

Housing Authority of the Town of Plymouth
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Gosinski Park

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Linda Kowalske
TOWN CLERK

Minutes

May 19, 2026

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled May 19, 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 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 4/20/2026 Regular Meeting and Special Minutes May 5, 2026

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to approve the April 20, 2026, Housing Authority Regular minutes as presented. This motion was approved unanimously.

Joe Carey made a motion, seconded by Rich Bugnacki, to approve the May 5, 2026, Housing Authority Special minutes as presented. This motion was approved unanimously.

Public Comments on any Topic

No report.

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 May 19, 2026:

Resident Activities: Daybreak came on May 12th to do a luncheon with the Residents and provide information on what programs they have to offer. We had about 13 in attendance. Everyone loved the food.

Housing Authority Regular Meeting
May 19, 2026
Page Two of Fourteen Pages

Upcoming for Residents: Residents will be attending a second event on May 27th at Daybreak in Plainville. A van will be provided. Arts and crafts by Daybreak on June 10th in the Community Room. Haircuts for Men on June 9th in the Community Room pending license and insurance.

Vinnie Klimas stated he had spoken with the Housing Authority's insurance company and the Housing Attorney, noting if the beautician/barber goes into the Resident's units to cut hair that matter would be between the two parties, and the Housing Authority would not need the indemnification. Vinnie Klimas stated the Housing Authority encourages other programs to come in, but they have to be indemnified and have a Certificate of Insurance with a one to three page description contract/agreement on what they will be providing, ensuring the Housing Authority has a clear understanding of what will go on.

Tracy Ciriello stated that was fine; they were trying to have a community event and bring the people together; if it doesn't work out that way and they choose to have her go into their units they can have that option.

Management Priorities: Waitlist purge is complete up to 2024. Jan-April 2025 applicants are now being purged. Purging will be done at the end of every month to stay within a one-year timeline. Around 46 applicants are currently on the waitlist. The goal is to have a lottery drawing by the end of May. Putting together a move in packet for new Residents. In process of reviewing and updating the Tenant Selection Plan and Rules and Regulations. Focusing on receivables and making written payment arrangements with Residents who are behind. Four payment arrangements signed to date totaling \$7708.44. Three accounts paid in full during May totaling \$6185.00. Not yet included in Matt Fontaine's financial report. Getting quotes on companies for national background checks.

Recertifications: Processing into September; waiting on Board's approval to move forward. Only signatures acquired were Residents with no change or a decrease of rent.

Vacants: We currently have 3 vacant units. Unit 21 (under deposit) and Unit 40 (applicants were called in to process paperwork) Maintenance will have ready for June 1st move in. Unit 41 will be a transfer (paperwork sent to J. D'Amelia and is currently being processed pending JDA inspection). All move ins and transfers will be completed no later than June 1st.

Recommendations: Security deposits should be equal to one month's rent as stated in the current Tenant Selection Plan and policy from 2023 (attached). Would like to update on the new leases and Rules and Regulations; so we can collect appropriate deposits moving forward. THIS WILL HELP DECREASE THE COST THE HOUSING AUTHORITY IS PAYING OUT FROM OUR OWN FUNDS. Example: A resident passed away and family members leave everything behind. We just spent \$600 on emptying the unit.

Joe Carey questioned if background checks are performed on the applicant(s) ahead of time or at the time when a unit opens up.

**Housing Authority Regular Meeting
May 19, 2026
Page Three of Fourteen Pages**

Tracy Ciriello stated background checks can always be done when an applicant applies, noting if they were on a two-year waiting list she would want to do another background check. She further stated that she believed by law she could do another background check on any background that is over six months old. Tracy Ciriello stated it will depend on what policies are put into place at Gosinski Park. She further stated the Housing Authority should also be doing a national background search in case an applicant(s) committed a crime in another State.

Matt Fontaine stated generally a background check is done when the applicant's name comes up on the list, noting if the applicant is interested enough to look at the unit, they would be given documentation to fill out to ensure they qualify. Matt Fontaine stated the disadvantage of having a background check performed ahead of time is the information can become stale. He further stated there is also a cost involved, noting it is better to wait.

Vinnie Klimas noted that in the past the Housing Authority has always used the State of CT Judicial backup for family housing, general lawsuits, as well as the Office of the Inspector General. Vinnie Klimas stated they have also used the National Sexual Offender lookup, noting if something were to come up, they would go deeper. Vinnie Klimas stated that a couple of times it had been noted that applicants were evicted for nonpayment of rent, and this is one of things that the Housing Authority can use for not accepting an applicant(s); a brief discussion followed.

