

**Housing Authority of the Town of Plymouth**

**Gosinski Park**

**Tel: 860-584-9355**

**43 Ronald Road**

**Unit 31, Community Room**

**Terryville, CT 06786**

**Minutes**

**September 16, 2025**

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled September 16, 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 Housing Interim Business Manager Lisa Phillimore, and Part Time Maintenance Henry Poulin. Absence: Non-Voting Eric Jay, Controller DeMarco Company.

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**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 8/19/2025**

Joe Carey made a motion, seconded by Kathy Mackiewicz, to approve the July 15, 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 way to put pallets/skids under the washers and dryers to raise them up because they're too low.

Henry Pouin stated currently they are lifted but obviously it is not enough. He further stated that they came with a lift kit but it's only a couple of inches, so he will look at them and see if he can purchase another lift kit to place under them.

Vinnie Klimas stated whatever the ADA Code calls for will be done. In most cases we must follow the ADA code.

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Gail Reno stated the outside wires have insulation around them but it's all crumbling and she has pictures in case you don't know what she's talking about. She further stated that she talked to a couple of places and without them being wrapped it causes a significant rise, and they said there are different ways to wrap them. Gail Reno stated they also said you could even use pool noodles to wrap them.

Vinnie Klimas requested that Gail Reno give the pictures to Henry Poulin, and he can investigate them and come back with different options to resolve the problem.

Katie Rutkowski, Gosinski Park Resident, stated we had some problems with medical alarms going off and we have to call 911 because they're going off for 20 minutes and nobody is showing up and they said okay they'll send somebody. Katie Rutkowski stated the Fire Marshal came and she told him the alarm had been going for 20 minutes, and he said he just got notified and briefly elaborated. Katie Rutkowski stated then the fire alarm went off in the apartment next to her and if it was a real fire who knows how bad it would have been by the time they got there even though it has fire walls and noted that they didn't come with a fire truck either, he came in his truck and another fireman came in his own vehicle. She further stated the same thing happened when her alarm went off and she had headphones on; it went on for 20 minutes and a Police Officer came and said it was an empty apartment and it wasn't, it was hers and if she had a medical issue for 20 minutes nobody came so that needs to be addressed. Katie Rutkowski stated every single meeting when it shows public comments it's ridiculous because things she says aren't correct and other things are not even included and she's sick of coming to meetings and correcting that. She further stated that on top of that, about the Vet Tech that was going to come, a traveling Vet Tech has to be certified and bonded to do their job and a full background check including checking for felonies or whatever because they're going in people's houses.

Vinnie Klimas stated what Katie Rutkowski said about the Vet Tech is true, but you don't know if the certification is valid or not and you have to have proof, whether that's the State Department of Health or whatever the association is.

Katie Rutkowski stated her niece is a traveling Vet Tech and she knows it's true.

Vinnie Klimas stated that it is important for all people here to address each other and treat each other in a kind and professional manner, noting a degrading manner is not acceptable. He further stated comments cannot be degrading and should be said in a positive manner.. Vinnie Klimas stated whether it is him or anyone else saying that a person's certification is valid has to be proven, and that is why he said allegedly, noting we can all have an opinion. VKlimas stated trust comes with verification. Vinnie Klimas cited examples the Department of Health found with nursing licenses.

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Vinnie Klimas stated anyone can check a license on the State webpage for “eLicense”

Katie Rutkowski stated it would be checked at the Department of Agriculture and that’s what it is listed under. Katie Rutkowski stated her niece is a Vet Tech and she is certified and bonded and had a background check and no one comes in her house without that and briefly elaborated. Katie Rutkowski stated they email all of that and she knows because she was a Vet Tech for 20 years and they can’t come in the house without that. Katie Rutkowski stated that Vinnie Klimas disagrees, and it’s not her opinion it’s the law because she was certified and she knows what is involved. Katie Rutkowski stated that she is sick and tired of these games, and you can’t even get what we say correct. VKlimas stated trust comes with verification.

Vinnie Klimas stated Katie Rutkowski can always mention an error in the minutes and the Board will review it and correct it if necessary.

Katie Rutkowski stated her name is spelled incorrectly almost every meeting even though she spells it.

Mike Rinaldi, Gosinski Park Resident questioned what a Vet Tech is. Vinnie Klimas stated it’s like a CNA for Nursing; it’s an assistant person who has had Veterinarian training and briefly elaborated.

**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. (by telephone) 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; New Resident Issue #4. Also legal status of the Cost Certification legal lawsuit discussions

Vinnie Klimas made a motion, seconded by Joe Carey, to move into Executive Session at 5:45 p.m., to discuss the previous Resident legal topics, Resident #2 Issue, Resident #3 Issue, Resident #4 Issue and also legal status of the Cost Certification legal lawsuit discussions. 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 August 19, 2025, Housing Authority of the Town of Plymouth meeting back into Regular Session at 6:34 p.m.

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Action, as may be necessary, from Executive Session

No action taken from Executive Session.

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

Vinnie Klimas stated Interim Office Manager Lisa Phillimore had to leave at 6:30 p.m., noting her monthly August 2025 Report is as follows:

We have 59 units occupied-I have 2 people looking at Unit 19 tomorrow.

We have been dealing with a resident who is creating problems with his neighbors. He's been arrested and we have a copy of the police report.

We have also been dealing with another resident who insisted there were pests/mites living in the apartment. We have been working with the Health Department and the Building Inspector to remedy the issue. A contractor fixed the floor. A FOURTH Pest Evaluation by a certified pest management company was done on August 25 and nothing was found. After 4 certifications, we have made a decision no pests were found. We also had American Heating and AC come to clean the Heating/AC Unit, and again, no pests were found.

We met with CW Resources to resume our Meal Program on October 1<sup>st</sup>. We are asking residents if they would like to volunteer to keep the meal costs down. Volunteers will enable the price of each meal to be \$3 vs. \$5 if they need to hire a server. Volunteers will receive training from CW Resources.

We're doing a Fall Clean-Up starting September 22 and with the arrival of a dumpster which will stay for 2-3 weeks (at no extra charge) or until full.

Vinnie attended the CONN NAHRO Conference at Mohegan Sun. I was unable to attend due to an injury the day before. Vinnie has found a new source of money (\$50 M) for affordable new Construction, not for renovations.

**Committee Reports**

**Finance-July, 2025 Financials:** Kathy Maciewicz, Treasurer and Eric Jay, Finance; DeMarco Company; Update Thomaston Savings Bank Board Organizational Membership with staff updates too. Vote and sign; Annual Audit has been extended to end of month with CHFA approval. Kathy Mackiewicz, Treasurer and Vinnie Klimas, Chairperson; Rent Increase Status

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Vinnie Klimas noted the State has approved the 30-day extension for the Annual Audit.

Vinnie Klimas stated in Eric Jay’s absence this evening, he had submitted the following Financial Report for August 2025 and briefly reviewed the Financial Summary:

August results showed a slightly increased revenue total, \$32,003, vs. July. This is due to the fact that the property is now fully occupied, as unit #60 was filled in August. August's expenses were also ahead of July's, with a monthly total of \$28,579. With August's numbers considered, the average monthly expense total per month, through August 2025, stands at \$30,094. All in all, there was a net income of \$3,424 in the month of August, and a YTD net income total of \$12,775. Bank statements have been reconciled, and all credit card activity and utilities have been recorded. The eleventh payment on the Thomaston Savings Loan has reduced the remaining amount owed to just over \$254K as shown in acct 2220 on the Balance Sheet report.

As mentioned last month, the auditor continues to work through the 2024 audit. He just provided an update on 9/11/25 that he has staff back on the account to bring the audit to completion.

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.

<b>FINANCIAL SUMMARY (NON-DESIGNATED)</b>	<b>August, 2025</b>	<b>YTD August, 2025</b>
<b>Revenue</b>	<b>\$32,003</b>	<b>\$ 253,527</b>
<b>Expenses</b>	<b>\$28,579</b>	<b>\$ 240,752</b>
<b>Net Ordinary Income</b>	<b>\$3,424</b>	<b>\$ 12,775</b>

- Admin expenses came down significantly vs. July. Admin expenses in August were 15,143 vs. the July total of 22,177. The primary reason for this is that there was not any legal expense in August. YTD through July 2025, the property had been averaging \$2,679/month in legal expenses. One caveat is that the office salaries YTD are not accurate. We have not received payroll reports to be able to accurately reflect the allocation of payroll disbursements in the last few months. The total cash outlay related to payroll is reflected on the books, but again, the type of payroll expense is not accurate.  
The other consideration is that eventually audit costs will lead to higher cost later in the year. In 2024 audit costs were \$6K. There has been no audit expense booked in the current fiscal year to date.
- Utilities reflect actual electricity bills. Water expense was low this month ticked up in August, as it was a quarterly water bill month.

