

**Housing Authority of the Town of Plymouth**

**Gosinski Park**

**Tel: 860-584-9355**

**43 Ronald Road**

**Unit 31, Community Room**

**Terryville, CT 06786**

**Minutes**

**July 15, 2025**

**Call to order, Roll Call, Pledge of Allegiance and Invocation. Vinnie Klimas, Chairperson.**

**Note: Meeting needs to end by 6:45 p.m., due to conflict.**

Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled July 15, 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 Member Joe Carey, Housing Authority Member/Chairperson Vinnie Klimas, and Treasurer Kathleen Mackiewicz. Excused Absence: Housing Authority Member Rich Bugnacki and Housing Authority Member Gladys Torres. Also present were non-voting Interim Business Manager Lisa Phillimore and Part Time Maintenance Henry Poulin.

Vinnie Klimas noted the conflict of time necessitating ending the meeting by 6:45 p.m., no longer applied as the meeting was cancelled and the Housing Authority could be more flexible with its time.

**Fire Exit Notification**

Vinnie Klimas noted the Fire Exits for the Housing Authority Board Members and the Public Audience.

**Pledge of Allegiance and 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 6/17/2025**

Joe Carey made a motion, seconded by Kathy Mackiewicz, to approve the June 17, 2025, Housing Authority of the Town of Plymouth as presented. This motion was approved unanimously.

**Public Comments. General Public.**

Katie Rutkowski, Gosinski Park Resident, stated we are still having the same problem as she had stated at last month's meeting with the Stop Sign issue.

**Housing Authority of the Town of Plymouth Regular Meeting**  
**July 15, 2025**  
**Page Two of Nine Pages**

Katie Rutkowski stated she wanted to clarify that the Vet Tech was not her niece however she was a traveling vet tech, but there is another one that works in this area and is certified and it's up to the Residents if they want her to come do their dogs grooming; it's not really something that has to go through the office, noting it's the same thing as if they wanted someone to clean their house.

Vinnie Klimas stated it would be a liability health issue if it's approved at all by the Board and if individual residents hire one it would be up to them.

Katie Rutkowski stated she will give residents the card and they can call her directly; a brief discussion followed. When questioned by Vinnie Klimas if she was certified Katie Rutkowski stated she was and that she used to be a Vet Tech, so she knows what to look for; a brief discussion followed. Vinnie Klimas stated the Board is not taking any position on it, noting it is not sponsored or denied by the Board, nor is it approving it.

Katie Rutkowski stated she talked to the Police Chief and because they don't plow anything they don't have any jurisdiction over the Stop Sign and it's a big problem, noting people drive right through it citing examples and briefly elaborated.

Vinnie Klimas stated he will check with Housing Authority Board Member Joe Carey, who is our physical plant expert. He further stated he believes there is a Town Commission that approves and/or disapproves all road signage.

Laura Seckington, Gosinski Park Resident, stated she knows Vinnie Klimas' Commission is up soon, noting he's been here 11 years, and it is up every three years because he is the one who said and who made the ruling that a person can only be here so many years because of the previous Office Manager.

Vinnie Klimas stated he was unsure of his term ending date and noted he is sure he has a couple more years. He further stated the Mayor recommends to the Town Council all Board/Commission reappointments and the Town Council approves/disapproves the reappointment. Vinnie Klimas stated the term itself is not forever just for the term of the appointment, Vinnie Klimas stated the Mayor/Town Council do not appoint the Chairman or the Treasurer positions. Vinnie Klimas stated the residents do not vote on the Housing Authority Board Members; however, the residents do have a formal bona fide Resident Election to elect one Housing Authority Resident Board member. Vinnie Klimas stated four people get appointed by the Mayor and the Town Council and they take an oath. Vinnie Klimas stated he will provide the term ending dates at the next meeting.

Katie Rutkowski stated it's five years and briefly elaborated, noting Vinnie was supposed to be done this past August and she checked. Vinnie Klimas stated Katie Rutkowski's statement is incorrect and misleading to the Public.