Tracy Ciriello stated she had reached out to the Town of Plymouth to check on what company they use for background checks, noting she is trying to get the best rates; and the prices vary on the volume of checks, and the type of checks, i.e., criminal, credit, etc. Tracy Ciriello stated once she has all the information compiled, she will bring it to the Board for further discussion.

Tracy Ciriello stated while she was reviewing and updating the Tenant Rules and Regulations, one of the Resident's family members had informed her they had called the listed Maintenance telephone number and were told they no longer service Gosinski Park. She further stated she believed the number was serviced by DeMarco, noting the number would be updated.

When questioned by Vinnie Klimas, Tracy Ciriello stated the Studio Units are \$460.00 Base Rent, the One Bedroom Units are \$493.00 Base Rent, and the ADA Units are \$943.00.

Matt Fontaine stated the ADA Units are currently occupied by people who have subsidy vouchers, so the \$460 and \$493 are the Base Rents. He further stated if someone has an income of \$2,500 month, they will pay higher than those base rents, and an income of \$1,500 to \$1,700 month they would be paying the base rents. Matt Fontaine stated that he wants to distinguish between Base Rents, which are the minimum anyone has to pay to live at Gosinski Park, and have a lower income verses someone who lives in an identical unit (or that same unit after the lower income person moves out) the next person moving in with a higher income would be paying more; a brief discussion followed.

Housing Authority Regular Meeting
May 19, 2026
Page Four of Fourteen Pages

Matt Fontaine stated the recommendation that Tracy Ciriello is speaking of regarding the security deposit equal to the first month's rent is an existing policy, noting the Board changed it a few years back to read *if requested by the new tenant they could pay in installments*", and has been a policy for a while.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to re-state that the security deposit policy and that the security deposit should be equal to the first month's rent.

Discussion: When questioned by Elena Squires, Matt Fontaine stated the Housing Authority would only be asking new tenants moving forward for the security deposit.

When questioned by Joe Carey, Vinnie Klimas stated the current security deposit requirement in general got a little shifted from time to time but now that the Housing Authority is stronger and is in a better position from when the renovations were taking place, the Housing Authority is now reiterating the policy, so that it is crystal clear.

When questioned by Joe Carey, Matt Fontaine stated the Resident's interest on their deposit is earned consistent with the State of CT, noting an annual percentage rate is posted and briefly elaborated.

When questioned by Elena Squires as to what happens to the security deposit for a Resident moving into a nursing home or that dies, Matt Fontaine stated a Resident who moves from Gosinski Park to a nursing home receives a letter with a check payable to them; if someone passes away the Housing Authority can only issue a check to the deceased person or their estate and briefly elaborated.

Vote: This motion was approved unanimously.

Tracy Ciriello stated that she will continue to sign payment arrangements for some of the smaller balances and get everything in writing.

Vinnie Klimas stated that he wanted to thank Resident Miriam Thom for all the holiday and seasonal decorations that she does around the Community Hall and building. He further stated it is very pretty and very artistic.

Miriam Thom stated it is her enjoyment.

Miriam Thom briefly discussed a concern regarding neighbors that fight viscosly in the night and briefly elaborated. She further stated the person in question thinks she had something to do with reporting him to the Police and threatened her by telling her to watch out.

**Housing Authority Regular Meeting
May 19, 2026
Page Five of Fourteen Pages**

Vinnie Klimas stated Residents should always call the Police if a Resident is threatened in any way, shape or form; a brief discussion followed.

Matt Fontaine stated we can get copies of the Police Report, noting the Housing Authority is not security and the Housing Authority wants Residents to have a safe and comfortable living space. He further stated any time someone feels unsafe they should call the Police, and Tracy Ciriello as needed. Matt Fontaine stated if there is a Police Report it can be put into the Resident's file and then the Housing Authority can reach out to Attorneys.

Tracy Ciriello stated she called the Police today and requested a copy of the Police Report for this incident, noting it would take approximately a week. She further stated that once she receives the report a letter will go out to the Residents involved from her stating it is a noise disturbance and briefly elaborated.

