

Housing Authority of the Town of Plymouth

Gosinski Park

43 Ronald Road

Unit 31, Community Room

Terryville, CT 06786

Tel: 860-584-9355

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Minutes

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled April 20, 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 Vinnie Klimas, Housing Authority Board Member/Treasurer Kathleen Mackiewicz and Housing Authority Board Member Elena Squires. Non-voting Staff in attendance: Executive Director Tracy Ciriello, CPA/Director of Finance Matt Fontaine, and Supervisor Maintenance [New: and Director of Safety} Walter Seaman.

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, and God Bless everyone at Gosinski Park" for the record.

Minutes: Regular Minutes 3/17/2025 Regular Meeting

After review, Elena Squires made a motion, seconded by Kathy Mackiewicz, to approve the March 17, 2026, Housing Authority of the Town of Plymouth Regular minutes as presented. This motion was approved unanimously.

Public Comments on any Topic

Katie Rutkowski, Gosinski Park Resident, questioned the number of empty units in Gosinski Park, noting she had a friend named Sue Hitchcock who had previously applied for a unit however she was out of State when the unit opened, missed her appointment to discuss her application, and briefly elaborated. Katie Rutkowski stated she would tell Sue Hitchcock to telephone Tracy Ciriello.

Tracy Ciriello stated two units were currently available, noting one of the units is an ADA unit, which will be a transfer to a current Resident who uses a mobility device. The other unit is a studio efficiency. Tracy Ciriello stated there is a state required lottery to get into Gosinski Park. Tracy Ciriello stated that she would look for the file for the Applicant that Katie Rutkowski was referring to, see what notes were made, and she would wait for Sue Hitchcock's telephone call. Tracy stated she will use the state required lottery process.

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Katie Rutkowski stated she was unable to attend today's Meet and Greet and wanted to say "hello" to both Tracy Ciriello and Walt Seaman, noting the Residents were looking forward to working with both of them.

Management Monthly Reports: Executive Director Tracy Ciriello, Part Time Supervisor Maintenance [and Director of Safety] Walter Seaman

Tracy Ciriello, Executive Director, gave the following Director's Report for April 21, 2026:

Meet and Greet: Scheduled for today, April 20, 2026, at 2:00 p.m. Went well.

Resident Activities: Day-Break at Farmington to introduce their program. They offered a van to pick up Residents to go to their daily program. They were also invited to attend a party on April 27th to see if they are interested.

Day-Break at Farmington Luncheon scheduled for May 12th

Upcoming: Beacon Pharmacy Luncheon to present what they can offer: 1. Free delivery, 2. Vaccine Clinic in Community Hall (Fall)

Management Priorities: Waitlist is currently being updated. Letters were mailed to all Applicants who applied between 2018-2024 with 14 days to respond. Due to the high demand and long very short list of available units, I have temporarily closed the waitlist, effective on April 30, 2026. Legal ads were posted in three newspapers, as well as on the Town Website. Once purse is complete, all Applicants will be placed on the PHA-WEB waitlist to help maintain order and control the lottery.

Recertifications: Packets requesting updated information on Residents due for renewal starting from January through July were delivered to each door. Lisa Phillimore was asked to help out during the transition, and she was able to do so. In collaboration with Lisa Phillimore, we have been knocking on Tenant doors to get information from non-responsive Tenants. Recertifications were completed on all Residents that have provided information, pending signatures and meeting with CHFA.

Vacant: Unit 21 and 41 (Unit 41 is ADA and will be a transfer) Applicants currently being called Unit 21. Pending Vacancies: Unit 40 (certified letter sent to family) Rented as soon as available. Unit 60 (Waiting on JDA to confirm permanent placement in Nursing Home)

Fire Alarm and CFA: Assisted with inspections on Walt Seaman's behalf. A few ADA units need reprogramming and vacant Unit 21 needs new alarm.

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Recommendations: It is my recommendation, and at the request of Walt Seaman, his title be changed to Supervisor of Maintenance and the Director of Safety. Walt Seaman will speak on his Certifications.

Miscellaneous: 1. New computer installed. 2. Plymouth Volunteer Ambulance would like donation.

Upcoming: 1. Fair Housing training set up for April 28th for all employees. 2. Dumpster for spring cleanup (Health and safety issues observed) 3. New desk 4. Removal of inoperable and unregistered vehicles (Sign contract with Tow Company at no cost to Plymouth Housing Authority) 5. Updated Tenant Selection Plan for Board to approve.