**Housing Authority of the Town of Plymouth Regular Meeting**  
**July 15, 2025**  
**Page Three of Nine Pages**

Katie Rutkowski stated she was the court appointed translator for resident Heidi, noting she stayed with her at her apartment this past weekend and briefly elaborated.

Nicole Chamberlain Pearson stated she also helped translate that morning and evening because the Resident couldn't communicate with the Police Officer and briefly elaborated.

Mariam Thom stated she was afraid of the man, noting he is living in this community, and the Police came and spoke to him and noted she has a restraining order, which she told the Police Officer on the telephone.

Vinnie Klimas recommended that Mariam Thom show the restraining order to the Police Officer when they show up in person, noting there are different Police Officers and they all might not have the history of what is going on. Vinnie Klimas stated Police Officer Tardiff has a lot more information on this specific case.

Vinnie Klimas stated for any safety problems that any Gosinski Park resident has they should always call the Police Department right away so action can be taken immediately. He further stated the Housing Authority doesn't have any authority over Police matters and everyone should call 911 for emergency help; or pull the Resident call for help cord located in all apartments; a brief discussion followed.

Katie Rutkowski stated they only have one restraining order and there's two different apartment addresses, noting they have to straighten the address out, and that the court called her and briefly elaborated.

Vinnie Klimas stated this is Katie Rutkowski's opinion and noted the Housing Authority Board is not taking a stance because the Housing Authority Board are not Lawyers, Judges or Police Officers.

Nicole Chamberlain Pearson stated that maybe we should have a Police Officer located on the property in one of the empty units. Vinnie Klimas stated the Housing Authority could not afford to keep a Police Officer for three shifts, seven days a week and briefly elaborated. Vinnie Klimas stated the Police Department, and the Fire Department have always been 1,000 percent cooperative and arrive quickly and helpful whenever there has been an issue at Gosinski Park.

Gail Reno, Gosinski Park Resident, stated it is sad that we are even talking about it, noting we are all senior citizens, and we can't get along. She further stated we are so lucky to be here, noting we have a rent we can afford, we have freedom and friends it makes her want to cry because she doesn't get it. Gail Reno stated the person is trouble and you should just stay away.

Vinnie Klimas stated it is human behavior with a whole variety of human behaviors involved.

**Housing Authority of the Town of Plymouth Regular Meeting  
July 15, 2025  
Page Four of Nine Pages**

Nicole Chamberlain Pearson stated she was harassed several times by this person. Nicole Chamberlain Pearson stated she was watering her garden, and she put her recorder on her phone because something told her to. She further stated this person called her a lot of words she refuses to mention, and some people heard it at a distance, so she called the Police when she went back into the house, and she made a complaint, and they came and eventually took him out.

Vinnie Klimas stated the Police responded in a positive manner

**Executive Session follow-up Status Report by Chairman. Discuss, and possibly take action in Executive Session regarding the previous resident topics and Attorney Mike Wrona, Esq.,; Lisa Phillimore, Interim Business Manager (on pre-approved vacation) will be invited to attend to provide expert advice, financial, and regulatory housing advice. Resident #2 Issue. Resident #3 Issue, Resident #4.**

Vinnie Klimas made a motion, seconded by Joe Carey, to move into Executive Session at 5:56 p.m., to discuss the follow up on the Resident Issue #2, Resident Issue #3 and Resident #4 Issue, and to invite Lisa Phillimore in, and Mike Wrona via telephone and noted the Financial Manager could not make it in person but will be here next month. This motion was approved unanimously.

Present for the Executive Session were Joe Carey, Vinnie Klimas, Cathy Mackiewicz, Lisa Phillimore, and Mike Wrona via telephone.

Vinnie Klimas called the Housing Authority July 15, 2025, meeting back into Regular Session at 6:22 p.m.

**Action, as may be necessary, from Executive Session**

Vinnie Klimas made a motion, seconded by Joe Carey, to implement a strategy pending any potential litigation regarding the issue of violence and we will get Police Reports and any other documentation about the resident. This motion was approved unanimously.

