

Housing Authority of the Town of Plymouth

Gosinski Park

Tel: 860-584-9355

43 Ronald Road

Unit 31, Community Room

Terryville, CT 06786

Minutes

June 17, 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 June 17, 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, and Treasurer Kathleen Mackiewicz. Excused Absence: Housing Authority Member Gladys Torres. Also present was non-voting Part Time Maintenance Henry Poulin. Excused Absence pre-approved vacation: non-voting Interim Business Manager Lisa Phillimore.

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 5/20/2025

Kathy Mackiewicz made a motion, seconded by Joe Carey, to approve the May 20, 2025, Housing Authority of the Town of Plymouth Minutes as presented. This motion was approved unanimously.

Public Comments. General Public.

Katie Rutkowski, Gosinski Park Resident, cited an example and stated vehicles coming into the parking lot on Garden Street fly through the Stop Sign, noting she almost got hit by a tenant’s vehicle herself. She further stated that maybe the Board would be able to install a crosswalk and speed limit signage, noting people use this area for a turnaround. Katie Rutkowski stated she also checked with the Chief of Police who told her the Town can’t do signage in the parking lot because the Town doesn’t plow it. She further stated the Chief of Police told her to tell the Housing Authority Board that the speed limit in the parking lot is only five miles per hour because it is a private parking lot. Katie Rutkowski stated her niece is a Vet Tech and that she highly recommends her to assist Residents at Gosinski Park with their pet’s needs. She further stated her niece is certified and insured, noting she would get more information, and her niece will bring her pamphlets to hand out.

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Vinnie Klimas stated the Board will check the legal validity of this request, insurance, etc.

Katie Rutkowski stated she would have her niece call Lisa Phillimore directly per Vinnie Klimas' request. Katie Rutkowski stated she wanted to thank the Board for working with her on the Executive Meetings; she appreciates it.

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., Matt Fontaine, CPA, Controller; Lisa Phillimore, Interim Business Manager (on pre-approved vacation) will be invited to attend to provide expert advice, financial, and regulatory housing advice. Resident #1 Issue, Resident #2 Issue. Resident #3 Issue.

Vinnie Klimas stated Eric Jay was Matt Fontaine's replacement at DeMarco however he was unable to make today's Housing Authority meeting. Vinnie Klimas stated Lisa Phillimore was unable to make today's meeting because she is on pre-approved vacation

Vinnie Klimas made a motion, seconded by Joe Carey, to move into Executive Session at 5:38 p.m., to discuss the follow up on the Resident Issue #2 and Resident Issue #3. This motion was approved unanimously.

Present for the Executive Session were Board Members: Rich Bugnacki, Joe Carey, Vinnie Klimas and Kathy Mackiewicz.

Vinnie Klimas called the Housing Authority of the Town of Plymouth June 17, 2025, meeting back into Regular Session at 5:49 p.m.

Action, as may be necessary, from Executive Session. No action taken.

Management Reports: Interim Business Manager, Lisa Phillimore: Monthly Report (on pre-approved vacation); Hank Poulin, PT Supr. Monthly Report Maintenance: Unit 13 extensive water damage and renovated per insurance claim of approximate \$54,299.75 will be completed and we have received the Building Inspector's Certificate of Occupancy. Note: there is a \$5,000 deductible on the insurance reimbursements. Insurance request for payment: Remaining \$31,362.50 approved awaiting check.

In Lisa Phillimore's absence, Vinnie Klimas requested Henry Poulin change the Bingo fliers to read "Friday June 20th". In Lisa Phillimore's excused absence, Vinnie Klimas, Chairperson, distributed the Interim Officer Manager's June Report as follows: We have 59 units filled-Unit #13 is now re-occupied and Unit 60, which was being held for the displaced Resident will be rented right away to a subsidy eligible citizen with ADA needs through Money Follows the People.

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Re: Unit 13-We have the CO and the Resident has moved back in. We are working on putting in a ramp at the back entrance for her ease of entry/exit, Vinnie Klimas will elaborate on the rest.

There will be a Bingo party held by the Residents this Friday, June 20th all are invited.

We must start to plan the July 4th Picnic soon, if I could have the Board's permission to organize this event within in the budget.

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

An ADA Map of the complex was created to ensure wheelchair access routes and handicapped entries and parking spots are easily located. These maps, when finalized, will be posted on both sides of the complex.

I'd like to suggest making a donation (\$50) to the Plymouth Police Union, headed by Police Officer Michael Smiegelski, who frequently visits the complex.

Vinnie Klimas stated Lisa Phillimore did a great job on the ADA Mobility Map.

Joe Carey stated he wanted to commend Lisa Phillimore, Henry Poulin and Vinnie Klimas for putting the ADA Mobility Map together.

Henry Poulin stated they put up three extra Handicap Parking signs in the process. He further stated that for the size of Gosinski Park we are only required to have two signs, but we actually have 12 signs.

