

Housing Authority of the Town of Plymouth

Gosinski Park

Tel: 860-584-9355

43 Ronald Road

Unit 31, Community Room

Terryville, CT 06786

Minutes

May 20, 2025

Call to order, Roll Call, Pledge of Allegiance & Invocation—Vinnie Klimas, Chairperson.

Note Meeting needs to end by 6:35 p.m. due to conflict.

Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled May 20, 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, non-voting, was Interim Business Manager Lisa Phillimore; excused absence: Matt Fontaine, CPA, Controller 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.

Minutes: Regular Minutes 4/15/2025

Vinnie Klimas made a motion, seconded by Joe Carey, to approve the April 15, 2025, Minutes as distributed. This motion was approved unanimously.

Public Comments General Public

Laura Seckington, Gosinski Park Resident, stated she had not received the Renter’s Rebate application however Lisa Phillimore’s minutes had mentioned receiving it.

It was noted that Laura Seckington was looking at this evening’s Interim Business Manager’s Report, not last month’s minutes.

Katie Rutkowski, Gosinski Park Resident, stated she brought something up to Lisa Phillimore today and noted she would rather not put it in a public meeting; something that has been going on for two years now that has to be handled because it’s becoming a nuisance—noting she would tell the Board.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECORDS & COMMUNICATIONS
2025 JUL 16 12:59

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Kathleen Simpson, Gosinski Park Resident, questioned what the Bear Policy is for the Town.

Vinnie Klimas stated if anyone sees a bear the first thing they should do is get to safety, and then call the Police. He further stated the next thing to do would be to call the Department of Energy and Environmental Protection (DEEP).

Executive Session to follow-up, discuss, and possibly take action in Executive Session regarding the previous resident topics and Attorney Mike Wrona, Esq., Matt Fontaine, CPA, Controller; Lisa Phillimore, Interim Business Manager will be invited to attend to provide expert advice, financial, and regulatory housing advise. Resident #1 Issue. Resident #2 Issue. Resident #3.

Vinnie Klimas made a motion, seconded by Joe Carey, to move into Executive Session at 5:43 p.m., to follow-up, discuss, and possibly take action in Executive Session regarding the previous resident topics and Attorney Mike Wrona, Esq., Matt Fontaine, CPA, Controller; Lisa Phillimore, Interim Business Manager will be invited to attend to provide expert advice, financial, and regulatory housing advise. Resident #1 Issue. Resident #2 Issue. Resident #3; and to invite Interim Business Manager Lisa Phillimore, and Attorney Mike Wrona (via telephone) into the Executive Session for their expertise advice, and Resident #1. This motion was approved unanimously.

Vinnie Klimas called the Housing Authority of the Town of Plymouth meeting back into Regular Session at 6:04 p.m.

Action, as may be necessary, from Executive Session

Vinnie Klimas made a motion, seconded by Gladys Torres, to approve a \$1,496.21 settlement General Release with a tenant who recently made a claim. After discussion by each member the vote was taken. Vote: Rich Bugnacki/No; Joe Carey/No; Vinnie Klimas/Yes; Kathy Mackiewicz/Yes; Gladys Torres/Yes. Motion passed 3:2 in favor.

It was noted for the record there was no action taken on Resident #2 Issue.

It was noted for the record here was no action taken on Resident #3 Issue.

Management Reports: Interim Business Manager, Lisa Phillimore: Monthly Report; Hank Poulin, PT Supr. Monthly Report Maintenance: Unit 13 extensive water damage and renovated per insurance claim of approximate \$52,579.75 will be completed and we have received the Building Inspector's Certificate of Occupancy. Note: there is an \$5,000 deductible on the insurance reimbursements.