**Management Reports: Interim Business Manager, Lisa Phillimore: Monthly Report; Hank Poulin, PT Supr. Monthly Report Maintenance: Unit 13 except for the roof buckling repair all work and payments are complete.**

Lisa Phillimore gave the following July 2025 Interim Office Manager's Report: We have 57 units actively occupied.

Unit #60 is on schedule for occupation August 1<sup>st</sup> by a qualified citizen through Money Follows the People. Unit #19 is now vacant. Sadly, resident Harry Lyga passed away. Family has cleared his belongings; Maintenance is the process of cleaning and repairing unit for new occupant.

**Housing Authority of the Town of Plymouth Regular Meeting**  
**July 15, 2025**  
**Page Five of Nine Pages**

Unit #13, which just underwent renovations after extensive water damage; the resident is back in rehab, unsure of any plans to return or if able to return.

We had an incident on July 4<sup>th</sup> with a fire close to a building, Police were called for overall disturbance, Police asked resident to put fire out; resident re-lit the fire after the Police left.

Another arrest just occurred Friday night; allegedly there maybe restraining orders in place for 4 women. We are temporarily assisting displaced resident for a couple of days with Police assistance. I've consulted with our attorney as to our next steps.

Unit #2 had an undetected HW heater leak causing damage to a small area of wallboard and the corner section of the countertop, in addition to replacing tank. No insurance claim was made.

There will be a Belated July 4<sup>th</sup> Summer Picnic tomorrow, July 16<sup>th</sup> at 12:30 p.m. for the residents., Board Members, Staff and community friends.

We are in discussion with CW Resources to resume our Meal Program the first of October. We will be meeting the first of August to discuss the plan; a brief discussion followed noting volunteer Residents will be serving the meals which would bring the \$5.00 per meal price down because the company won't have to pay employees to handle it. Lisa Phillimore stated there is a \$10,000 grant subsidy from HARP (Home Affordable Refinance Program) for the Food Program and she will be applying for the Thomaston Savings Bank Grant for the Exercise Program, noting that Vinnie Klimas had stated the Thomaston Savings Grants are more capital than operational.

Joe Carey thanked Lisa Phillimore for her hard work, noting he very much appreciates the extensive work she has put in for the food program.

Kathy Mackiewicz made a motion, seconded by Joe Carey, to accept the June Interim Business Manager's Report as presented. This motion was approved unanimously.

Henry Poulin stated Maintenance worked on 83 Work Orders last month, noting there were all normal issues, including two toilet clogs. He further stated we were fortunate they haven't had to call American Rooter, noting one of the clogs had been due to too much toilet paper. Henry Poulin stated that he wanted to remind the Residents to flush and hold the handle down for a few seconds which allows more water to flow through the system because they are low flow toilets. Henry Poulin stated Unit #2 broke a kitchen window and it was a \$200 repair and briefly elaborated. Henry Poulin stated they are busy keeping up with lawns and yardwork. Henry Poulin stated the unit inspections have not begun because every time he plans to start an apartment there is an issue at another unit that needs immediate attention. He further stated he will do his best to begin the inspections and try for a minimum of one per month.

**Housing Authority of the Town of Plymouth Regular Meeting**  
**July 15, 2025**  
**Page Six of Nine Pages**

Henry Poulin stated as he understands it, we are only responsible for inspecting 40 units and J. D'Amelia is responsible for the other 20 units. Henry Poulin stated another problem with inspecting the units is that a lot of the Residents are late risers and are not up until noon on most days; a brief discussion followed. Henry Poulin stated he can do Unit 60 tomorrow, noting it is a vacant unit. Henry Poulin stated the condenser (control board) which is located outside of Unit 3 broke, noting the part was \$800 plus and with the service fee the bill was over \$1,000. He further stated when he asked the technician what caused this to happen, he was told it was due to a power surge, which happens a lot in this area. Henry Poulin stated a suggestion was made regarding utilizing the condensers behind the shed (left over from the bump outs) and when he mentioned it to the technician about taking the control board out of one of those the technician said the condensers are matched up to the heads in the factory and chances are it won't respond to the head unit.