Vinnie Klimas requested that Miriam Thom sit down with Tracy Ciriello tomorrow and officially document the incident for the file. He further stated that everyone should always call the Police, noting it is their job. Vinnie Klimas stated the Housing Authority has taken appropriate action with proper documentation to do preterm notices for inappropriate behavior by individuals.

Elena Squires stated the call to the Police is the documentation.

Vinnie Klimas made a motion, seconded by Joe Carey, to accept the Executive Directors Report for May 19, 2026. This motion was approved unanimously.

Supervisor Maintenance and Director of Safety Walter Seaman May 19, 2026 Report

Walt Seaman stated it has been a busy month as always for Maintenance, noting lawn mowing/weed whacking has started weekly and sometimes twice weekly. Walt Seaman reviewed the following Maintenance Report for May 19, 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; Continue to clean and organize the sheds and garage; Made trips to the Transfer Station; Delivered multiple announcement flyers to Residents

Maintenance and Repairs: Removed caulking and re-caulked tubs; Repaired bathroom sink drain; Reinstalled toilet paper holder; Cleared clog in kitchen sink (was in the wall); Installed two stoves for Residents; Refurbished a stove; Eliminated and treated two hornet nests; Unclogged a refrigeration unit discharge hose; Addressed a water concern; Replaced internal tank in a toilet; Coordinated with Contractor to clean out abandoned unit; Met with three HVAC contractors to discuss deep cleaning of heating and cooling units; Encapsulated lead paint on doorway of Unit 16 and prepared report for the executive director and State of CT, which they were looking for.

Housing Authority Regular Meeting
May 19, 2026
Page Six of Fourteen Pages

Walt Seaman stated keeping a spare stove and refrigerator on hand is a good idea however purchasing new ones and putting them in the shed was not a good idea. He further stated maintenance refurbished them and they will be stored in the shed.

Vinnie Klimas stated, if possible, repairs should be attempted prior to purchasing new appliances. Walt Seaman stated he was in agreement, noting sometimes the repairs cannot be done.

Walt Seaman stated he had met with three HVAC Contractors, noting the HVAC units should be deep cleaned by a company versed in Mitsubishi HVAC units every three years and briefly elaborated on the process. He further stated the year-to-year HVAC cleaning can be handled by Maintenance. Walt Seaman stated the deep cleaning will have to go out as a Request for Proposals (RFP) and will cost anywhere from \$11,000 to \$16,000; a brief discussion followed.

Matt Fontaine stated he knows of a smaller company who has housing authority experience and is cost effective because the estimate is significant, noting that the Housing Authority will review the quotes to ensure they are getting the best available bid price.

Walt Seaman stated there were two factors; one would be time, noting he doesn't want to wait until September when the cooling season is over, and two, it should be a company that is familiar/experienced with Mitsubishi HVAC units; a brief discussion followed.

Walt Seaman stated per Joe Carey's recommendation he went to Target again and found a cast iron grid for the drain, noting they have to do research to see where the drain comes from and where it goes, in order to see if he will be making a concrete base on the bottom or will be putting in stones so it can drain out naturally.

Walt Seaman stated he had included a couple of pictures with his report of the sump pump which they had been using, as well as the new pump that was installed and briefly explained the process which they followed to install it.

Vinnie Klimas stated the Housing Authority was unaware of the sump pump issue during the renovations because it was covered with a piece of plywood and a refrigerator, noting they would have taken care of it had they known about it.

Walt Seaman stated he wanted to thank the new Town of Plymouth Public Works Director (Joe Sopczneski) and the new Town of Plymouth Highway Supervisor (Aaron Heller) for assisting Maintenance by sweeping the parking lot on Garden Street free of charge and noted that they did a bang-up job. Walt Seaman requested that Joe Carey share his sentiments with the Board of Public Works since he is also a Public Works Board member. Walt Seaman stated he also wanted to thank the Gosinski Park Residents for moving and removing their vehicles so the lot could be swept, noting their cooperation was immense, and that it made the job much easier.

Housing Authority Regular Meeting
May 19, 2026
Page Seven of Fourteen Pages

Walt Seaman briefly discussed his projects for improvement including the Shed, the Gator Suspension, and the Tractor PTO System, in detail and at length.

Walt Seaman stated the Gator was in decent shape and briefly elaborated on its needs.

Walt Seaman stated the Tractor won't go into high gear so the snow blower attachment can't be used and briefly elaborated, noting it will need attention before winter.

Walt Seaman stated the Shed has a hole through the backwall, a made up electrical and rot. He further stated the shed is needed to store all the landscaping equipment, and will also hold all Unit materials such as the windows, appliances, hoses, windows, etc. Walt Seaman stated the pictures show the rough shape the Shed is in including the leaking roof, noting it all needs to be replaced. Walt Seaman stated he can do the replacement work because of his extensive knowledge and put together a list of needs, including the necessary framing. Walt Lassy stated a Shed this size would cost \$12,000 to \$15,000 to replace.

Vinnie Klimas stated he would like Walt Seaman to come up with written pricing, noting the Board encourages recommendations. He further stated he wanted to make sure the Housing Authority doesn't go over budget.

Walt Seaman stated he is asking the Board to approve up to \$2,000 for materials and an extra 20 hours for manpower to fix the Shed and get the job done.

Vinnie Klimas stated it is a good recommendation, but he wants the Board to review it first, noting a Special meeting can be held to discuss it because he doesn't like to make decisions right away. He further stated the Board is required and obligated to stay within budget.

Walt Seaman briefly discussed the neighbor's (Adam Pawlick, 4 Laurel Avenue, Terryville) fencing which had been discussed at the last Housing Authority meeting. Walt Seaman stated he included pictures of the fence and provided a brief history of the fencing. Walt Seaman stated he had included Adam Pawlick's letter from Aldi Fence, LLC, which included a quote of \$5,760 to install the new fence and accompanying materials/work, for the Board's review. Walt Seaman briefly reviewed the request and attached paperwork/proposal, noting he thought it was incredibly economical. He further stated he told Adam Pawlick that he would be comfortable with paying him a \$1,000 price tag after completion of the project with the stipulation that the entire fence be installed on Adam Pawlick's property and off of Gosinski Park's property, and that he would bring his recommendation to the Board. Walt Seaman stated the stump (see pictures) elevates the fence and would need removal, noting he would recommend that the Housing Authority hire a contractor or secondly, he could rent a stump grinder and do the work.

Walt Seaman stated he will let Adam Pawlick know that he made his presentation to the Board, but he will have to wait until he gets numbers to present to the Board.

Housing Authority Regular Meeting
May 19, 2026
Page Eight of Fourteen Pages

When questioned by Rich Bugnacki, Walt Seaman stated the stump was about four to five inches from the ground.

Elena Squires stated it shouldn't be that expensive; Walt Seaman stated it would be a couple of hundred dollars.

When questioned by Elena Squires, Walt Seaman stated the roof on the Shed can wait but it would need both the plywood on the back, as well as the shingles. He further stated there is evidence of infiltration from wildlife.

When questioned by Joe Carey, Walt Seaman stated approximately two panels/16 feet were damaged on Adam Pawlick's fence by Gosinski Park Maintenance employees at different times.

Joe Carey requested that within the next three months Walt Seaman compile a listing of unused surplus equipment that Gosinski Park has which can be sold and/or auctioned.

When questioned by Joe Carey, Walt Seaman stated they still have the unused oven.

When questioned by Vinnie Klimas, Walt Seaman stated he hadn't received any interest in the 50 to 55 garbage disposals, noting they were out of warranty.

When questioned by Elena Squires, Vinnie Klimas stated the garbage disposals were not installed because the contractor was going to charge a costly amount to hook them up to electricity, noting the blueprint called for them to be installed so the cost was subtracted from the contractor and ultimately the Housing Authority was able to get some of the money back.

Walt Seaman stated he felt it was a blessing in disguise because of the aging drainage system at Gosinski Park, noting it would have caused a whole other host of problems and that it worked in Gosinski Park's favor.

Joe Carey stated maybe there are larger housing authorities/larger complexes that could use the garbage disposals and would be willing to use them as exchange units. Joe Carey noted there is also a State of CT Public Surplus website whereby municipalities can tap into and advertise. He further stated he will get the information for Walt Seaman.

Joe Carey recommended the Housing Authority send a written thank you to the Public Works Director for their gratis parking lot sweeper work, noting it would be appropriate.

Vinnie Klimas stated this request would be taken care of.

When questioned by Vinnie Klimas, Walt Seaman stated he did contact Waterbury Liquidators, noting they were not interested in the surplus garbage disposals.

