

# Trumbull Housing Authority – November 24, 2020

Trumbull Housing Authority Virtual Meeting  
November 24, 2020  
4:30 pm

**Commissioners Present:** Chairman Paul Niebuhr, Maureen Bova, Laurel Anderson and Kathleen McGannon

Also Present: Executive Director Harriet Polansky; Jason Geel, Accountant, Attorney Christopher Hodgson, and Bruce Whitaker, Millennium

Absent: Suzanne Donofrio

The meeting was called to order by Mr. Niebuhr at 4:33 pm followed by Roll Call and the Pledge of Allegiance.

## **Past Minutes**

Motion was made by Mrs. Anderson to approve the minutes of October 27, 2020 as written. Seconded by Mrs. McGannon and approved unanimously.

## **Treasurer's Report**

Mrs. Bova presented the financial narrative for July 1, 2020 through October 31, 2020. The overall gain of the Housing Authority was \$149,847 which includes all rental income, services income and Capital Grant Funding provided for the redevelopment – rehabilitation – remodeling efforts.

If the Capital related items are removed, the Housing Authority has an operating gain, before depreciation, of \$48,153 of which, \$41,460 is attributable to the Village and \$6,693 is attributable to Congregate.

The current month's operating loss for Stern Village is (\$9,248) compared to the budgeted gain of \$4,578. The loss is due to the annual cleaning of HVAC units this month totaling \$20,000. Otherwise, legal continues to be the only cost significantly over budget for the year by \$3,157 due to union contract negotiations which are now completed. Overall, revenues are above budgeted amounts for the year, while expenses continue to be under budget so far.

The current month's operating gain for the Congregate is \$2,691 compared to budgeted gain of \$292. This is primarily due to lower than budgeted maintenance contracts again this month. Overall, costs continue to be under budget for the Congregate while revenues have also been under budget. Vacancies continue to have a negative impact overall with revenues, specifically for Tenant Congregate Services, under budget by \$3,145 and \$12,343 for the year.

The overall cash position of the Authority, including reserves is \$875,365 which includes \$245,011 reserved for renovations costs at Stern Village. Construction payables total \$30,202.

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A snapshot of program balances are as follows: YTD

<b>Stern Village</b>	<b>6/30/2020</b>	<b>9/30/2020</b>	<b>10/31/2020</b>	<b>Change</b>
Cash	\$ 87,630	\$ 74,267	\$ 54,355	\$(33,275)
Accounts Payable	\$ 57,117	\$ 57,377	\$ 70,873	\$(13,756)
Interprogram Loan	\$322,823	\$365,536	\$375,853	\$(53,030)
Reserves	\$506,321	\$506,505	\$506,553	\$ 232

## **Congregate**

Cash	\$ 42,376	\$ 60,060	\$ 59,580	\$ 17,204
Accounts Payable	\$ 22,993	\$ 21,644	\$ 22,697	\$ 296
Interprogram Loan	\$322,823	\$365,536	\$375,853	\$(53,030)
Reserves	\$ 9,462	\$ 9,465	\$ 9,466	\$ 2

Congregate payable to Village increased as Congregate was awaiting budgetary approval and receipt of subsidies from DOH. Funds were received in November and a payment of \$53,030 was made back to the Village. It is anticipated that the loan balance will continue to remain around the prior year balance throughout the year with payments made monthly going forward.

Mr. Geel noted everything is on target year-to-date with the primary concern being vacancies in the Congregate. Cost savings were found in the revised budget. They should come very close to budget which was a goal for this year - to become sustainable. DOH money has been received and funds have been paid back from the loan. Discussions need to be held with the Board throughout the next few months regarding the new requirement that excess funds must be spent as a requirement of the grant. There is currently a surplus and Ms. Polansky and Mr. Geel have discussed reinvesting in the units and seeing how much this surplus will fund. Mr. Niebuhr questioned if the money could be reallocated towards rental loss due to vacancies. Mr. Geel noted there is a sum of money that has been placed in the budget for the development but still must be used by year end.

Ms. Polansky noted she is preparing a spread sheet to review all the funding received and subsidies. This should be completed for the December meeting. This will track sources and uses, the purpose of the grants and expenditure deadlines.

## **Executive Director's Report**

Ms. Polansky noted the following:

1. Congregate kitchen staff and security guards are tested regularly. All but one staff member has tested negative.
2. The noon meal continues to be delivered to residents.
3. EP Maintenance is being used to fog apartments and the building, when necessary, with a special spray to kill COVID-19. It is non-toxic and doesn't leave a residue. Residents are made aware of the cleaning schedule.
4. All residents are wearing masks and social distancing.
5. Temperature checks are being done on nurses and aides entering the building. A hands-free temperature scanner has been purchased.