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Lisa Phillimore stated the following for her May 2025 Interim Office Manager's Report: We have 58 units filled—Unit #13 is expected to be reoccupied within days, and the other Unit #60 (which was being held in case resident of unit 13 needed it) will be rented right away. Re: Unit 13 (under renovations for water damage) – I talk with the resident frequently, giving her updates as they become available. All work is completed we're waiting on paperwork from Eagle Environmental so the Building Inspector can sign off and issue the CO.

We are looking into renting the dumpster again for a "Spring Clean-up" with the Board's approval.

We're in the process of annual recertifications and inspections in accordance with Sate DOH Regulations.

Vinnie Klimas stated the Interim Business Manager, and the Staff will be handling the recertifications and every apartment will be inspected per housing regulations. He further stated residents who use J. D'Amelia & Associates, RAPs, will have J. D'Amelia Staff handling their recertifications.

Terryville Congregational Church will be holding a Pizza Party for the residents on May 24th.

Kathy, who has been helping in the office a few hours a week, has gotten several residents on the Energy Assistance and Matching Payment Programs to help them save sometimes even more than 50% on their electric bills.

Lisa started passing out the rent records for 2024 so that residents can apply for the Renters' Rebate Program.

I've spent several hours gathering and submitting paperwork for the HARP Grant; hopefully with a few more questions answered we will be accepted.

Hours were also spent on resident issues that are in the hands of our Attorney, Mike Wrona. Documents needed notarizing, copies of files needed to be made, emails sent, and research done. Also made parking maps and with the help of Maintenance, in total there are 12 Handicapped parking spaces. ADA regs only call for 2% or two spaces but we far exceed the required number with 12 spaces.

Vinnie Klimas stated one of the requirements Gosinski Park has been updating is an map on site, noting Lisa Phillimore did a nice job for the cars and the ADA apartments. He further stated we do have to add a barrier free route so a person in a wheelchair or other mobility device can utilize it and know where the route is located.

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When questioned by Laura Seckington, Lisa Phillimore stated the lunch program would be for hot meals, noting that because hot meals have gone up in price she put in for a Grant for subsidies so Gosinski Park Residents who really can't afford them will be able to have them.

When questioned by Joe Carey when the paperwork for the environmental that has been completed would make its way to the Building Inspector's office, Vinnie Klimas stated he was told it would be sometime this week.

Joe Carey questioned if we could ask the Building Inspector if he will issue a consideration for a conditional Certificate of Occupancy; a brief discussion followed. Vinnie Klimas stated Joe Carey had a good question and we could follow through and ask the Building Inspector.

Kathy Mackiewicz made a motion, seconded by Joe Carey, to accept the Interim Business Manager's May 2025 Report as presented. This motion was approved unanimously.

Maintenance Report. Lisa Phillimore stated there were 40 additional Work Orders this month than usual, noting it was probably because of the nicer weather and residents wanting their screens installed, along with spring cleanup. Vinnie Klimas stated Henry Poulin will review his report at next month's meeting.

COMMITTEE REPORTS: FINANCE:

April 2025 Financials: Cathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Controller DeMarco Co., Cost Certification matter– Vinnie Klimas, Chairman. \$280,255+- rough estimate for retainage and end of project costs. Possible legal costs. New Annual Audit has begun. Cathy Mackiewicz, Treasurer and Vinnie Klimas, Chairperson.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to cash in a part of the existing \$20,00 Certificate of Deposit in the amount of \$12,500 to \$16,300 VKlimas made Motion, with Kathy Mackiewicz, Treasure seconding the Motion to approve using a portion of the \$20,000 Certificate of Deposit as follows:

- 1.) \$5,000 deductible from the estimated final cost of \$52,578.75. The Insurance will pick up about for \$47,579.75 water damage. Note we will apply for the State to pay from state emergency funds bucket;
- 2.) \$5,000 to \$8,000 attorney legal fees for three resident legal related issues;
- 3.) \$1,000 to \$1,800 for Parking Markings.
- 4.) \$1,500 Legal matter and estimated fees and costs.

