

Housing Authority of the Town of Plymouth

43 Ronald Road, Gosinski Park

Tel: 860-584-9355

Unit 31, Community Room

Terryville, CT 06786

Minutes

January 21, 2025

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled January 21, 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 Board Member Rich Bugnacki, Housing Authority Member Joe Carey, Housing Authority Member/Chairperson Vinnie Klimas, Treasurer Kathleen Mackiewicz and Housing Authority Member Gladys Torres. Also present were non-voting Matt Fontaine, CPA, Controller, Interim Business Manager Lisa Phillimore, and Part Time Maintenance Henry Poulin.

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.

Annual Calendar 2025

Vinnie Klimas stated the Housing Authority Meetings are always held on the third Tuesday of each month except for this evening’s meeting January 21, 2025 and the February 19, 2025, Meetings because of conflicts with meetings.

Minutes 12/17/2025-Christmas Party

Vinnie Klimas stated there was no official meeting/minutes for December 17, 2025, instead the annual Christmas Party was held.

Rich Bugnacki stated it was a very nice party.

Vinnie Klimas stated the Christmas Party fliers made up by Lisa Phillimore were done up nicely.

Public Comments

Katie Rutkowski, Gosinski Park-Resident, stated when she went to get into her car, which was parked in her parking spot, she nearly fell and noted it was because Unit #36 never moves his car, which is next to her parking space, so it wasn’t plowed and was all ice and noted this is a safety hazard, and that it happened again today. She said she complained about this before and nothing happened.

2025 FEB 13 10:11 AM
RECEIVED RECORDS
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Committee Reports Finance: December 2024 Financials: Kathy Mackiewicz, Treasurer and Matt Fontain, CPA, Controller, DeMarco Company (Year End)

Referencing his attached December 2024 Financials, Matt Fontaine stated the following: Attached are the usual reports with notes below.

Bank statements have been recorded, credit card activity, legal bills and utilities have been recorded. Revenue improved again to \$30,838 and \$343,114 year to date with collection of laundry revenue and continued improvement in occupancy. Two units remain vacant (1 efficiency and 1 1BR at 12/31/24 increasing vacancy loss to \$22,939 for 2024. December included the third payment on the Thomaston Savings Loan with the remaining amount owed shown in acct 2220 on the Balance Sheet report. Receipt of UniteCT payments in recent months have reduced outstanding rent balances though there remains a significant amount owed.

Although there remains \$135,386 of available DOH/CDBG funds and \$125,775 of CHFA SSHP funds upon which to draw, the only 2024 grant revenue as \$3k from the Town to pay for the roof/gutter work. The cumulative amount from other grants remains \$4,718.874. However, \$3k was received from the Town of Plymouth as noted above. The table below summarizes operating activity and will continue to be used to distinguish from grant related activity expected later in the year. Comparisons of Net Ordinary income relative to budget is the best method of analyzing HAP’s operations as they take into account seasonal variations.

FINANCIAL SUMMARY (NON-DESIGNATED)	December, 2024	YTD, 2024
Revenue	\$ 30,838	\$343,113
Expenses	\$ 23,951	\$363,400
Net Ordinary Income	\$ 6,887	\$(20,287)

1. After a relatively low total in November, Administrative Expenses for December are significant at \$16,669 with legal fees for UniteCT noted above and three bi-weekly pay periods increasing wages as well as related taxes.
2. Utilities reflect actual electricity bills and are in line with expectations for the season.
3. Maintenance payroll was also significant due to three bi-weekly pay periods causing the category to remain high with inclusion of older plumbing and exterminating bills received this month. Overages in the category remain from \$11k of electrical services and August’s contract costs including \$3k for the roofs/gutters from earlier periods.

Housing Authority of the Town of Plymouth
January 21, 2025
Page Six of Eight Pages

Vinnie Klimas stated he would give a copy to Treasurer Kathy Mackiewicz, and they will review it and will get back to Matt Fontaine on it. He further stated this Draft Annual Budget is available to any Housing Authority Board Member that would like to review it. They will vote on it next meeting. Vinnie Klimas stated the Draft Annual Budget included for an up to possible 3% raise and money for a part-time Resident Services Coordinator for the Office.

Lisa Phillimore stated she is looking into different grants and ways to expand Gosinski Park's Resident Program, including hot meals, transportation and paperwork.

Physical Plant: Vinnie Klimas Chairperson and Joe Carey, Member.

ESTIMATED ADA BUMP OUTS PROJECT

DOH SSHP State Funds through CHFA to the Housing Authority of the Town of Plymouth	\$ 2,509,725
DOH CDBG funds through the Town of Plymouth to the Housing Authority of the Town of Plymouth	\$ 2,300,000
Town of Plymouth CDBG Program Income	\$ 100,000
Town of Plymouth ARPA Funds	\$ 100,000
DOH Predevelopment Loan	\$ 278,000
Thomaston Savings Bank Renovation Loan	\$ 300,000
Housing Authority Property Reserves	\$ 14,877
Housing Authority Equity	\$ 16,663
Energy Rebates	\$ 1,805
TOTAL OF FUNDS APPROVED AND REVISED-Approximate	\$ 5,604,407
Approximate Amount Previously Requisitioned	Updated: (\$5,606,707) 91%
Invoices submitted to STATE DOH & CHFA but have not been received funds as of today in approval process.	Being Calculated with the 5% retainage Fee and end of project costs + (Protective Safety Fence near Units 41 & 42= \$2,300 Pepin Steel
ESTIMATED REMAINING BALANCE	Estimated Updated: \$580,041 9%

Regarding the Cost Certification issue, Vinnie Klimas read the following into the record: Gosinski Park financial closeout is on hold now because the contractor cost certification shows savings in what was paid to the subcontractors for the work that was done. The contractor wants full payment because they have a fixed price contract, and CHFA and DOH say they will not fund above what what the actual costs were

Housing Authority of the Town of Plymouth
January 21, 2025
Page Eight of Eight Pages

Any Other New or Old Business

No report.

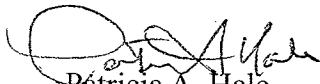
Next Regular Meeting will be 2/19/2025, Community Hall, 5:30 p.m.

Vinnie Klimas stated the next Housing Authority Meeting will be held on Wednesday, February 19, 2025, at 5:30 p.m.

Adjournment

There being no further business of the Housing Authority of the Town of Plymouth, Rich Bugnacki made a motion, seconded by Kathy Mackiewicz, to adjourn at 6:27 p.m. This motion was approved unanimously.

Respectfully Submitted,


Patricia A. Hale
Recording Secretary