

Housing Authority of the Town of Plymouth

Gosinski Park

Tel: 860-584-9355

43 Ronald Road

Unit 31, Community Room

Terryville, CT 06786

Minutes

December 16, 2025

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled December 16, 2025, Housing Authority of the Town of Plymouth Regular Meeting to order at 5:30 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/Chairperson Vinnie Klimas, and Housing Authority Board Member/Treasurer Kathleen Mackiewicz. Excused Absence: Housing Authority Board Member Joseph Carey. Non-Voting Members: Matt Fontaine, CPA, Director, and Interim Office Manager Lisa Phillimore.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2026 JAN 27 PM 5:55
Vinnie Klimas
TOWN CLERK

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 at Gosinski Park" for the record.

Minutes: Regular Minutes 11/19/2025 Regular Minutes

Rich Bugnacki made a motion, seconded by Kathy Mackiewicz, to approve November 18, 2025, Housing Authority of the Town of Plymouth Finance Committee Meeting Minutes as presented. This motion was approved unanimously.

Rich Bugnacki made a motion, seconded by Kathy Mackiewicz, to approve the November 19, 2025, Housing Authority of the Town of Plymouth Regular Minutes as presented. This motion was approved unanimously.

Public Comments-General Public

There were no public comments presented.

Management Reports: Interim Business Manager, Lisa Phillimore: Monthly Report; PT Supr. Maintenance, Being Advertised; two snow storms and Contract Snow Removal with "Get Good Lawn Care, LLC"

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Interim Business Manager Lisa Phillimore gave the following monthly report:

Unit 19: We're now processing our 6th application, the first 3 from our waitlist, and 2 through Money Follows the People, now working on the 3rd through Money Follows the People. Hopefully this will work out well, otherwise we will continue processing applicants from our waitlist.

The Meal Program which started November 10th has been deferred. CW Resources said we needed a Food Handler's Certification, which we took, but Torrington Area Health District now wants us to have a Certified Food Protection Manager on site. I took that course immediately and received the certificate (attached). We also needed signoffs from several other departments (attached). Now we're just waiting on our license from Torrington Area Health District.

Again, we are still dealing with one parking spot issue.

We had a successful Thanksgiving party on November 25th, catered by MA Catering. The turkey, stuffing, mashed potatoes, gravy, etc. were delicious and enjoyed by all. Our new Mayor, Dave Sekorski, was able to attend, he introduced himself to those who he hadn't already met. We will be holding a Christmas Pizza Party for the residents, staff, Board Members and guests next Tuesday, December 23rd at 12:30 p.m., see attached flier.

It was noted a Honda key remote with Apple Air Tag was found and handed into the office after last Tuesday's snow.

Vinnie Klimas stated the PT Supervisory Maintenance position was being advertised and interviews are being taken.

Financial Committee-November 2025 Financials: Kathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Director of Finance
Cost Certification Status, Vinnie Klimas, Chairman
Vinnie Klimas, Chairman, Paid \$5,000 PILOT to Town of Plymouth

Referencing his attached November 2025 Financials, including prelim reports through November 30, 2025, and stated the following: Once I have access to payroll reports again, I will replace my estimates with actuals and finish reconciling bank accounts. However, the amounts are reasonable estimates of total expenses year to date and changes mostly will be limited to allocation between related expense accounts (ex. Admin vs. maintenance salary and/or payroll taxes). I believe I have recorded all expenses related to debit card purchases through 11/30 as well but will need details for any Dec 2025 purchases to update the cash available for the next check run. With the last two check runs, local vendors like Grodecki, Electroservice, Eagle Environmental, Schmidt & Serafines (now known as Superior Products) have been made current. Halloran & Sage, Edwards Answering, DeMarco Management insurers and others have been paid in full based on information available to me.

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Additionally, progress has been made with Eversource and T Water, though balances will continue to be paid down in January. There remains no grant revenue in 2025 so the Net Ordinary income of \$8,250 shown on the Profit and Loss accurately represents Gosinski Park’s activity.