ESTIMATED GRAND TOTAL x CD = \$12,500 TO \$16,300.

Vinnie Klimas stated the bank will need a motion and the Treasurer's signature to approve these allocations from the Certificate of Deposit.

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Vinnie Klimas made the Motion: “Due to the increase of costs and that there has not been any rent increase for nearly 10 years the Board of Directors, Finance Committee shall work with Demarco, JD Amelia; Auditors and state DOH officials. officials to explore rent increases per state DOH regulations and to bring back Recommendations on the rent increase.” Kathy Mackiwicz, Treasurer seconded the Motion and all Board members voted in favor of the Motion. VKlimas noted the State process is comprehensive and lengthy and will include public hearings.

Vinnie Klimas stated Matt Fontaine would not be in attendance at this evening’s meeting and reviewed Matt Fontaine’s report as follows: April results are positive again, with one vacancy, moderate maintenance expenses and estimated legal costs contributing to positive income of \$2479, improving year to date to \$9085. The auditor continues to work through the 2024 audit with a goal of having a draft in time for review before and approval at the June meeting ahead of the deadline for submission. Bank statements have been reconciled, credit card activity and utilities have been recorded. The seventh payment on the Thomaston Savings Loan has reduced the remaining amount owed to under \$255.5k as shown in acct 2220 on the Balance Sheet report.

Until/unless any of the \$135,386 of available DOH/CDBG funds or \$125,775 of CHFA SSHP funds are drawn, there will be no 2025 grant revenue. The table below summarizes operating activity with comparisons of Net Ordinary income relative to budget is the best method of analyzing HAP’s operations over the course of the year as it takes into account seasonal variations.

FINANACIAL SUMMARY (NON-DESIGNATED)	April, 2025	YTD, 2025
Revenue	\$31,196	\$ 126,718
Expenses	\$28,717	\$ 117,633
Net Ordinary Income	\$ 2,479	\$ 9,085

1. Admin expenses were consistent with the lowest month of the first quarter with the only noteworthy expense being Fair Housing Training. Eventual 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 and May which will have additional training costs.
2. Utilities reflect actual electricity bills and one building’s quarterly water costs not previously received.
3. Maintenance payroll normalized further in April with the lag between end of snow removal and significant time for landscaping. The cost of a new water heater hit HVAC contracts along with costs in Contractual Services (#4430) represent the \$5k deductible from the insurance claim beyond the more than \$17k of proceeds that will be recovered from the insurer.

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4. Other expenses remain roughly in line with expectations after quarterly trash hit again in April and monthly interest payments on the loan continue on trend.
5. Net ordinary income was positive \$2,479 continuing 2024's strong finish. However, continued positive income of \$2k/month will be subject to occupancy remaining at or above 95% and tenants paying rent to avoid lost revenue or incurring legal fees to collect amounts owed. And as previously noted, although some new tenants are subsidized or otherwise have
6. higher incomes resulting in rents above base rents of \$460 and \$493, the board should consider implementing a Rent Stratification policy to stabilize the property with existing revenue levels by ensuring future applicants/tenants pay no less than the households who vacate immediately prior to their occupancy.

Vinnie Klimas read the following note from Matt Fontaine in his absence for the record: I will be at Tuesday's meeting in person. However, after 16 years I will be leaving DeMarco in June prior to the next meeting in order to spend time with family. Mary will continue to handle day-to-day bookkeeping and for the past year I have been training Eric as my replacement, so I expect the transition to be relatively seamless.

Vinnie Klimas stated Matt Fontaine was instrumental in setting up the Financial Management System for the Housing Authority. And V. Klimas praised Matt Fontaine's CPA level of financial leadership to the Housing Authority.

Vinnie Klimas stated regulations require the Housing Authority to bid major management contracts i.e., CPA, Attorney, etc. He further stated that after five/six/seven years we have to readvertise those professional Services and issue a formal Request for Qualifications (RFQ).