Vinnie Klimas stated when we go to the State they will see how Gosinski Park far exceeds the ADA minimum requirements. ADA requires 2% or 2 parking spaces; yet we have 12 spaces. Vinnie Klimas stated he wanted to also thank Henry Poulin for jerry-rigging the sign poles to make them work.

Joe Carey stated all of this is a compliment to the Housing Authority's diligence—not just meeting the ADA requirements but exceeding them. He further stated this is appropriate.

Henry Poulin stated Unit 19 will be available due to the passing of the Resident, and that Lisa Phillimore is aware.

When questioned by Joe Carey, Vinnie Klimas stated after the family of the Resident claims what they want from the Unit and have returned the Unit key and signed off, the Housing Authority has a waiting period and then can go in and clean the Unit; a brief discussion followed.

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Henry Poulin stated he will ask Lisa Phillimore which Units were ready for inspection. Vinnie Klimas stated he should use the State's inspection list; Henry Poulin stated Lisa Phillimore has the State inspection list already.

Henry Poulin stated he had a tension outlet checker to ensure the outlets are not loose which could cause a plug to fall out.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to donate \$50.00 to the Plymouth Police Union. This motion was approved unanimously.

When questioned by Joe Carey, Vinnie Klimas stated the five unshaded units on Lisa Phillimore's Mobility Map was just an oversight, which will be corrected.

When questioned by Joe Carey whether we could apply for a grant to get all of the doors addressed so they can be ADA width; the number would exceed ADA code. Vinnie Klimas stated there is money we can apply for, noting we are currently technically overall ADA compliant. He further stated we are required to have 10% of the units accessible, noting we have six Units that are completely ADA; a brief discussion followed.

Joe Carey made a motion seconded by Vinnie Klimas, to accept the Interim Business Manager's June 25, 2025, Report as presented. This motion was approved unanimously.

Henry Poulin there was a sewer line backup in Unit 3, and it was cleared. Henry Poulin stated one of the Units had put the air conditioner on, but it malfunctioned, noting it turned out to be the circuit board and a condenser, which is located outside of the Unit. He further stated the circuit board part cost \$880.00 and briefly elaborated, noting the unit was running now. Henry Poulin stated Unit 13's small pump condensation wasn't working, and the tech had to access the pump, noting the pump was unplugged and the strap to hold the plug in place was undone. Henry Poulin stated it is a mystery how that occurred, noting the unit is running now. Henry Poulin stated they have deep cleaned almost all the Park's air conditioning units, noting it has saved \$240.00 per unit instead of having American Heating do the work. When questioned by Vinnie Klimas, Henry Poulin stated he has a partial listing of the units that were done and further, he has a way of checking the units that weren't on the list in order to check if they were also taken care of in his absence.

Vinnie Klimas requested Henry Poulin get a complete listing of all the units that have been taken care of noting, the State will be out in 60 to 90 days, and the annual required inspections can be shown to them. When questioned by Rich Bugnacki, Henry Poulin stated the heads from the six units are in the shed and he was unsure where the condensers were. He further stated Rich Bugnacki has a great idea to use these as spare parts, noting he will have to ask American Heating if they use these parts; a brief discussion followed.

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Rich Bugnacki stated some of the condensers need to be weed-whacked, noting the weeds are growing again.

Vinnie Klimas stated Rich Bugnacki has a good point. He further stated American Heating would do it but would not warranty it.

Rich Bugnacki stated if you go around the corner from Unit 2, near the garbage pails where the brick is sitting on the foundation, it looks like something is leaking out of the wall, and unsure if it has something to do with the backup.

When questioned by Vinnie Klimas, Henry Poulin stated all Residents signed off on their repair requests.

Joe Carey stated we dropped the Lease Agreements on the washers and dryers and purchased our own and questioned if the machines were running trouble-free.

Henry Poulin stated they were running fine, noting the machines came with a seven-year warranty. He further stated the machines net between \$400.00 and \$450.00 per month, which Lisa Phillimore deposits monthly. He further stated the machines will pay for themselves in less than two years.

Joe Carey made a motion, seconded by Kathy Mackiewicz, to accept the Maintenance Report as presented. This motion was approved unanimously.

Vinnie Klimas stated there was \$54,299.75 for Unit 13 repairs, noting we had received \$48,000 with a \$5,000 deductible. He further stated we are expecting \$1,000 for water loss and approximately \$2,000 for electrical, along with loss of rent and \$4,000 to \$4,500 for loss revenue. Vinnie Klimas stated the Resident is back in the Unit, noting the unit looks nice, and she is happy.

Joe Carey stated there was a buckling in the plywood substrate underneath the roof located on Unit 13, which was causing a huge uplift in the roof shingle, noting it could have been caused by the moisture in the unit when the leak occurred. Joe Carey stated he and Vinnie Klimas had recommended making the repair to the roof to curtail any future problems; a brief discussion followed. Joe Carey stated that when the Contractor is on site the roof should be opened up and examined; a brief discussion followed.