**Housing Authority Regular Meeting
 May 19, 2026
 Page Nine of Fourteen Pages**

Kathy Mackiewicz made a motion, seconded by Vinnie Klimas, to accept the Supervisor Maintenance and Director of Safety May 19, 2026, Report as presented. This motion was approved unanimously.

Finance Committee--April 2026-Financials: Kathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Director of Finance

Cost Certification Status: Vinnie Klimas, Chairman

Annual Rent Recertifications-Draft 2: Matt Fontaine, CPA, Director of Finance, Tracy Ciriello, Executive Director, and Board Resolution prepared by Mike Wrona, Esq.

Because of the lengthy 2-3 year extra time dealing with the Contractor's Cost Certification hurdle yet now resolved with the State sending back those funds there was substantial extra time and costs for Dave Berto, Certified State Housing Developer thus I recommend an end of contract bonus of \$15,000 to \$20,000 = or a midpoint of \$17,500 when both checks have been received; of 50% if only SSHP \$106,000 has arrived V. Klimas, Chairperson

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

Matt Fontaine gave the following April 2026 Financial Report: Below and attached are the usual monthly reporting. The April bank statement was received and all 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. The plumber and electrician finally billed for significant services provided in March and April. Those along with all other bills received to date have been paid with nothing owed except long term debt on which monthly payments continue being made. As mentioned last month, April saw receipt of \$106,925 of grant funds which was used to pay related legal and consulting fees. A final bill from the housing consultant is likely but a portion of remaining funds can be set aside in a new interest bearing account for future capital improvements.

Net Ordinary Income of (\$8,867) shown on the Profit & Loss accurately represents Gosinski Park's operating activity.

FINANCIAL SUMMARY (NON-DESIGNATED)	April, 2026	YTD, 2026
Revenue	\$30,817	\$ 125,754
Expenses	\$43,587	\$ 134,621
Net Ordinary Income	\$ (12,770)	\$ (8,867)

Revenue has fallen more than \$1810 behind budget through four months with higher laundry revenue not enough to offset slightly higher vacancy loss and lower than budgeted Rental Income.

Housing Authority Regular Meeting
May 19, 2026
Page Ten of Fourteen Pages

In part, Rental Income is lower than budget due in large part to the recently identified administrative error in calculating many annual Recertifications as discussed during the most recent Special Meeting.

The contribution of expenses to the negative bottom line is outlined below, though results are expected to turn positive by year end:

- 1) Administrative expenses are generally in line with budget for the month with the exception of legal fees continuing at a high rate. While year to date remains below budget entirely from lower admin payroll earlier in the year while the position was vacant.
- 2) Utilities - Electricity expense are lower consistent with seasonal trends as well as March having been overestimated. May should also be favorable prior to costs increasing again with cooling costs during summer months.
- 3) Maintenance Expenses are significantly above budget for the month with receipt of about \$2800 of plumbing and electrical invoices from prior months as noted above. Additionally there was over \$2k of annual alarm test costs, \$4k for appliances and nearly \$3k for servicing various equipment. Obviously annual alarm testing will not be a recurring expense this year and similarly the equipment service is not expected to be a recurring cost until at least 2027 while the appliance purchases provide for stock and are not representative of a trend. All of which factors into our comfort that HAP's results will improve through year end.
- 4) Other expenses are in line with budget as quarterly trash removal, insurance and loan costs were consistent with expectations and year to date trend; a brief discussion followed.

Vinnie Klimas stated regarding the legal expenses on the Financial Report, the Housing Authority is still under the lawsuit, noting the Resident has the right to go to Superior Court. He further stated after the \$30 million dollar renovations, Gosinski Park meets the code and briefly elaborated.

Vinnie Klimas stated he would like to hold a Special meeting in a couple of weeks with the Treasurer and Matt Fontaine to review the April Financials to ensure we don't have any more months with a deficit and also to go over the proper checks and balances to ensure they are in place.

Per Vinnie Klimas' request, Matt Fontaine reviewed and summarized item number three on his April Finance Report noting it is a combination of things, including significant one-time costs and costs for things that are long lived, noting it is normal; they happen from time to time with 60 unit facilities; a brief discussion followed.

Vinnie Klimas stated another check will be coming in that is between \$100,000 to \$130,000 DOH HUD Community Block Funds that will go through the Town.

Housing Authority Regular Meeting
May 19, 2026
Page Eleven of Fourteen Pages

When questioned by Walt Seaman, Matt Fontaine stated the old plumber invoices were from March and April, noting Electro-Service tends to bill late, and that it was nothing on our part.

