeting
March 9, 2022
6:00 pm

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

Also Present: Paulette Mack, Executive Director; Daisy Torres, Congregate Manager and Accountant Jason Geel

Absent: Charlene Pederson

The meeting was called to order by Mrs. McGannon at 6:04 pm followed by Roll Call.

Discussion of CHFA Capital Needs Assessment (CNA) and CHFA Energy Audit of the Congregate

The following topics were discussed:

1. Update of bathrooms – all bathrooms have been renovated since the report was written.
2. Replace entry doors – doors are in working order; may need to be sanded and repainted. Maintenance will be requested to make a determination as to what work needs to be done to fix the doors. (It was also noted the entry doors in the Community Room need to be addressed.) This will eliminate a \$6,000 expenditure from the plan. Mrs. Anderson would like to see a timeline from Maintenance when this work can be completed. Specific information for this item should be obtained from the plan developers as it is unclear what they are looking at.
3. Hanging gutter and loose brick in the back of the building – down spout strap is missing.
4. Missing piece of gutter tile.
5. Hole in dumpster pad – unknown cause; Ms. Mack will confirm it has been repaired. (Discussion was held regarding dumpsters with sliding doors and the placement of additional garbage cans near the dumpster to accommodate residents who are unable to operate the dumpster lids.)
6. Handicap parking spaces – spaces are not traditionally marked in front of the Congregate but were marked in this manner for a specific reason. Ms. Mack will investigate. (Discussion was held regarding handicap spaces in other area of the facility and how they can be better utilized. Ms. Mack will speak with Steve regarding these spaces to see if something can be done to make them more useful to the residents such as relocation, keeping with meeting the percentage required.)
7. Service road behind the Congregate – not concerned at this point to pave as residents do not use this area.
8. Concrete walkway – walkway is sloped which has caused falls in the past. Discussion was held regarding replacing the concrete with a blacktop walkway which eliminates seams. With this change, there is a possibility for parking mishaps as there would be no differentiation between walkway and parking lot. Berms may be a solution with openings for walking.
9. Tile replacement in/near stairwell – this has not been repaired; it is a tripping hazard and is covered by a mat at this time.

Trumbull Housing Authority Special Meeting – March 9, 2022

Mrs. Anderson noted the Board needs to have a conversation regarding the maintenance in the building.

Mrs. Pflueger questioned if the Excel spreadsheet was able to be updated/modified to note changes and make it a more accurate list. Mr. Geel felt it could be modified. Prioritization of work to be completed should be done.

Funding for completion of work noted will be discussed in Executive Session.

Discussion of Congregate Rent Increases

Lengthy discussion was held regarding a potential rent increase for the Congregate. Mrs. Anderson shared with the Board the timeline required by the State with regard to rent increases. Discussion was held regarding the required letter to residents, date of resident meeting, State approval and required documentation package, timeline for each step and what is required by the Board. Mr. Geel noted the State needs to approve the rent increase as decided by the Board and must include the appropriate documentation. As part of the documentation, the resident meeting must have minutes recorded. Information provided to the State must justify the increase and be submitted by May 1.

Mr. Geel discussed the components used to calculate the rent increase including the fixed costs such as meals, security and staffing. On the services side, the increase could be around \$43.00 for all the residents. This does not include utilities which would be calculated as a 10% increase. Rental increase would be smaller at a minimum of \$5.00. Mr. Geel calculated a minimum increase of \$50 on the services side and a minimum increase of \$25 on the rental side. Discussion of an expected increase in the food service contract was held considering the current circumstances of the market.

Mr. Geel noted four residents would be hardest hit because of their circumstances. He noted there may be a bright side to this situation if the State gives relief under the new calculation of benefits. No update has been received on this re-evaluation.

Mr. Geel recommended to the Board that a rent increase of \$100 would be appropriate at this time. Currently, Congregate rent is not in line with similar facilities. This increase would be necessary in order for the Congregate to thrive. Ninety percent of the increase would be absorbed by the State.

Mrs. Anderson suggested there may be areas where the Board needs to be more aggressive on the annualized increase and requested Mr. Geel to provide a budget for the next 12-14 months to make sure the \$100 increase is the minimum required. Mr. Geel noted a larger increase would be a more sound financial decision but the \$100 still leaves a buffer and puts \$11,000 in the reserves which is greatly needed. Mr. Geel will prepare documentation for the March Board meeting.

Executive Session

Motion was made by Mrs. Anderson to enter into Executive Session at 7:31 pm to discuss a contractual matter. Included in the Executive Session were the Commissioners and Mr. Geel. Seconded by Mrs. Bova and approved unanimously.

Motion was made by Mrs. Anderson to exit Executive Session at 8:10 pm. Seconded by Ms. Bova and approved by unanimous consent.

Trumbull Housing Authority Special Meeting – March 9, 2022

Motion was made by Mrs. Anderson to approve the quote from Housing Development Team for consulting services, and authorize Kathleen McGannon, as chairman, to sign the contract on behalf of the Board of Commissioners. Seconded by Mrs. Pflueger. Roll Call vote was taken as follows: Mrs. Anderson – yes; Mrs. Bova – yes; Ms. Pflueger – yes and Mrs. McGannon – yes. Motion was approved unanimously.

Adjournment

Motion was made by Mrs. Anderson to adjourn the meeting at 8:15 pm. Seconded by Mrs. Bova and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk