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43 Ronald Road

Unit 31, Community Room

Terryville, CT 06786

Regular Minutes

November 19, 2025

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled November 19, 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/Chairperson Vinnie Klimas, and Housing Authority Board Member/Treasurer Kathleen Mackiewicz. 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.

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PLYMOUTH, CT

Minutes: Regular Minutes 10/21/2025

Joe Carey made a motion, seconded by Kathy Mackiewicz, to approve the October 21, 2025, Housing Authority of the Town of Plymouth Regular Minutes as presented. This motion was approved unanimously.

Public Comments-General Public – None.

Financial Matters: 24 page Annual Audit.

- **“HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH FINANCIAL STATEMENTS AND REPORTS OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS FOR THE YEARS ENDED DECEMBER 31, 2024 AND 2023.”**

Annual Audit presented by Jason Geel, CPA, Maletta & Company, 2023 to 2024, Kathy Mackiewicz, Treasurer and Vinnie Klimas, Chairperson. In an overview statement Jason Geel, CPA stated the was a “Clean Audit, no negative findings at all.” He further stated the Audits have been clean for the past several years. A direct quote from the AUDIT reads

“... The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. ... “

Vinnie Klimas distributed final copies of the Housing Authority’s Financial Statements and Reports of Independent CPA’s for the years ended December 31, 2024 and 2023. Jason Geel gave a lengthy detailed report. Vinnie Klimas stated that Maletta & Company’s Report stated the Total Operating Expenses were \$398,612.00 in 2024 and \$374,200.00 for 2023, with an Operating Income (Loss) of \$92,678.00. However with the Idle Capacity Usage the Budget was at \$182,968.00, and \$111,796.00 for 2024 and \$111,796.00 for 2023. He further stated the Town of Plymouth ARPA Grant came in at \$100,000.00 incurred in 2024 and 2023. So that the Budget

was balanced between the Expenses, regular Revenue; and in leu of rent because the units were under renovations revenue in-tandem with the DOH/CDBG Idle Capacity and ARPA funds.

Jason Geel's Report stated the Authority was awarded capital grants from CT DOH and HUD CDBG passed through the Town of Plymouth to substantially renovate the Gosinski Park apartment complex. The project began in 2022 and is expected to be completed in 2025. A summary of related activity is shown in the Audit.

Kathy Mackiewicz, Treasurer made the motion to accept for the Board of Directors to accept and approve the clean Audit as presented by Jason Geel, CPA, Maletta & Company for the years of December 31, 2024 and 2023. VKlimas, Chairman seconded the motion and all voted in favor of the motion.

Wrona, Esq. Lisa Phillimore, Interim Business Manager will be invited to attend to provide expert advice, financial and regulatory housing advice. Resident #2 Issue; Resident #3 Issue

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to move into Executive Session at about 6:20 pm to discuss and possibly take action in Executive Session regarding the previous resident topics and Attorney Mike Wrona, Esq. Lisa Phillimore, Interim Business MManager, will be invited to attend to provide expert advice, financial and regulatory housing advice. Resident #2 Issue; Resident #3 Issue. This motion was approved unanimously.

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 November 19, 2025, Housing Authority of the Town of Plymouth meeting back into Regular Session at about 6:45 pm

Action, as may be necessary, from Executive Session

No new actions were taken.

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:

Unit 19 is being rented through Money Follows the People; this will make Gosinski Park full. Our Fall Clean-Up is complete. The dumpster was almost full when picked up 2 weeks ago. The Meal Program finally started on November 10, with a minimum of 7 people needed to get started. But we finally did it! Today we had 13 people for lunch. Most of the newly posted signs in the community room are required by the health department and/or the program. We are still dealing with one parking spot issue. We had a fire alarm issue where a faulty smoke detector kept going off for no reason, calling the fire department several times. The electrician

replaced the faulty alarm detector with a new operational unit fixing the problem; approval was given by the Fire Marshal.

We will be holding a Thanksgiving Party for residents, staff, Board Members, and guests next Tuesday, November 25th at 12:00 noon. Our menu will include roast turkey, stuffing, mashed potatoes, gravy, mixed vegetables, yams, cranberry sauce, dinner rolls, apple and pumpkin pie and soda/coffee/water. I hope everyone will be able to attend!

A memorandum from Vinnie Klimas, Chairperson, directed to the Housing Authority Board of Directors, dated November 19, 2025, was attached to Lisa Phillimore's November Report as follows: A resident has requested an extra long parking space. Here are our preliminary thoughts: 1. Existing Policy: Every resident who has signed their name on the lease has one parking space assigned to them. Free, no charge. 2. 80 Existing parking spaces. Note these numbers are subject to change throughout the year, but these are the numbers as of today. 80 Total numbers. Note there are 12 handicapped spaces. 39 Assigned committed spaces. 41 parking spaces. 20 no vehicle but may choose to acquire one. 21 parking spaces. 11 Aides (personal care, health etc.) visitors. 10 parking spaces. 5 family other visitors. 5 potential surplus spaces. 3. Propose a lottery system where every resident is requested to submit their name requesting an extra parking space. Those requesting an extra space will be placed in a lottery system (bingo ball system) with the first five names/numbers are selected acquire an extra parking space. This lottery system will be redone once a year. Comments are requested for this DRAFT #1.

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

Henry Poulin discussed his Monthly Maintenance report which was from October 20th to November 15th they had received 67 Work Orders, noting there were three clogged toilets. Mr. Poulin also provided a list of Capital items maintenance could use: generator annual inspection, Gator is in poor condition and needs to be replaced, encapsulate portion of laundry floor, laundry rear door needs to be replaced, laundry area (in part) needs to have sink removed for ADA, remove inoperable vehicles, Unit 18 storm drain needs repairs, two Bump-Outs floorings needs to be repaired.

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

Professional Services Contracts for legal services x time to Rebid. State regulations to rebid after 5+- years. Legal (Halloran & Sage=Mike Wrona, Esq.) RFQ was advertised RFQs should arrive by the next Board meeting.

Vinnie Klimas distributed the following diagram regarding Elevating the washer and dryer machines-one set to address a resident's request and maintain ADA compliance.

Report and Motion made by VKlimas,

- Maintain ADA Codes

- Place coin box on the side of the washer and dryer machines. Hire electrician to affix and rewire coin box on the side of the machine. The top of the coin box must be same height of machines and not higher than 48" height.
- Add platform built by maintenance staff (or purchased) underneath washer and dryer 8 inches high. Total height cannot go over ADA code of 48" high.
- Building permit may be required.

Seconded and approved. See distributed drawing for rough sketch. Questions were discussed and answered.

RESIDENT AND HUMAN RELATIONS: Rich Bugnacki, Resident Lunch Program restarted. THANKSGIVING MEAL NOVEMBER 25, 12 NOON, COMMUNITY HALL, 43 RONALD ROAD, TERRYVILLE. Christmas Party Date? Elected Member and Parking Status.

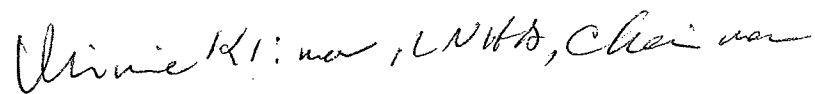
Any Other New or Old Business. None

NEXT REGULAR MEETING WILL BE December 16, 2025, Gosinski Park Community Hall, 5:30 p.m., Tuesday

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 about 7 p.m. This motion was approved unanimously.

Respectfully Submitted,



Vinnie Klimas, Chairman

PH/VJK