Summary: On April 20, 2026, I spoke with Kolisha Kedron from CHFA to establish policies and procedures, required forms, etc. Proper structure will be put into place moving forward. Office cleaning and organizing is also in process.

Walt Seaman stated Maintenance had inspected 61 Units in total, noting it has been a busy month and reviewed the following Maintenance Report for April 21, 2026, item by item in detail.

General Duties and Responsibilities:

Performed monthly inspections of fire extinguishers
Moved recycling and trash receptacles in and out weekly and biweekly
Cleaned the Community Hall, office area, foyer and bathrooms
Started cleaning and organizing the shed
Made trips to the Transfer Station
Removed and serviced the sander from the pickup
Swept sand from main roadway and sidewalks, more work to do
Delivered multiple announcement flyers to Residents

Maintenance and Repairs:

Performed annual inspections of units
Inspected doors and sills related to lead study
Fire and call for need alarms, inspections were conducted (thank you to Jeff and Tracy)
Fire alarm system was inspected and serviced, batteries replaced
Fire extinguisher company performed annual inspection
Replaced three hot water heaters
The emergency generator was serviced
Serviced windows in a unit so they would open and close properly
Corrected a toilet leak

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Changed shower head hose
Patched a hole in a sheetrock wall
Repaired locking system so door would operate correctly
Repaired clothesline
Installed emergency eyewash station in common area
Removed moss from the garage roof (thank you Jeff Semon)
Started to correct and install proper infrastructure related to sump pump cavity in garage area
Worked with various vendors to implement accounts and correct tax-exempt status
Researching potential HVAC contractors
Moved sand pile from the Community Hall area
Lawn mower out for annual service

Upcoming Goals and Areas of Concentration:

Continue cleanup of sand on lawn edges
Drain in sidewalk needs to be rebuilt and repaired
Formulate list of repairs from the inspections and perform the repairs
Lawn care and maintenance (raking, loom, planting seed)
Cover old bathroom vents not being utilized any longer (see picture)
Inspect and make necessary repairs in vacant units and prepare for occupancy
Servicing of HVAC units
Tree trimming as necessary
Treating of roofs that have moss and algae growth
Continue to clean the garage and surrounding area
Inventory all tools and equipment related to maintenance division
Pick up is due to service
Inventory and start working toward compliance in relation to O.S.H.A. 29 CFR 1910.1200 standard
Continue to identify areas of improvement
Continue to evaluate processes to maintain efficiency and fiscal responsibility

Walt Seaman stated after researching why water was present on the garage floor, it was discovered there was a make-shift sump pump (see picture) and noted Maintenance is rectifying it in-house with a cavity, new sump pump system and will cement around the new opening and briefly elaborated

Vinnie Klimas stated the sump pump was covered and the Board was not aware of it during the renovations otherwise it would have been taken care of.

Walt Seaman stated the drain in the sidewalk that was installed was a great idea, but poorly execution, noting the Contractor had used a plastic pump inside it, which broke.

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Walt Seaman stated Maintenance will cut it out and will build a concrete form with a hard plastic graded top for the sidewalk with the correct drain and pitch.

Joe Carey recommended that Maintenance go to the Target in Thomaston for a precast with a steel top.

Walt Seaman stated Target did have one but it's a few hundred dollars with pipes that run into it, noting that he was avoiding cutting up the entire work and felt his idea would be suitable; a brief discussion followed.

Vinnie Klimas requested that when Walt Seaman does the Maintenance Equipment listing to also include an inventory number attached to each item and identified on a Master Inventory Listing.

As requested by the Board Chairman, Walt Seaman provided and reviewed an extensive written biography/background for his emergency service career (attached) and Certifications in detail.

Vinnie Klimas made a motion, seconded by Joe Carey, to adjust Walt Seaman's title to include Director of Safety. This motion was approved unanimously. His New Title will be: PT "Supervisor of Maintenance and Director of Safety."

Vinnie Klimas thanked Walt Seaman for bringing his knowledge to Gosinski Park, and for making it a safer place.

Walt Seaman stated the generator was serviced on April 19th, noting the serviceman changed the fuel filters, the oil, and checked the hours of the transfer switch to make sure it was operating correctly. He further stated the serviceman had noted there was water in the fuel, which is not uncommon due to condensation in a stationary tank. Walt Seaman stated an additive will take care of this issue.