Joe Carey stated he agrees with the summation but finds it difficult to believe that they use different heads and briefly elaborated, noting it should match. He further stated they do not like fluctuation in them and noted the older they get the more temperamental they get.

When questioned by Lisa Phillimore if we should look at obtaining grants for these units, Vinnie Klimas stated it has to be a chronic event and if we have 60 units it's not a trend. He further stated two units is not a trend, when it's just an aging out individual maintenance issue and they won't spend money if something is not working; a brief discussion followed.

When questioned by Kathy Mackiewicz if these units have power surge protectors, Henry Poulin stated that he was not aware of any, noting they were hard wired in.

Joe Carey stated we could hardwire to this and then the unit, noting we should speak to the technician because there is a lot of technology that he is unaware of, and it could be a simple fix.

Vinnie Klimas stated if we could validate the safety of a new item, it could be considered as an upgrade for the unit and could be approved verses replacing something that already works. He further stated that energy efficiency is a priority with the State with whatever we have that could improve the system.

Henry Poulin stated the door closing system whereby we use the fob to get in and out is malfunctioning, noting he has to unplug it in the electrical room, let it reset and then it will work temporarily. He further stated that he spoke to the Housing Authority's Electrician Marius Myer who installed the system and told him the system is obsolete, and he can't get parts for it. Henry Poulin stated we need the system because it also has handicap access on the outside pole and inside as well. He further stated that he will get a quote from Marius Myer to replace the system.

Joe Carey made a motion, seconded by Kathy Mackiewicz, to accept the June 17, 2025, through July 12, 2025, Maintenance Report as presented. This motion was approved unanimously.

**COMMITTEE REPORTS: FINANCE: June 2025 Financials: Kathy Mackiewicz, Treasurer and Eric Jay Director of Finance; DeMarco Co. Cost Certification matter-Vinnie Klimas, Chairman. \$300,000+- rough estimate for retainage and end of project costs. Possible legal costs. PAC the Contractor has finally hired a new CPA and have submitted revised Cost Certification documents which DOH/CHFA are reviewing and asking various questions which PAC are responding to. This is potentially positive; motion forward and fully subject to State reviews and comments. Annual Audit has begun. Kathy Mackiewicz, Treasurer and Vinnie Klimas, Chairperson. 30 day Date extension granted by DOH and CHFA. Rent Increase Status.**

Vinnie Klimas stated that Eric Jay was new to DeMarco Company and was still getting acclimated.

At the request of Vinnie Klimas, Kathy Mackiewicz read the Financial Summary out loud for the Housing Authority Members and the Public audience, noting the profit was great.

Vinnie Klimas stated as Eric Jay is learning the system he had accidentally put the \$31,000 insurance check intended for Unit 13 into the General Revenue, noting the posting had been corrected. Vinnie Klimas stated we will be working with Paychex to enable the new accountant access to the data. Vinnie Klimas stated we are right on target.

Eric Jay, Director of Finance, DeMarco Co., submitted the following June 2025 Financial Report:

As mentioned below, with the reports sent out on Friday, June results showed a high positive net income amount, largely related to an insurance check received for 31,362 that was booked as income. In researching this, the check had not been properly accounted for, as there was a separate balance sheet account (Sundry AP) that we had been using for all of the receipts and invoices related to the insurance claim. The previous balance sheet report, sent on Friday, had a large debit balance in the Sundry AP account. Now, with the attached balance sheet account, the Sundry AP account shows a small credit amount of \$788. We are checking to make sure there aren't any more invoices that should be booked to this Sundry AP account to get it to reconcile to zero. I have updated the monthly and YTD totals in the grid below. All other notes sent on Friday of last week still hold true.