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6. Residents are sitting outside and using the patio heaters.
7. Thank you to Optimus Healthcare for having COVID testing on site. Several tests were performed for residents and staff. Residents are encouraged to be tested as it is not mandatory. She is hoping they will continue to test into the new year.
8. Strict procedures have been implemented for the maintenance staff. Administrative staff will alternate working from home and the office starting next week.
9. Additional COVID-19 funds have been requested from the DOH. In December she will submit another request for funding for COVID-19 expenses. The FEMA threshold is \$3,300 and she is submitting receipts when that amount has been reached.
10. The Certificate of Occupancy has been received for the Community Room. Residents are using the Community Room to wait for the busses and they are frequenting the newly stocked Necessities Pantry. She thanked everyone for their donations and providing turkey and fixings for the residents holiday meal. Heather has been coordinating distribution to the residents.
11. A strategic plan is being worked on for the Capital Needs Assessment.
12. She wished everyone a Happy Thanksgiving.

## **Congregate Report and Updates**

Ms. Polansky noted the following:

1. Daisy is working hard to fill the units. Between now and December 15, several should be filled. Currently, there are some residents going to nursing homes which will leave six apartments vacant. They should all be filled but one by the beginning of next year. The wait list is good and applications are still being received.
2. Significant upgrades are being made to the Congregate using the 2019 Small Cities Funding. Upgrades include a renovated bathroom, a new heating system and boiler. Bimonthly meetings have been conducted regarding this. Bathroom renovations will not start until next year. Hot water heater and boiler replacement will also start in the spring as residents will be without heat at some point and they want the outside temperature to be warmer. This is still in the planning stage.

## **Unfinished Business**

None.

## **New Business**

1. Discussion and Ratification of the Tentative Union Agreement 2020-2022, Local 1303-404 Connecticut Council 4. Mr. Niebuhr read the following motion - The Trumbull Housing Authority Board of Commissioners ratifies the Union Agreement for 2020-2022 Local 1303-404 Connecticut Council 4. Motion was made by Mrs. McGannon, seconded by Mrs. Bova. Ms. Polansky noted that over the past several months they have been negotiating with the union. The biggest issues were wage increases and medical premiums. A mediator was used to reach a tentative agreement. All felt it was a fair agreement and works out well on both sides. Mrs. Anderson questioned if sick time is payable on retirement. It was noted there is a cap on the number of days. The Commission voted unanimously to approve the union agreement.
2. Continuation of Millennium as Construction Manager for the Continued Rehab of Units 1-50 of Stern Village. Mr. Niebuhr read the following motion – The Trumbull Housing Authority Board of Commissioners approves hiring Millennium Real Estate Services LLC to continue the rehab of units 1-50 in Stern Village. Motion was made by Mrs. Bova, seconded by Mrs. McGannon. Ms. Polansky noted next month the THA will received the third and final round of HTCC funding to be used for

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the rehabilitation of units in Stern Village. Millennium has been used for the previous two rounds of funding and she would like to continue working with them. They were hired as Construction Manager for the 2018/2019 HTCC funding awards. They have maximized the use of funds to rehab as many units as possible. Ms. Polansky discussed the roles Millennium plays in the projects as a Consultant and as Construction Manager. Discussion was held regarding the continued rehabilitation of the units. This included the usage of “hotel units” during the process. Approximately 18 more units could be renovated. With some of the surplus funding, they may be able to renovate additional units.

Discussion was held on the following points in the agreement as questioned by Mrs. Anderson -

1. Her copy of the agreement in Section 5.1.1 stated the “City of Bridgeport” which needs to be corrected.
2. 2.1 – doesn’t include the date of the reservation letter. The date of the letter, received in April or May, will be filled in.
3. 2.15 – certification of payments does not include what has to be done only what doesn’t have to be done. Mr. Whitaker discussed the process of signing off on the work and approving of invoices.
4. 2.21 – who is the commissioning agent for the THA – it is done by a team from Millennium and the Town of Trumbull building department.
5. Under Reimbursement – Expenses of Overtime Work Requiring Higher Than Regular Rates – Mr. Whitaker noted this could be pulled out as he has never billed anything like that.
6. 8.3.4 – Records of Reimbursable Expenses are Available on Request – this relates to additional services.

Vacancy report was reviewed.

Mr. Niebuhr questioned if this agreement needed to be approved by the Board at this meeting. The modifications need to be constructed in order to be approved at this time. After further discussion, Mrs. McGannon withdrew her motion to approve the contract. Modifications will be made as discussed and the item placed on the agenda in December.

3. **Discussion and Motion Regarding Change Orders for the Congregate** – Mr. Niebuhr read the following motion – The Trumbull Housing Authority Board of Commissioners approves Change Order #1 for an Air and Dirt Separator and Change Order #3 for the Replacement of Hot and Cold Water Valves. Motion was made by Mrs. Anderson, seconded by Mrs. McGannon. Ms. Polansky reviewed both change orders. After discussion, the motion was approved unanimously.

### **Resident Comments**

No resident comments.

### **Adjournment**

Mr. Niebuhr noted this would be his last meeting as his term on the Commission has expired and stated it was a pleasure working with the THA and thanked everyone for the opportunity. Thank you was expressed from the Commission for his dedication to the Board.

There being no further business, motion was made by Mrs. Anderson to adjourn the meeting at 5:28 pm. Seconded by Mrs. McGannon and approved unanimously.

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Respectfully submitted,

Barbara Crandall  
Clerk