

PLYMOUTH, CT
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Housing Authority of the Town of Plymouth

Gosinski Park

43 Ronald Road

2026 MAR 24 PM 4:55

Unit 31, Community Room

Terryville, CT 06786

Tel: 860-584-9355

Stella Karpaga
TOWN CLERK

Minutes

March 17, 2026

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled March 17, 2026, Housing Authority of the Town of Plymouth meeting to order at 5:00 p.m., in the Community Hall, Gosinski Park.

Roll Call: Present were Voting Members Housing Authority Resident Board Member Rich Bugnacki, Housing Authority Board Member Joseph Carey, Housing Authority Board Member/Chairperson Vincent Klimas, Housing Authority Board Member/Treasurer Kathleen Mackiewicz and new Housing Authority Board Member Elena Squires.

Non-voting Staff in attendance Matt Fontaine, CPA and Executive Director Tracy Ciriello. Also in attendance were Town Councilwoman Sue Boilard, Town Councilman/Town Council Liaison Ray Engle.

Pledge of Allegiance, Invocation

Vinnie Klimas led the Housing Authority Board Members and the Public Audience in the Pledge of Allegiance. Vinnie Klimas stated "God Bless America, God Bless Connecticut and God Bless everybody in Plymouth and at Gosinski Park" for the record.

Rich Bugnacki made a motion to add to the Agenda, seconded by Vinnie Klimas, to add the appointment of Elena Squires and the Torrington Area Health Department Inspection Report to the Housing Authority of the Town of Plymouth's March 17, 2026, Agenda. This motion was approved unanimously.

Vinnie Klimas introduced the Housing Authority of the Town of Plymouth's new member Elena Squires and welcomed her to the meeting.

Minutes: Regular Minutes 2/27/2026 Special Meeting 3/5/2026

Joe Carey made a motion, seconded by Vinnie Klimas, to accept and approve the February 27, 2026, Regular Housing Authority Minutes as presented. This motion was approved unanimously.

Vinnie Klimas made a motion, seconded by Joe Carey, to accept and approve the March 5, 2026, Special Housing Authority Minutes as presented. This motion was approved unanimously.

Introduction of the New Executive Director: Tracy Ann Ciriello from Terryville. Will officially start March 30, 2026: Accounting Major-Naugatuck Valley Community College, Certified Occupancy Specialist, and 11 Years Housing Site Manager

Housing Authority Regular Meeting

March 17, 2026

Page Two of Eight Pages

Vinnie Klimas introduced Tracy Ciriello as the new Executive Director, noting she will begin full time on March 30, 2026. Vinnie Klimas stated Tracy Ciriello has extensive HUD Subsidiary Affordable Housing background, noting that he was glad to have her on board. Vinnie Klimas stated the former Executive Director, Lisa Phillimore, was willing to provide a couple of days in April to assist transition Tracy Ciriello through the files and computer forms to help in the transition.

Tracy Ciriello stated she was looking forward to her new position as well.

When Elena Squires questioned about Job Descriptions, Vinnie Klimas stated he would provide an Employee and Resident Handbook, along with job descriptions for the Executive Director and the Part Time Maintenance employees to her and Town Council Liaison Ray Engle. Vinnie Klimas stated the Housing Authority has had the job descriptions for seven years now. Vinnie Klimas stated the Housing Authority never had these handbooks in the past, noting the Housing Authority Board has improved the organization one-thousandfold. He further stated these handbooks are purposeful and proper.

Vinnie Klimas stated that he is a licensed Nursing Home Administrator with substantial training and experience in Administration. He further stated, in part, in an affordable housing, follows those parameters which provide a sound organizational structure and accountability format which have been proven by the nationwide Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Naturally, the structure is parallel but there is not the medical factors. Vinnie Klimas stated the Housing Authority's last multiple year Audits have been excellent with no findings. He further stated the previous Housing Authority Boards had numerous findings and were corrected.

Town Councilwoman Sue Boilard stated she is very familiar with JCAHO, having worked with hospitals for 50 years now, and noted how comprehensive they are. She further stated that the Housing Authority passing the Audit Findings (GAAPP) with zero Findings is pretty impressive.

Tracy Ciriello stated she would like to see the Maintenance job descriptions, as well.

Vinnie Klimas stated the Housing Authority Board is always open to sound suggestions and has always welcomes suggestions.

Public Comments on any Topic. None provided.

Rich Bugnacki, Gosinski Park Resident, questioned if the Unit Inspections had begun. Vinnie Klimas stated Unit Inspections has begun, noting a handful had already been completed. He further noted the Unit Inspections are required by the State Department of Housing (DOH) and Connecticut Housing Finance Authority (CHFA) for annual inspections, generally physical plant such as checking outlet tensions, holes in walls, etc.