FINANACIAL SUMMARY (NON-DESIGNATED)	November, 2025	YTD, 2025
Revenue	\$31,508	\$ 348,336
Expenses	\$23,891	\$ 340,087
Net Ordinary Income	\$ 7,617	\$ 8,250

Positive results are in large part the result of minimal revenue lost to vacancy (\$3,279, less than 1% of gross potential rent) through 11/30/25. Additionally it is worth noting:

1. I have not received legal bills from Attorney Wrona so recorded an estimate of \$400 acct #4130
2. That same account, #4130 includes substantial non-recurring expenses like \$6 related to asbestos and lead paint environmental work
3. Acct #6390 misc. admin includes Thanksgiving holiday meal and related costs
4. Maintenance Expenses were substantial in October with inclusion of previously unposted bills from Co. B Drywall, Electroservice and Grodecki Plumbing. Meanwhile no invoices were received related to contract work in November though Electroservice did complete and bill for work in December along with a new snowblower purchases that will be reflected in December’s maintenance supply expenses
5. Although interest expense in acct 4717 is notably higher in October and November, hey reflect adjustments to year to date amounts due to the expense being understated April-Sept. The correct total payment of the bank was made and recorded but the split between interest expense and principal (reduced on the balance sheet) was inaccurate.
6. December will include additional adjustments as noted above as well as adjustments to the insurance expense, electricity and other accounts as is common at year end. Although there are likely to be increases that would reduce Net Income, I do not expect they will exceed the favorable \$10k adjustment that will also take place when zeroing out he Provision for RM&R in acct #4810.

Resident and Human Relations, Committee: Rich Bugnacki, Resident, Thanksgiving Meal Date November 25, 2025, enjoyed by all. Christmas Party: Community Hall, December 23, 2025, 12 noon, Note: Santa Claus should be there!

Rich Bugnacki stated the November 25, 2025, Thanksgiving meal was enjoyed by all attendees.

Vinnie Klimas stated the annual Christmas Party would be held on December 23, 2025, at 12:00 noon, noting Santa Claus would be in attendance.

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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., Lisa Phillimore, Interim Business Manager will be invited; two potential lawsuits legal discussions. Third Item x Legal Status of CHFADOH Cost Certification-Vinnie Klimas/Possibly Dave Berto, Housing Consultant, Legal Personnel x RFQ x RFQ Attorney Responses: Two Responses

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to move into Executive Session at 6:15 pm to discuss and possibly take action from Executive Session regarding the previous resident legal topics and Attorney Mike Wrona, Esq., Lisa Phillimore, Interim Business Manager will be invited; two potential lawsuits legal discussions. Third Item x Legal Status of CHFA/DOH Cost Certification-Vinnie Klimas/Possibly Dave Berto, Housing Consultant, Legal Personnel x RFQ x RFQ Attorney Responses: Two Responses. This motion was approved unanimously.

Present for the Executive Session were Rich Bugnacki, Matt Fontaine, Vinnie Klimas, Kathy Mackiewicz, Lisa Phillimore, and Mike Wrona/via telephone (Lisa Phillimore and Mike Wrona to provide expert advice, financial and regulatory housing advice).

Vinnie Klimas called the December 16, 2025, Housing Authority of the Town of Plymouth meeting back into Regular Session at 6:28 p.m.

Action, as may be necessary, from Executive Session

To continue pursuit with DOH/CHFA who is processing Cost Certification.

New or Old Business

Vinnie Klimas distributed copies of the Housing Authority of the Town of Plymouth's 2026 Meeting Calendar, noting the meetings would be held on the third Tuesday of each month with the exception of the January 27, 2026, Regular Meeting which would be held on the fourth Tuesday of the month. Vinnie Klimas stated the new starting time for all Housing Authority Regular meetings would now begin at 5:00 p.m., instead of 5:30 p.m.

NEXT REGULAR MEETING WILL BE January 27, 2026, (Note: 4th Tuesday) Community Hall, 5:00 p.m.

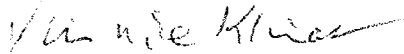
Vinnie Klimas stated the next Regular meeting of the Housing Authority of the Town of Plymouth would be held on January 27, 2026, at the new starting time of 5:00 p.m.

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Adjournment

There being no further business of the Housing Authority of the Town of Plymouth, Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to adjourn at approximately 6:30 p.m. This motion was approved unanimously.

Respectfully Submitted,



Vinnie Klimas, LNHA,
Chairman

;OR:

Patricia A. Hale
Recording Secretary