Vinnie Klimas stated that based upon the pictures the insurance company approved the repair in the amount of \$1,700.00, noting the Contractor has received the "go ahead" to do the work, noting we are required to give the Resident two-days' notice that the work will be happening prior to the work beginning.

When questioned by Henry Poulin as to when this will occur, Vinnie Klimas stated the Contractor will telephone us when he is ready to begin; a brief discussion followed.

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COMMITTEE REPORTS: FINANCE: May 2025 Financials: Kathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Controller 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 positive motion forward and fully subject to and Vinnie Klimas, Chairperson. Rent Increase Status.

Vinnie Klimas stated Eric Jay, DeMarco, will be in attendance at future meetings however he was unable to be in attendance at tonight's meeting.

Vinnie Klimas stated we are doing well, noting that when Unit 60 is added in, the total will increase by an additional \$400.00 to \$500.00. Vinnie Klimas stated the Financial Contract will be rebid mid-summer, noting DeMarco can bid it and noted Matt Fontaine will be starting his own company. He further stated that Housing Authority Attorney Mike Wrona will be reapplying. Vinnie Klimas stated he wanted to say "good job" to Treasurer Kathy Mackiewicz.

Eric Jay, DeMarco, submitted the following May 2025 Financial Report: May results are positive again, with one vacancy, moderate maintenance expenses, which contributed to a positive income of \$4,793, and an improved year to date income of positive \$13,878. Bank statements have been reconciled, credit card activity and utilities have been recorded. The eighth payment on the Thomaston Savings Loan has reduced the remaining amount owed to just over \$255k as shown in acct 2220 on the Balance Sheet report.

The auditor continues to work through the 2024 audit. I was not aware of any items that he was waiting on from us. But he just informed me that he is looking to confirm final closing items. They are committing to closing it out in July, so they will request an extension, because it is due in June.

Until/unless any of the \$135,386 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.

FINANCIAL SUMMARY (NON-DESIGNATED)	May, 2025	YTD, 2025
Revenue	\$31,969	\$ 158,687
Expenses	\$27,176	\$ 144,809
Net Ordinary Income	\$ 4,793	\$ 13,878

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1. Admin expenses were a little higher than April due to slightly higher fees from Paychex and slightly higher salary costs. 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.
2. Utilities reflect actual electricity bills.
3. Maintenance payroll started to uptick in May over April due to landscaping responsibilities coming on board. Contractual Services (#4430) expense was \$0k, which smoothed out the higher than normal expense from April. If you'll remember, April included expense related to the deductible from the insurance claim, which represents costs beyond the 17K that will be recovered from the insurance company.
4. Other expenses remain roughly in line with expectations and monthly interest payments on the loan continue on trend.
5. Net ordinary income was positive \$4,793. However, continued positive income of \$2-4k/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 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.

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

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 completed (2 ADA Units for Hearing Impaired): Joe Carey, Physical Plant completed.

Vinnie Klimas stated we need to vote on the Board of Commissioners approval to public bid the sale of surplus new but not used property as follows: 55 Garbage Disposals, Commercial Microwave, stove, and a few odd sized windows, in order to put it on the Town's Surplus Property Bid.

Vinnie Klimas stated the garbage disposals were a big issue with the Contractor, noting the print said to install a garbage disposal in every unit, but the Contractor argued it did not include the wiring, so we walked away from it.

Joe Carey made a motion, seconded by Rich Bugnacki, to approve the public bid sale of surplus new but not used property; 55 Garbage Disposals, Commercial Microwave, stove, and a few odd sized windows. This motion was approved unanimously.

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RESIDENT AND HUMAN RELATIONS: Rich Bugnacki, Resident Elected member and Parking Status. Recent Resident and Human Relations Committee. Parking Update, reviewing Parking Marking Contract. Projected date within the next 30 to 60 days to be completed.

Rich Bugnacki stated Vinnie Klimas' quote of \$1,000.00 to \$1,800.00 to repaint the parking lots is correct.

Rich Bugnacki stated he is still waiting for the \$200 check for the flower planters. Vinnie Klimas stated the check was approved and budgeted and he will make sure Rich Bugnacki receives it, noting when Matt Fontaine left DeMarco there was a change in personnel.

Vinnie Klimas stated that hopefully, the parking places will be painted within the next 30 to 60 days.

Any Other New or Old Business?

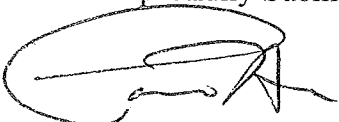
No report.

**NEXT REGULAR MEETING WILL BE July 15, 2025 Community Hall, 5:30 pm.,
Tuesday.**

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 6:29 p.m. This motion was approved unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Patricia A. Hale', is written over a circular stamp or seal.

Patricia A. Hale
Recording Secretary