Housing Authority Regular Meeting
March 17, 2026
Page Three of Eight Pages

Vinnie Klimas stated the Housing Authority has gone through \$5.6 million dollars of ADA and general renovations. He further stated there have been two sets of Architects and Engineers (State and Housing Authority hired) and the facility is in good shape. Town Councilman Ray Engle stated he is the Town Council Liaison to the Housing Authority, noting he was unable to make the meetings for the past two months due to his full time work schedule. Ray Engle stated he is a School Business Manager; that he is good with numbers and is willing to assist the Housing Authority if they need his help. Vinnie Klimas stated we welcome everyone's help!

Vinnie Klimas introduced Matt Fontaine, CPA, noting he had set up the financial system for Gosinski Park and has been doing the books for the past eight years and briefly elaborated. Vinnie Klimas stated Matt Fontaine, CPA, has done a superior job, noting prior to Matt Fontaine, the financial records were kept in a shoe box. He further stated Matt Fontaine has a full computerized accounting system every month for the books, which have been in great shape for the past eight years. Vinnie Klimas stated that he can't thank Matt Fontaine, CPA enough for all that he has done and continues to do for Gosinski Park.

Town Councilwoman Sue Boilard stated she was present this evening because she is trying to attend all the different Committees in Town. She further stated she had come to Gosinski Park the previous year and that a few specific residents had expressed concerns to her and that she had promised to come to future Housing Authority meetings. Town Councilwoman Sue Boilard stated she is present this evening to listen and to learn.

Vinnie Klimas stated the Housing Authority Board has responded to every concern and issue brought up by the Residents from 2015 to the present, noting the Board attempts their best to do the right thing. He further stated this is America and everyone has the right to bring up concerns. Since 2016 Vinnie Klimas stated the Board has turned a sinking ship around and is almost ready to dock. Vinnie Klimas stated Gosinski Park operated in red ink for a handful of years in a row; but now they have Annual Audits with absolutely no findings, balanced Budgets and briefly elaborated on the renovations that have taken place.

Joe Carey stated the previous kitchenette in the Community Room was not legal and the Torrington Area Health Department would not certify it. Joe Carey stated after the \$5.6 million dollars of renovations were completed. A Gosinski Park Resident wrote a several page letter to the Commissioner of Housing saying it was a complete waste of taxpayer money. The Board, in a unanimous vote, strongly does not agree with that assessment, we perceive a great deal of improvements have substantially improved Gosinski Park.

Vinnie Klimas read the following statement from the Housing Authority Audit found under *Report on Compliance and Other Matters* into the record: "*The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.*" Town Council Liaison Ray Engle stated no findings was perfect.

Housing Authority Regular Meeting
March 17, 2026
Page Four of Eight Pages

Vinnie Klimas asked Trish Hale, "Certified Food Protection Manger," to explain the Torrington Area Health District (TAHD) unscheduled "Food Establishment Inspection Report" to the Community Room kitchen, noting Kelli Lombard, TAHD Sanitarian, gave it an excellent "In Compliance Rating" grade. 15 specific items were "In Compliance." Only one item was not in compliance. That non-compliance item was namely the floors needed to be cleaned Before and After the meals. Whereas, we were cleaning the floor only after; and this has been corrected; where staff are cleaning with a "Swifter" the kitchen floor Before and After every daily meal. Vinnie Klimas thanked Trish for her excellent work with the Meals! The attendance is slowly growing in numbers and averages around 7+- participants per day.

Vinnie Klimas stated he wanted to thank Volunteer Kathy Gotlibowski for assisting with the meal program almost daily. He further stated he has had the meals and noted they are good.

Management Reports: Executive Director, Tracy Ciriello, the new Executive Director attended the meeting and she stated she is looking forward to stating on March 30th.

Vinnie Klimas distributed copies of the Maintenance Department Report from Walter Seaman, noting Walter Seaman was unable to attend tonight's meeting due to a previous engagement playing the bagpipes for St. Patrick's Day in a New Haven event. Vinnie Klimas briefly reviewed the Maintenance Report, noting due to the enormous amount of snow in the month of February Maintenance had to twice acquire a payloader and briefly elaborated. Vinnie Klimas stated a water heater had to be replaced, noting Maintenance always has a brand new one on hand because it can take up to a week to get one. Vinnie Klimas stated the heating units have been a small problem, noting that the majority of the time it is due to the Resident not knowing how to use the clicker however once they are trained, they are happy with it. Vinnie Klimas stated Walter Seaman has had HVAC training, which is great.