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3. Total maintenance expense in August was 2,530 vs. July maintenance expense of 6,296. This is because there is no expense booked to maintenance wages in August. This is because of not having the payroll reports and not having actual totals of what part of payroll is related to office salaries, maintenance salaries, etc. Contractual Services (#4430), continues to be under control. HVAC contracts expense in August was \$1,275 due to service call to American Heating.
4. Other expenses remain roughly in line with expectations and monthly interest payments on the loan continue on trend.
5. Net ordinary income was \$3,424 in August. Positive monthly income is reliant upon occupancy remaining at or above 95% and tenants paying rent to avoid lost revenue or incurring legal fees to collect amounts owed. The fact that there is no vacancy currently is huge. Also, profitability is dependent on expenses being normal and planned. As a reminder, 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 Makieiwicz made a motion, seconded by Vinnie Klimas, to accept the August, 2025 Financials as submitted. This motion was approved unanimously.

Vinnie Klimas stated the Professional Services Contracts need to go out for bid per the State after

Vinnie Klimas stated the Annual Audit has been extended to the end of the month with CHFA approval.

Vinnie Klimas stated there hasn't been a rent increase for existing residents in existing units; but there have been for new residents going into empty units; in many years Public Hearing; a brief discussion followed.

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

Rich Bugnacki stated we have a contract for painting the parking lot spaces. Rich Bugnacki questioned if a letter would be sent out to residents who never move their cars, noting it should be done prior to the scheduled workday. He further stated he knows a couple of the residents have passed away; a brief discussion followed.

Vinnie Klimas stated we can make the request, but we have to deal with people who just won't move their vehicles, just like the snow removal requests. He further stated that we will set up a live communications for the project and if the painter can get his machine into those non-moveable vehicle spots then he will paint them but if not we will have to live with it.

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Rich Bugnacki stated the dumpster will be on site in a couple of weeks and noted if anyone has items that they want to dispose of they can use the dumpster.

Vinnie Klimas stated the dumpster will be on site on September 22<sup>nd</sup> for three weeks.

When questioned by Resident Michael Rinaldi, Rich Bugnacki stated he was unsure if cooking grills without the propane tanks could go into the dumpster; but probably not allowed.

Joe Carey stated he would like to recommend that the Housing Authority Maintenance workers bring grills and heavier metal objects to the Transfer Station since there is no charge and the Town will benefit from the scrap metal payout. He further stated this could be a one-time trip, not a daily activity.

Vinnie Klimas stated that it was a great idea and noted that we usually ask the Boy Scouts or a local Town Service Club to assist the residents with loading their items into the dumpster for a certain weekend

Vinnie Klimas stated that the Lunch Program was slated to restart (see Lisa Phillimore's Report) on October 1<sup>st</sup>, noting it is a good thing. Vinnie Klimas stated that he wanted to thank Joe Carey again for coming with the permissible by code heater for the Lunch Program in place of a stove.

**Any Other New or Old Business**

Vinnie Klimas thanked the Housing Board Members for lending two tables and the gator to him for use at the Terryville Fair.

Vinnie Klimas stated he wanted to remind everyone that the Town of Plymouth's Referendum for a new Police Station (#21 million) and Road Improvements Proposal (\$6 million) would be held on September 23, 2025, in the Community Room at the Plymouth Town Hall, 80 Main Street, Terryville, from 6:00 a.m. to 8:00 p.m., and encouraged everyone to get out and vote.

**NEXT REGULAR MEETING WILL BE October 21, 2025, Gosinski Park Community Hall, 5:30 p.m., Tuesday**-Vinnie Klimas stated the next Regular meeting of the Housing Authority would be held on October 21, 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, Joe Carey made a motion, seconded by Kathy Mackiewicz, to adjourn at 6:56 p.m. This motion was approved unanimously.

Respectfully Submitted, Patricia A. Hale, Recording Secretary 