

**Housing Authority of the Town of Plymouth**

**Gosinski Park**

**Tel: 860-584-9355**

**43 Ronald Road**

**Unit 31, Community Room**

**Terryville, CT 06786**

**Minutes**

**October 21, 2025**

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

**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, God Bless Connecticut and God Bless everybody at Gosinski Park" for the record.

**Minutes: Regular Minutes 9/12/2025 and 9/16/2025**

Joe Carey made a motion, seconded by Kathy Mackiewicz, to approve the September 12, 2025, Housing Authority of the Town of Plymouth Regular Minutes as presented. This motion was approved unanimously.

Kathy Mackiewicz made a motion, seconded by Joe Carey, to approve the September 16, 2025, Housing Authority of the Town of Plymouth Regular Minutes as presented. This motion was approved unanimously.

**Public Comments-General Public**

Gail Reno, Gosinski Park Resident, questioned if there was any update on raising the washers and dryers because they're too low. She further stated they're at 13" now and they can go up to 36" by code.

When questioned by Vinnie Klimas, Gayle Reno stated a lot of people are having a hard time bending that low.

Henry Poulin stated he had given Vinnie Klimas the cost and noted that we can build the platforms. He further stated the lift kits cost \$279.00 x 4 but if we build them, we can do it for less than \$250.00 for both sets.

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Vinnie Klimas stated he wanted to see the code requirements; Henry Poulin stated he would show them to Vinnie Klimas tomorrow; a brief discussion followed. Vinnie Klimas stated we need to follow the ADA code yet we will review options if possible.

Gayle Reno stated the unit's wires outside have all their insulation gone on them.

Henry Poulin stated that the wires are for the freon lines for the HVAC's noting he found the material; he just has to order it. He further stated it is not standard insulation and noted it's all the units throughout the park.

Gayle Reno questioned why the Board's Executive Session can't be held before or after the meetings, noting last month they had to wait 38 minutes outside the room and the month before 45 minutes.

Vinnie Klimas stated part of the issue is when the people are available, noting holding the Executive Sessions later in the day affects the Attorney's cost. He further stated he would look into having the Attorney do different hours; a brief discussion followed.

Professional Services Contracts x time to Rebid. State regulations to rebid after 5+ years. Legal (Halloran & Sage=Mike Wrona, Esq.) and Finance (DeMarco) being advertised. Submission deadlines Financial is 11/24/2025; 12 noon.

Vinnie Klimas noted State regulations require the Board to rebid professional contracts around every 5 years or so. He further stated that currently there is an RFQ out for Legal Services and he will bring the results to the next meeting. Vinnie Klimas stated there should be a Finance person for the Board to recommend at that time, noting anyone that meets the RFQ qualifications can apply.

**Executive Session follow-up Status Report by V. Klimas, Chairman.** Discuss and possibly take action in Executive Session regarding the previous resident topics and Attorney Mike Wrona, Esq. Lisa Phillimore, Interim Business Manager will be invited to attend to provide expert advice, financial and regulatory housing advice: two potential lawsuits legal discussions. Draft Annual Audit distribute Resident #2 Issue.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to move into Executive Session at 5:44 p.m., to discuss and possibly take action regarding the previous resident topics and Attorney Mike Wrona, Esq. Lisa Phillimore, Interim Business Manager will be invited to attend to provide expert advice, financial and regulatory housing advice: two potential lawsuits legal discussions. Draft Annual Audit distribute Resident #2 Issue. This motion was approved unanimously.

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Present for the Executive Session were Rich Bugnacki, Joe Carey, Vinnie Klimas, Kathy Mackiewicz, Lisa Phillimore, Gladys Torres and Mike Wrona/via telephone (Lisa Phillimore and Mike Wrona to provide expert advice, financial and regulatory housing advice).

Vinnie Klimas called the October 21, 2025, Housing Authority of the Town of Plymouth meeting back into Regular Session at 5:58 p.m.

Action, as may be necessary, from Executive Session

Vinnie Klimas made a motion, seconded by Joe Carey, to instruct Attorney Mike Wrona to process the paperwork for the pretermination notice. This motion was approved unanimously.

**Management Reports: Interim Business Manager, Lisa Phillimore: Monthly Report; Henry Poulin, PT Supr. Monthly Report Maintenance**

Interim Business Manager Lisa Phillimore gave the following monthly report:

Parking lot striping and numbering took place on September 30<sup>th</sup>. Each tenant with a vehicle has been assigned a parking space. Letters are ready to go out informing each resident of their assigned space.

Unit 19 is being potentially rented through the State's Money Follows the People; this will make Gosinski Park full.

The resident who allegedly creates problems with his neighbors is being dealt with by our Attorney.

The other resident who insisted there were pests/mites living in the apartment; 4 certified inspections were conducted and again, no pests were found.