Walt Seaman stated the serviceman cautioned him noting that this brand of generator's lining sometimes gives way. He further stated that Maintenance will keep an eye on it monthly, noting it is in great shape and should fire right up in case of an emergency.

Vinnie Klimas stated the generator covers the Community Hall which would serve as an emergency shelter for the Residents if needed.

When questioned by Matt Fontaine, Walt Seaman stated at the current time Maintenance uses a vendor on call however a service contract could be entered into.

Matt Fontaine stated because the generator is new, in his personal/professional opinion he did not feel there was a need to rush into a contract for it; a brief discussion followed. VKlimas mentioned all contracts must be approved by the Board.

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Finance Committee

February 2026: Kathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Director of Finance

Cost Certification Status: Vinnie Klimas, Chairman

Rent Increase and Rent Stratification: Matt Fontaine CPA, Director of Finance, Tracy Ciriello, Executive Director, Finance Committee

Neighbors request to replace fencing

Vinnie Klimas stated positive news had been received regarding the Cost Certification, noting we have a "Release and Waiver of Claims" from the Contractor, and we will be getting a check in from SSHP Funds for \$106,000. Vinnie Klimas stated there was one item left which would be to deal with the DOH CDBG HUD funds that come through the Town, noting we are the subordinate agency to receive it, and then the ADA Bump Out project will be completed.

Financial Committee, March 2026 Financials: Kathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Director of Finance.

Matt Fontaine gave the following March 2026 Financial Report: Below and attached are the usual monthly reporting but I wanted to provide a quick update on the status of two recent insurance renewals:

1) Workers' Compensation - \$2.5M coverage with Workers' Compensation Trust was renewed effective 5/1/26 for coverage related to liability arising from employees (or uninsured contractors) being injured on the property resulting in medical bills, lost wages, etc. The carrier will be mailing a \$645 dividend check to the property this week as part of their program to return surplus profits back to policyholders

2) Public Officials Policy - AXA XL \$1M coverage plus \$50k of legal defense protecting the board against claims from employees, residents or others related to their actions or inactions volunteer board members with \$10k deductible. Premiums remain unchanged since at least 2023. The March bank statement was received, and all March debit card purchases and payroll withdrawals have been recorded. Progress was made with Paychex but detailed reports are still pending to ensure allocations between various payroll expense accounts are accurately done.

Although it is possible bills for electrical, plumbing or other work has not been received, all bills that I received to date have been entered including legal bills and utilities with the exception of the house meters from Eversource which has been estimated. All vendors, including those who had been awaiting grant funding, have been paid leaving only long term debt owed with monthly payments being made. In April, \$106,925 of grant revenue was received enabling payments as noted above. The related revenue was recorded retroactively in 2025 and the same will be done in the event more grant money is received later this year. As a result, the Net Ordinary Income of \$3,903 shown on the Profit & Loss accurately represents Gosinski Park's activity.

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FINANCIAL SUMMARY (NON-DESIGNATED)	March, 2026	YTD, 2026
Revenue	\$ 31,712	\$ 94,937
Expenses	\$ 30,886	\$ 91,034
Net Ordinary Income	\$ 826	\$ 3,903

Revenue is roughly in line with budget through three months, 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 particularly as recent vacancies result in lost revenue. The positive bottom line in March and year to date 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. March is the last month without a full time property manager but does include an initial payment for insurance coverage with April and beyond reflecting wages as earned.
2. Utilities - Electricity expense should trend lower in April with heating season coming to an end, though HAP is responsible for electricity in vacant units which are increasing. March includes quarterly water which is higher than budgeted after having trended lower in recent quarters.
3. Maintenance Expenses are slightly below budget for the month with the recently filled maintenance position increasing wages closer to budget for that line while increased supplies and maintenance on snow blowers were offset by absence of hvac and other contractual services in March. However, year to date savings from lower payroll were insufficient to offset appliance purchases and the more than \$9k overage from snow removal and snow relocation costs.
4. Other expenses are in line with budget as quarterly trash removal, insurance and loan costs were consistent with expectations.

When questioned by Vinnie Klimas, Treasurer Kathy Mackiewicz stated she was comfortable with the insurance coverage amounts, noting the insurance was needed; a brief discussion followed.