Vinnie Klimas stated in the next month or two, we also need to have a legal contract with Mike Wrona, noting he is trying to keep him on board before we advertise in order to finish up the Cost Certification for the CDBG and SSHP Funds with the DOH and the CT Financing Authority because Mike Wrona has been there from the beginning to the end. Vinnie Klimas further stated that all of the renovations have been completed.

Vinnie Klimas stated he will be encouraged to apply for the Accounting RFQ and the key issue is knowledgeability of the accounting software and regulations for Public Housing, as well as being a Certified Public Accountant.

Kathy Mackiwicz made a motion, seconded by Vinnie Klimas, to approve the April 2025 Financial Report as presented. This motion was approved unanimously.

Vinnie Klimas stated there was almost no change of status to the Cost Certification. Vinnie Klimas stated the President of the PAC Group has contacted Dave Berto to discuss the Cost Certification

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and we should have an answer hopefully soon. Vinnie Klimas noted the State is telling us we have to move this issue forward.

Vinnie Klimas stated the new Audit has begun.

PHYSICAL PLANT: Vin Klimas, Chairperson and Joe Carey, Member. ADA Renovations for 1 person (only one needed not two units) x apartment with hearing impairments; Electro-Service, Marius Myer; Status ADA requirement x recommendation to implement: Joe Carey, Physical Plant completed.

Vinnie Klimas stated the ADA Renovations took care of a fire alarm ADA issue for one apartment for a Resident with a hearing impairment. Lisa Phillimore stated there is a second Resident now that also needs the ADA Renovation for a fire alarm also due to a hearing impairment.

Review of Unit 13: water leak renovations being renovated: interim Building permit approvals for electrical, insulation, and plumbing approved. Rest of renovation in process which is projected to take three more weeks +/-.

Joe Carey stated the contractor is doing a very nice job.

RESIDENT AND HUMAN RELATIONS: Rich Bugnacki, Resident Elected member and Parking Status. Recent Resident and Human Relations Committee. "To request \$1,000 to \$1,800 be allocated for repainting and related costs for Parking Spaces with each space be numbered for the residents. Spaces are to be allocated one parking space per name on the lease. If there are two names (ex. husband and wife, or other type couple) on the lease there will be two spaces identified. After residents are assigned a numbered space there shall also be empty spaces left unmarked for visitors and guests."

Vinnie Klimas stated it was unfortunate we did not include the painted parking numbers in the renovations. Rich Bugnacki stated there is definitely a need to do the parking lots. Rich Bugnacki stated people park wherever they want to. He further stated new Residents take up spots that prior Residents had for years so the parking lot spots do need to be numbered.

Rich Bugnacki made a motion, seconded by Kathy Mackiewicz, To request \$1,000 to \$1,800 be allocated for repainting and related costs for Parking Spaces with each space be numbered for the residents; spaces are to be allocated one parking space per name on the lease; if there are two names (ex. husband and wife, or other type couple) on the lease there will be two spaces identified; after residents are assigned a numbered space there shall also be empty spaces left unmarked for visitors and guests. This motion was approved unanimously.

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Rich Bugnacki stated it was that time of year to take care of the flowerpots. Lisa Phillimore stated the total in the budget for the flowerpots is \$200.00 (and change). Vinnie Klimas stated Lisa Phillimore will get a check for the Annual Beautification program

Any Other New or Old Business?

NEXT REGULAR MEETING WILL BE 6/17/2025 Community Hall, 5:30 pm., Tuesday.

Vinnie Klimas stated the next Regular meeting will be held on June 17, 2025, in the Community Hall at 5:30 p.m. Vinnie Klimas stated all Housing Authority meeting dates are published at the Town Hall, as well as on the bulletin board on the wall outside of the Interim Business Manager's Office. As well as posted on the Town's Web Site.

Adjournment

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

Respectfully Submitted,



Patricia A. Hale