CW Resources (now called RW Solutions) has been working with us to start the Meal Program on November 1<sup>st</sup>. Originally it was supposed be Oct. 1<sup>st</sup>, but they needed more time. We have 2 volunteers and myself who have taken the training, and we've taken inventory of the supplies we have and what we'll need; most items to be supplied by RW Solutions.

Our Fall Clean-Up is almost complete. The dumpster is 3/4 full and will be removed by the end of the month.

I'll be attending a CON NAHRO & CHFA "Small Housing Authority Roundtable" tomorrow where we'll discuss guidelines, policies, procedures and other CHFA reporting requirements.

Lisa Phillimore stated Gosinski Park received a Low Loss Achievement Award to recognize consistent positive performance in achieving a low loss ratio in general liability claims for the years 2021, 2022, and 2023.

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We are hoping to initiate a new telephone voice blasting service, which will send out a voice message at a designated time to each resident's phone number. This will help us get messages out in an easy, time efficient manner for things like moving cars for snow, for example.

We helped J D'Amelia get their documents updated. They were being audited and needed 2-3 years of updates signed by residents. All were completed and returned.

When questioned by Joe Carey, Lisa Phillimore stated the cost of the mass callouts is \$7.00, noting that it is reasonable and convenient.

Vinnie Klimas made a motion, seconded by Joe Carey, to accept the Interim Business Manager's Report for October 2025. This motion was approved unanimously.

Henry Poulin stated from September 15, 2025, to October 18 2025, they had received just over 100 Work Orders, noting there was nothing out of the ordinary, including no clogged toilets. Henry Poulin stated they had one hot water replacement, noting that he has been keeping a record on hot water heater replacements for the past two years. He further stated there have been 10 or 12 replaced, noting as they go, they are replaced. Henry Poulin stated that excepting the bump out units, the hot water heaters are not easily accessible. He further stated they cost \$550.00 each, plus the labor, to install them and briefly elaborated.

Henry Poulin stated the leaf vacuum was a major investment, noting it is a box with a 10 hp motor on it, which connects to the riding lawnmower. He further stated that it is super-efficient and saves a tremendous amount of time and is also a back saver.

When questioned by Rich Bugnacki, Henry Poulin stated Maintenance employee Jeff Seaman is waiting to put a topcoat of paint, noting everything looks good.

When questioned by Rich Bugnacki, Vinnie Klimas stated the Board would investigate if additional lines could be painted where Lisa Phillimore parks her vehicle; a brief discussion followed.

When questioned by Henry Poulin, Vinnie Klimas stated Gosinski Park is governmental property; not private property.

Joe Carey made a motion, seconded by Vinnie Klimas, to accept Henry Poulin's Maintenance Report for the month of October 2025. This motion was approved unanimously.

**Committee Reports Finance; September 2025 Financials:** Kathy Mackiewicz-Treasurer; Eric Jay, Finance; DeMarco Co.; Audit is drafted: Kathy Mackiewicz, Treasurer and V. Klimas, Chairperson

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Vinnie Klimas stated there was a problem with DeMarco Company doing the Financial Report this month, noting the report he received (an hour before tonight's meeting) wasn't completed properly (lack of Expenditures vs. Budget Performance). He further stated the sheet he distributed shows there is \$55,000 in the checking account balance. Vinnie Klimas stated as soon as the report is redone and received, he will send it out to the Board Members. Vinnie Klimas stated DeMarco Company's contract is over in November. And at that time, he, Treasurer Kathy Mackiewicz and Rich Bugnacki, resident Commissioner of the Finance Committee, will go through the proposed responses to the RFQ for Financial Services and bring forth their recommendations to the entire Board at the next meeting.

**RESIDENT AND HUMAN RELATIONS: Rich Bugnacki, Resident Elected Member and Parking Status.**

Rich Bugnacki stated the parking space lines are done, noting everyone seems happy, and he hasn't heard any complaints.

Vinnie Klimas stated the original contract for painting the parking space lines was in the amount of \$1,000, however after a change order the total price rose to \$1,400.00. He further stated the reason for the change order was because there were more spaces than what was shown in the contract.

When questioned by Vinnie Klimas, Lisa Phillimore stated there was discussion on holding the annual **Thanksgiving Meal on Tuesday, November 25th.** Vinnie Klimas stated all the Board Members are invited to attend the Thanksgiving Meal, noting the food is always great and the event is well attended.

**Any Other New or Old Business**

No report.

**NEXT REGULAR MEETING WILL BE November 19, 2025, Gosinski Park Community Hall, 5:30 p.m., Wednesday-**Vinnie Klimas stated the next Regular meeting of the Housing Authority would be held on Wednesday, November 19, 2025, at 5:30 p.m., in the Community Hall.

**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 6:17 p.m. This motion was approved unanimously.

Respectfully Submitted,  
Patricia A. Hale,



Recording Secretary