Vinnie Klimas stated he was informed by the Town Fire Marshal, Ray Kovalski, that one of Gosinski Park's Residents smokes so much they have set off the smoke alarm in their unit over 15 times in one month. He further explained the Fire Trucks have to come out with every false alarm that goes off in the unit ... over 15 times. Vinnie Klimas stated he was informed by Ray Kovalski that the contracted installer of the smoke alarm that manages, tests and repairs them, will be coming out to the unit in question to check if there is something he can do about it. Vinnie Klimas stated the Board needs to look at making Gosinski Park a smoke-free facility; a brief discussion followed. When questioned by Joe Carey regarding multiple false alarm nuisance calls, Vinnie Klimas stated Gosinski Park is not charged by the Fire Department for false alarm calls. Referring to a facility he formerly worked at, Joe Carey stated he wouldn't be surprised if the Fire Department also instituted a False Alarm Policy for repeat false alarms.

Housing Authority Regular Meeting

March 17, 2026

Page Five of Eight Pages

Vinnie Klimas stated this would be a good topic for Resident Commissioner Rich Bugnacki and Tracy Ciriello to look into and come back to the Board in two to three months with Fire Safety ideas and recommendations. Vinnie Klimas requested Rich Bugnacki and Tracy Ciriello include Joe Carey's comments in their discussion.

Financial Committee, February 2026 Financials: Kathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Director of Finance Consultant. Rent Increase Recommendation Report

Matt Fontaine gave the following February 2026 Financial Report: I've recorded all February debit card purchases and absent detailed payroll reports, recorded expenses based on payroll related withdrawals from that bank statement. I also entered all bills that I received to date. Everyone has been paid in full as of today with the exception of ongoing payments being made on the loan and credit cards while the balance due to Halloran & Sage and Housing Enterprises await final grant funding. It is possible other bills for electrical, plumbing, HVAC or supplies have not been received/posted.

There may be news on grant revenue in the coming month or two but with none reported since 2024, the Net Ordinary Income of \$3,078 shown on the Profit & Loss accurately represents Gosinski Park's activity. However, if/when the final receipt of funds is received from the State, I likely will make a 2025 adjustment to accrue that amount as revenue and receivable:

FINANCIAL SUMMARY (NON-DESIGNATED)	February, 2026	YTD, 2026
Revenue	\$30,887	\$ 63,226
Expenses	\$25,926	\$ 60,148
Net Ordinary Income	\$ 4,961	\$ 3,078

High laundry revenue is partially offsetting revenue lost to two vacancies, though contract rent increases on subsidized units later in 2026 have been budgeted and will be needed to remain in line in the category by year end. The positive bottom line is the result of expenses being lower than budget, mainly lower payroll and related costs pending new staff.

- 1) Administrative expenses are generally in line with budget for the month with the exception of office salaries based on fewer hours, related payroll taxes being partially offset by legal costs in part the result of counsel for employment issues.
- 2) Utilities - Electricity expense is slightly higher than budget for the month while quarterly water will be posted in March.
- 3) Maintenance Expenses are mostly in line with budget in aggregate for February with savings in wages offset by snow removal costs. However, year to date remains significantly above budget as a result of the large snowstorms requiring snow relocation and various offset by appliance costs, snow removal, plumbing and exterminating.
- 4) Similarly Other expenses are in line with budget as quarterly trash removal, insurance and loan costs were consistent with expectations.

Housing Authority Regular Meeting
March 17, 2026
Page Six of Eight Pages

Vinnie Klimas stated he received an email from Dave Berto, Housing Consultant and Ms. Kim Black, CHFA, stating the Housing Authority will be receiving a check in the approximate amount of \$106,000 through a State Grant in lieu of the swapping of expenses from the State to close out the grants on their end. He further stated that hopefully the Housing Authority will receive at least half that amount by the next Housing Authority meeting. He stated we continue working on the other DOH/HUD CDBG funds. Vinnie Klimas stated this check will wipe out the excessive money that was spent on snow removal.

Vinnie Klimas stated Kathy Mackiewicz is the Housing Authority's Treasurer. He further stated in all of his financial dealings in work environments, Kathy Mackiewicz is the only person he knows that has corrected an Auditor and made the Auditor blush! Vinnie Klimas thanked Kathy Mackiewicz for all her work, noting her accounting skills have been a tremendous help to the Board. Kathy Mackiewicz made a motion, seconded by Vinnie Klimas, to accept the Finance Report for February 2026, as submitted. This motion was approved unanimously.

Vinnie Klimas stated in the next two to six months the Housing Authority Board will be discussing Rent Increase Recommendations, noting there hasn't been a rent increase at Gosinski Park particularly for Residents who have been living in Gosinski Park for over five years. New residents have had the rent increased per their Lease.