Vinnie Klimas stated that Matt Fontaine has provided great knowledge with his expertise and thanked him on behalf of the Board.

Kathy Mackiewicz made a motion, seconded by Elena Squires, to accept the Finance Report for March 2026, as submitted. This motion was approved unanimously.

Vinnie Klimas distributed a one page document for Rent Increase and Rent Stratification which he received from Tracy Ciriello.

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Noting that Vinnie Klimas had requested something in writing, Tracy Ciriello stated she received an email verification from Kolisha Kedron, CFHA, Asset Manager 2, which noted Tracy Ciriello is only required to have a Tenant meeting and a Board Resolution when proposing an increase in the Tenant Base Rents. The email further stated Tracy Ciriello was not required to have a meeting for each Resident's personal rent increase at the time of their annual recertification/lease renewal, noting it will be recalculated annually due to their income. Tracy Ciriello stated she will formulate a letter for the Residents explaining some of the things that happen during the recertification process.

Tracy Ciriello stated some of the Residents have been paying less than they should have been paying from the beginning, noting these will need correcting in order to move forward. She further stated; Vinnie suggested a payment arrangement can be instituted, with a 45-day notice and explained in detail the CHFA formula that she received from CHFA. Tracy Ciriello stated the Housing Authority rent increase is standard, income-based calculation where the tenant pays the higher amount either the base or 30% of their adjusted income for rent plus utilities, and when rent exceeds the Housing Authority's payment standard, tenants would pay more which would be the higher amount due to their income being recalculated, resulting in rent increases if income has risen. Tracy Ciriello stated she will scan her information to Matt Fontaine, and he can review the rent increase amounts to ensure she is doing them correctly.

Matt Fontaine stated he will review what Tracy Ciriello has and will come up with a summary so they can be categorized, noting there are 60 people at Gosinski Park, with some recent move ins. He further stated these Residents are subsidized and getting annual recertifications by J D'Amelia and they should be unchanged. Matt Fontaine stated there are 20 Residents in total who are subsidized with a couple of vacant units so we're talking about a small subset of the 60 units that have been understated in the past. Matt Fontaine requested Tracy Ciriello send him the lesser increases of \$15.00 and under noting the Residents would have 45 day notice at the beginning of May and the increase would be in effect July 1, 2026.

When questioned by Vinnie Klimas, Rich Bugnacki stated \$10.00 doesn't matter to him but to some Residents it's a large amount of money.

Matt Fontaine stated all the Residents signed a lease that reads they are responsible for 30% of their household income and briefly elaborated giving examples. Matt Fontaine stated we are not asking for Resident's permission for the increase because their income is what their income is, noting the question is should it go to the Board before Tracy Ciriello does the routine step of reporting to the Resident their rent based on their household income.

Vinnie Klimas stated he understands the compliance however he would like all the numbers put together and then have the Board hold a Special meeting in two weeks to review the numbers so everyone gets a chance to see the numbers. He further stated this hasn't been done in years and two weeks will not make a difference and it would be fair to everyone.

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Rich Bugnacki stated he did not feel the need to review the numbers if the increase is under \$20.00.

Tracy Ciriello stated she was concerned about the Residents with a significant increase that was created when they originally moved in or was due to an administrative error and understands the Board wanting to review it; a brief discussion followed.

Vinnie Klimas stated he was more comfortable with \$15.00 and questioned Rich Bugnacki if he was in agreement.

Rich Bugnacki stated he was fine with the suggested \$15.00 number change.

Katie Rutkowski stated that her rent went up in November and she works her budget around it. She further stated that she could not afford a \$10.00 or \$15.00 increase and questioned why the Residents would be punished by the clerical mistake that was made by making up the difference.

Matt Fontaine stated we are talking about specifically Residents without subsidies. Matt Fontaine stated that anyone with a subsidiary has already gone through their certification process with J. D'Amelia, noting we were not talking about raising rents for those Residents. Matt Fontaine stated we are also not talking about a rent being calculated wrong in 2025 and telling the Resident they owe us for the mistake that was made in 2025, the Board would not be trying to recoup any past payments. Matt Fontaine stated what we are talking about is looking forward if a mistake was made in the past and the calculation is now done correctly for the upcoming renewal noting someone who benefited from the Housing Authority's error in the past will now find a large increase. Matt Fontaine stated that any increase would be subject to a minimum 45 day notice. Matt Fontaine stated the Board would discuss large hardships internally and how to address them with CHFA's approval because CHFA sets the formula which is inherent in the lease that all the Tenants agreed to. Matt Fontaine stated he wanted to caution the Board to avoid a Fair Housing issue whereby the Board would be treating people differently who all agreed to the same thing and briefly elaborated. Matt Fontaine stated the Board will have to decide how to handle anyone who is significantly burdened by a new correct calculation moving forward; a brief discussion followed.