<b>FINANCIAL SUMMARY (NON-DESIGNATED)</b>	<b>June, 2025</b>	<b>YTD June, 2025</b>
Revenue	\$31,410	\$ 190,097
Expenses	\$31,737	\$ 175,994
Net Ordinary Income	\$-327	\$ 14,103

**Housing Authority of the Town of Plymouth Regular Meeting  
July 15, 2025  
Page Eight of Nine Pages**

Admin expenses were a little higher than May due to increased legal expense and a payment for a settlement. Eventually audit costs will lead to higher cost later in the year but having recorded the full annual software license fee in January, most other costs should remain steady month to month. The notable exception being two months which will reflect three bi-weekly pay periods worth of expense.

Utilities reflect actual electricity bills.

Maintenance payroll started to uptick in May and increased from May to June due to landscaping responsibilities coming on board. Contractual Services (4430), as with May, continues to be under control. But HVAC contracts spiked up in June due to outdoor control diagnostic, reattachment of a mini pump, and a control installation. All of these services were provided by American Heating.

Other expenses remain roughly in line with expectations and monthly interest payments on the loan continue on trend.

Kathy Mackiewicz made a motion, seconded by Vinnie Klimas, to accept the June 2025 Financial Report as presented. This motion was approved unanimously.

Vinnie Klimas stated we are still dealing with the Cost Certification, noting the State is reviewing, evaluating and analyzing it and hopefully they'll come up with a final decision soon.

Vinnie Klimas stated the annual audit is underway with a goal of having it completed by the end of July. He further noted the State (DOH and CHFA) had approved a 30-day extension, as well.

Referring to the Rent Increase past agenda item, Vinnie Klimas stated there is a day-long Seminar Conference on Rent Increases which he and Lisa Phillimore will be attending.

**PHYSICAL PLANT: Vin Klimas, Chairperson and Joe Carey, Member. Unit #13 work, insurance funds are received (except for minor amount for water bill) and payments completed; except for roofing repairs. Unit #2 minor water leak.**

Vinnie Klimas stated Unit #13 was previously discussed.

Vinnie Klimas stated we thought the water leak in Unit #2 was going to be major, but it was only a minor water leak.

**RESIDENT AND HUMAN RELATIONS**

Vinnie Klimas stated Rich Bugnacki was unable to make this evening's meeting due to illness.

**Housing Authority of the Town of Plymouth Regular Meeting**  
**July 15, 2025**  
**Page Nine of Nine Pages**

Vinnie Klimas stated after Friday we will try to look at the painting of the parking spaces so that all of the parking places can be identified and numbered.

**Any Other New or Old Business?**

Vinnie Klimas stated he wanted to remind everyone that the Fourth of July picnic was scheduled for tomorrow at 12:30 p.m., and will include hot dogs, hamburgers, salads, soda, as well as music.

Lisa Phillimore stated a Resident was complaining because we paid \$14.00 for headphones to listen to their television for another Resident who is hard of hearing as part of a reasonable accommodation. She further stated the Housing Authority had previously installed an extra grab bar in the shower for the Resident who was complaining about the \$14.00.


Vinnie Klimas stated we have an obligation to review all requests and if it's an appropriate expenditure we need to follow through with the request. He further stated that anyone can challenge an expenditure however a \$14.00 expenditure is not valid.

Vinnie Klimas stated he and Lisa Phillimore will be attending the annual Housing Conference at Mohegan Sun for three to four days at the end of August. Vinnie Klimas stated they applied for free accommodations and attendance fees that is offered annually by the State for small Housing Authorities, noting last year they received the request and hopefully they will receive it again for this year's Conference.

**NEXT REGULAR MEETING WILL BE August 19, 2025 Community Hall, 5:30 pm, Tuesday.** Vinnie Klimas stated the next Housing Authority meeting was scheduled for August 19, 2025, in the Community Hall at 5:30 p.m.

**Adjournment**

There being no further business of the Housing Authority of the Town of Plymouth, Kathy Mackiewicz made a motion, seconded by Joe Carey, to adjourn at 7:01 p.m. This motion was approved unanimously.

  
Respectfully Submitted, Patricia A. Hale, Recording Secretary