Matt Fontaine stated there are subsidized and unsubsidized tenants, noting subsidized tenants thru State rent Subsidies pay 30% of their income and the subsidiary provider pays the difference. He further stated in the event those units are increased, the tenant's obligation will continue to be based on their household income. He stressed Rent subsidies tie into the 30% factor. Matt Fontaine stated that with unsubsidized units they are further split into two categories whereby everyone is obligated to pay a certain base rent for their unit and some people who have incomes that are higher than others such that 30% of their income is above the base, they're already paying more than the base, so if we increase the base rent they might not feel any financial impact. Matt Fontaine stated there is a small subset of residents who are currently paying the base rent and if that amount exceeds 30% of their household income, they would be potentially subject to an increase out of their own pocket. Matt Fontaine stated he wanted to make it clear that a majority would not be directly impacted up front; a brief discussion followed.

Vinnie Klimas stated Rent Increase recommendation will not be popular, but it is necessary. When dealing with Rent increase the Board will be like Umoires ... those who you call safe cheer you vs those who you call out will boo you. He compared it to paying taxes; who likes their taxes raised? No-one. He further stated there will be Public Hearings for it, as well as advertising in the newspapers. Also the State CHFA etc. MUST approve the increase(s). Vinnie Klimas stated this will be a big project because Gosinski Park is a governmental agency following the State Housing Laws.

Housing Authority Regular Meeting

March 17, 2026

Page Seven of Eight Pages

Tracy Ciriello stated rent increases can be requested from J. D'Amelia annually, noting they don't usually affect everyone. When questioned by Joe Carey, Matt Fontaine stated Rent Increases involve all the different agencies, noting it will be a multistep process and briefly explained the process and impact.

Joe Carey stated it would be prudent to look at rent increases because of the cost increases to the Housing Authority such as insurance, legal fees, water usage, etc. He further stated there is less money to provide the necessary maintenance. Joe Carey stated when the necessary maintenance isn't provided everything is just running until it breaks and then it is more expensive to replace and briefly elaborated. Joe Carey stated we provide the residents with clean and safe housing, because we have completed a \$5.6 million ADA and general renovation project. And we still have to do the necessary new repairs when needed.

When questioned by Elena Squires, Vinnie Klimas stated the part time office employee Kathy Mendes has advocated for Gosinski Park Residents with Eversource to assist with their electric bills.

Resident and Human Relations, Committee: Rich Bugnacki, Resident, CHFA HARP Fndds

Vinnie Klimas stated that Home Affordability Relief Program (HARP) Funds are for new activities such as Holiday Dinners, etc., noting previously activity projects were obtained with this funding.

Joe Carey made a motion, seconded by Vinnie Klimas, to submit the HARP Fund Application for new Resident activities, and to bring it back to the Board for review and discussion. This motion was approved unanimously.

Executive Session Follow-up Status Report by Vinnie Klimas, Chairman, Discuss and possibly take action from Executive Session regarding the previous Resident legal topics and Attorney Mike Wrona, Esq., two potential lawsuits legal discussions: Third Item x Legal Status of CHFA/DOH Cost Certification

Vinnie Klimas made a motion, seconded by Joe Carey, to move into Executive at 5:56 p.m., to discuss follow-up Status Report by Vinnie Klimas, Chairman, Discuss and possibly take action from Executive Session regarding the previous Resident legal topics and Attorney Mike Wrona, Esq., two potential lawsuits legal discussions; Third Item x Legal Status of CHFA/DOH Cost Certification. This motion was approved unanimously.

Present for the Executive Session were Sue Boilard, Rich Bugnacki, Joe Carey, Tracy Ciriello, Ray Engle, Matt Fontaine, Vinnie Klimas, Kathy Mackiewicz and Elena Squirea.

**Housing Authority Regular Meeting
March 17, 2026
Page Eight of Eight Pages**

Vinnie Klimas called the March 17, 2026, Housing Authority Special meeting back into Regular session at 6:11 p.m.

Action, as may be necessary, from Executive Session

No action taken.

New or Old Business

Joe Carey stated the Housing Authority Board had previously approved purchasing a new and better desk for the Housing Authority office, noting Tracy Ciriello should pick out a desk that fits in the room and looks better than what is currently being used.

To assure available funds, Vinnie Klimas requested that the new desk be purchased after the \$106,000 check is received from the State later this month.

Joe Carey made a motion, seconded by Elena Squires, to approve the purchase of a new desk for the Housing Authority office when the State check is received. This motion was approved unanimously.

**NEXT REGULAR MEETING WILL BE April 21, 2026, Gosinski Park Community Hall,
5:00 p.m.**

Vinnie Klimas stated the next Regular meeting of the Housing Authority of the Town of Plymouth will be held on April 21, 2026, at 5:00 p.m.

Adjournment

There being no further business of the Housing Authority Board, Joe Carey made a motion, seconded by Kathy Mackiewicz, to adjourn at 6:17 p.m. This motion was approved unanimously.

Respectfully Submitted,

Patricia A. Hale

Patricia A. Hale
Recording Secretary