When questioned by Walt Seaman, Matt Fontaine stated the fire alarms system was included which covered the regular alarm testing, battery replacement and some other work; a brief discussion followed. Walt Seaman stated he would follow up with Electro-Service tomorrow.

Vinnie Klimas stated the Finance Committee can look at the \$106,000 plus the additional \$130,000 check and bring it to the Board. He further stated the Housing Authority can use the "rainy day" funds and follow the format which means the Thomaston Savings Bank note can be used for different equipment. Vinnie Klimas stated the Finance Committee would make a recommendation to transfer some of the surplus cost certification forms to catch up with the deficits particularly for the Maintenance bills.

Vinnie Klimas stated that David Berto, Certified Housing Consultant, has done a great job for the Housing Authority and noted he had done an extra two to two and one half years of work due to the issues with the Cost Certification with the Contractor. Vinnie Klimas stated David Berto had asked for a little extra payment for the extra work. Vinnie Klimas stated he would like to take a midpoint of \$17,500 from the recommended \$15,000 to \$20,000 and give it to David Berto, noting he deserves it and briefly elaborated.

Matt Fontaine stated the Housing Authority certainly got its money worth from David Berto's expertise and guidance and he has a great relationship with CHFA and other State agencies, noting David Berto was also essential in shepherding and interacting with a difficult contractor. He further stated that he felt the \$17,500 was a reasonable amount to give David Berto as thanks for his contribution; a brief discussion followed.

Joe Carey stated it is very apparent that David Berto put in a lot more billable hours than what was in his proposal and questioned if Vinnie Klimas had something from him in writing.

Vinnie Klimas stated he had an email summary but noted it was not an invoice.

Joe Carey stated he would like to recommend an amendment to the contract, noting it can be done as a contract Change Order to accommodate the additional work that was not specified in the contract. He further stated having something in writing that indicates the dollar amount can be reflected in the Change Order and then the Housing Authority's paperwork will be in line with its filing when closing this issue out. He further stated it will also show an accounting of where the money went and why.

Joe Carey stated David Berto could send the Housing Authority a written request with the dollar amount and then the Housing Authority can act on it.

Housing Authority Regular Meeting
May 19, 2026
Page Twelve of Fourteen Pages

Vinnie Klimas stated he was in agreement with Joe Carey's wording and stated the word "bonus" should not be used. He further stated he would send the request to David Berto and thanked Joe Carey for his wording assistance.

Vinnie Klimas noted that Board Member Joe Carey is a State of CT Building Inspector and noted with his expertise, Joe Carey had provided very good construction and other advice throughout the renovation project. Vinnie Klimas stated the brand new doors for the Maintenance Garage had been cut out of the Budget, but through Joe Carey's contacts with Garage Door companies Joe Carey was able to get brand new garage doors gratis for Gosinski Park.

Vinnie Klimas made a motion, seconded by Joe Carey, to get a Change Order and request for payment in writing for the additional work done by the Housing Authority Consultant David Berto, in addition to the original contract for approval at the next Housing Authority meeting. This motion was approved unanimously.

When asked for his opinion by Vinnie Klimas, Matt Fontaine stated the terminology makes sense since it is not a bonus for work that should have been done; it's a Change Order for work done outside of the scope of the contract.

Referring to the distributed Draft #4, Resolution of the Housing Authority of the Town of Plymouth, Vinnie Klimas stated the annual Rent Certification Report was distributed at the Special May 5, 2026, meeting, and the Resolution was written by the Housing Authority's Attorney Mike Wrona. Vinnie Klimas stated for transparency for the Public, he would like it to be made known that this report is included in the Resident leases, as well as in the Resident Handbook.

Joe Carey questioned if the written timeline of One Month/Second Month/Third Month was within the guidelines of CHFA regulations, noting he just wanted to be sure that the Housing Authority would still be following the CHFA regulations and guidelines and still be in compliance by adopting this draft Resolution.

Vinnie Klimas stated it is the Housing Authority's recommendation to help the low income residents out with the increases.

When questioned by Vinnie Klimas, Tracy Ciriello stated she had not done research on it, but she could. She further stated this is just a onetime thing that is being implemented because of the administrative errors that were found. She further stated if the Housing Authority does the annual recertifications as they should, this will not be a worry because there will be a 45-day notice stating the rent may go up \$5.00 per year based on the COLA. Tracy Ciriello stated because there were administrative errors she felt CHFA would consider it fair to give Residents the 1/2/3 months' time.