Vinnie Klimas stated he would like to see what the payment was in the past and what the recommendation is. Tracy Ciriello stated she would make sure Vinnie Klimas' request was made.

When questioned by Elena Squires, Tracy Ciriello stated as she recertifies Residents individually, she will review their rent increase at that time, as well. Tracy Ciriello stated she puts the updated income and asset numbers into the system, which automatically calculates what the rent should be; a brief discussion followed.

Matt Fontaine stated that he will compile the data from Tracy Ciriello and will use unique identification that only he knows so the Board Members will not know the Resident's name or unit number, noting it will be an extra layer.

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Vinnie Klimas made a motion, seconded by Joe Carey, to have Staff generate the information for recalculation of rents and hold a Special meeting in two weeks' time to discuss the information generated. This motion was approved unanimously.

Walt Seaman stated a neighbor's fence that borders Gosinski Park's property is falling down, noting it is unclear whose fence is it. Walt Seaman stated that he looked at the plot plan from the renovations today and noted it was not clear. Walt Seaman stated if needed that he will contact Bob Green for clarification; a brief discussion followed. Walt Seaman stated he will have answers to all questions and more information in two weeks.

Resident and Human Relations, Committee: Rich Bugnacki, Resident

Rich Bugnacki stated he needed a check from Matt Fontaine for the flowerpots.

Vinnie Klimas stated the amount for the flowers would be \$200.00 with a check payable to Rich Bugnacki and he will send Matt Fontaine a reminder email. Vinnie Klimas stated he will need receipts from Rich Bugnacki.

Katie Rutkowski stated there is a safety issue she wanted the Board to be aware of, noting the tree behind her unit has dead branches falling off and it's become a hazard and was supposed to be trimmed when they were doing renovations.

Walt Seaman stated he had already planned on cutting the tree down.

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

Vinnie Klimas stated the Cost Certification would not be discussed in the Executive Session.

Joe Carey made a motion, seconded by Vinnie Klimas, to move into Executive Session at 6:30 p.m., to discuss the follow-up Status Report by Vinnie Klimas, Chairman and Attorney Mike Wrona, Esq. discuss, and possibly take action from Executive Session regarding the previous resident legal topics, two potential lawsuits legal discussions, and to invite Matt Fontaine and Tracy Ciriello into the Executive Session. This motion was approved unanimously.

Present for the Executive Session were Rich Bugnacki, Joe Carey, Tracy Ciriello, Matt Fontaine, Vinnie Klimas, Kathy Mackiewicz, and Elena Squires.

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Vinnie Klimas called the April 20, 2026, Housing Authority meeting back into Regular Session at 6:52 p.m.

Action, as may be necessary from Executive Session

No action taken.

New or Old Business

When questioned by Joe Carey, Vinnie Klimas stated he had given the job descriptions for the Maintenance Supervisor and the Executive Director to Elena Squires as requested.

NEXT REGULAR MEETING WILL BE MAY 19, 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 May 19, 2026, at 5:00 p.m.

Matt Fontaine stated the Board should make a donation to the Plymouth Volunteer Ambulance Corps recommending a donation of \$200.00; a brief discussion followed.

Vinnie Klimas made a motion, seconded by Elena Squires, to donate \$200.00 to the Plymouth Volunteer Ambulance Corps. This motion was approved unanimously.

Vinnie Klimas stated he would send Matt Fontaine a reminder email to send a check to the Plymouth Volunteer Ambulance Corps in the amount of \$200.00.

Adjournment

There being no further business of the Housing Authority of the Town of Plymouth, Vinnie Klimas made a motion, seconded by Joe Carey, to adjourn at 6:57 p.m. This motion was approved unanimously.

Respectfully Submitted,

Patricia A. Hale

Patricia A. Hale
Recording Secretary