**Housing Authority Regular Meeting
May 19, 2026
Page Thirteen of Fourteen Pages**

Vinnie Klimas stated that Attorney Mike Wrona felt it would be a good idea to pass the Resolution by CHFA and would be calling CHFA himself, noting the Housing Authority could also call.

Matt Fontaine stated the CHFA guidelines do not address this specific situation and his recommendation at the last two meetings was to perform the calculation and identify what the numbers are. Matt Fontaine stated CHFA's baseline is any resident who has an increase and is effective in the month when their income decreases; and in the case of an increase CHFA and State requirement is no less than 45 days' notice, so everyone's rent is due on the first and late on the 11th monthly. He further stated that today being May 19th, if the Board said let's move forward, the recalculation would not be effective before August 1st, and the 45 days would be past July 1st. Matt Fontaine stated his recommendation was to reach out to the Attorney who has experience in Fair Housing to make sure if the Board deviates from the baseline the Board is doing it in a way that is consistent with Fair Housing. He further stated that broadly speaking, Fair Housing is when people are in similar situations and the Board must treat them fairly and briefly elaborated. Matt Fontaine stated he has a level of comfort with the Attorney's draft Resolution, noting it is a reasonable approach and if CHFA is on board there is no one that can say the Board didn't do its due diligence. He further stated the Board is trying to get back on track in the least painful way and without treating people differently.

Joe Carey stated he is in favor of working with the tenants getting acclimated with the payment schedule, noting he just wanted to make sure the Board wasn't stepping outside the CHFA requirements; a brief discussion followed.

Vinnie Klimas stated the Board will get a ruling from Attorney Mike Wrona after he reviews the document with CHFA and will hold a Special meeting on June 8th at 5:00 p.m.

Vinnie Klimas stated he had distributed a Draft Job Description for the At Will Employment Agreement for the Part-Time Culinary and Office Aide for review. Vinnie Klimas stated this position was originally in the Budget for a part time Administrative Aide for the Office to help out with the phones and more for so many hours per week. He further stated with Gosinski Park now doing daily lunches there has to be a Certified Food Handler present for preparing and serving the meals. Vinnie Klimas stated this position will be voted on at the June 8th meeting, as well. He further stated if anyone has any comments on this position please give them to him prior to the meeting so they can be added to the Job Description.

Resident and Human Relations, Committee: Rich Bugnacki, Resident

Rich Bugnacki stated the weather wasn't on the Beautification Committee's side and then it jumped to 100 degrees. He further stated, weather permitting, the Beautification Committee will get to work this weekend.

**Housing Authority Regular Meeting
May 19, 2026
Page Fourteen of Fourteen Pages**

When questioned by Vinnie Klimas, Rich Bugnacki stated he did receive the check for the flower planters.

Executive Session regarding Legal Status of two residents late rental Payments and possible Court Stipulation action

Vinnie Klimas stated the request for the Executive Session came from the Executive Director for the legal status of two residents who have late rental payments and possible court stipulation action.

Vinnie Klimas made a motion, seconded by Rich Bugnacki, to move into Executive Session at 6:58 p.m., to discuss the Legal Status of two residents late rental Payments and possible Court Stipulation action. 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.

Vinnie Klimas called the May 19, 2026, Housing Authority meeting back into Regular Session at 7:20 p.m.

Action, as may be necessary from Executive Session

Joe Carey made a motion, seconded by Kathy Mackiewicz, to process the two resident names, as identified by the Executive Director, to Attorney Mike Wrona for the next legal step to be taken. This motion was approved unanimously.

New or Old Business--NEXT REGULAR MEETING WILL BE JUNE 16, 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 June 16, 2026, at 5:00 p.m.

Vinnie Klimas stated the next Special meeting of the Housing Authority of the Town of Plymouth will be held on June 8, 2026, at 5:00 p.m.

Adjournment. There being no further business of the Housing Authority of the Town of Plymouth, Vinnie Klimas made a motion, seconded by Rich Bugnacki, to adjourn at 7:25 p.m. This motion was approved unanimously.

Respectfully Submitted,

Patricia A. Hale

Patricia A. Hale, Recording Secretary