

**Housing Authority of the Town of Plymouth**

**Gosinski Park**

**Tel: 860-584-9355**

**43 Ronald Road**

**Unit 31, Community Room**

**Terryville, CT 06786**

**Minutes**

**April 15, 2025**

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled April 15, 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 were non-voting Matt Fontaine, CPA, Controller, Part Time Maintenance Henry Poulin, and Interim Business Manager Lisa Phillimore. Excused absence: Matt Fontaine, CPA, Controller

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED  
APR 15 2025  
5:30:00

**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.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to amend the April 15, 2025, Housing Authority Agenda and add an Executive Session item for a Pre-Termination Notice. This motion was approved unanimously.

**Minutes (1) Resident and Human Relations Committee 3-12-2025; Regular Minutes 3-18-2025 and Special Meeting Minutes 3-25-2025**

Vinnie Klimas stated the Resident and Human Relations Committee Minutes were still under review.

Joe Carey made a motion, seconded by Kathy Mackiewicz, to accept the March 18, 2025, Regular Minutes as submitted. This motion was approved unanimously.

Kathy Mackiewicz made a motion, seconded by Vinnie Klimas, to accept the March 25, 2025, Special Minutes as submitted. This motion was approved unanimously.

**Public Comments (1.) General Public (2.) Executive Session to follow up, discuss, and possibly take action in Executive Session regarding the previous resident topic 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 advice.**

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When questioned by Nicole Chamberlain regarding including the Silver Sneakers Senior Exercise Class in the Housing Authority's Budget, Vinnie Klimas stated this request is part of the \$10,000 Grant that the Interim Business Manager was requesting, and it would be addressed under her report this evening. Nicole Chamberlain stated she had spoken to a lot of people who were very interested in the program. She further stated the instructor was wonderful, was willing to come to Gosinski Park and noted she works at Healthtrax.

Mariam Thom stated she has a serious hearing problem and noted that she was waiting for the government to approve the cost of hearing aids. She further stated her neighbors keep complaining about her tv being too loud and noted she has informed them of her hearing problem. Vinnie Klimas stated that Interim Business Manager Lisa Phillimore is in discussions with Mariam Thom's neighbors and is working on a resolution to the issue.

Kelly Gagnon stated the electric bills are very high for Units 26, 28, 29 and 30, there had been a previous discussion on it.

Vinnie Klimas stated the Housing Authority is looking at the data from Eversource and doing a quantitative analysis of the statistics, noting the efficiencies, the one-bedroom and the ADA units should all be about the same. He further stated they will be bringing in the 50/50 Eversource Program for signups, as well as educating everyone on the available Eversource programs. Vinnie Klimas stated the baseboard electric is very expensive verses the split heat/air conditioner wall units that are much more cost effective; a brief discussion followed.

Nicole Chamberlain stated she is having issues with the heating unit in her apartment, noting it blows both hot and cold air. Henry Poulin stated Nicole Chamberlain needs to fill out a Work Order and hand it in to the Office. He further stated if Maintenance can't address the problem, they will call in the HVAC Technician. Henry Poulin stated Nicole Chamberlain should fill out a Work Order for any maintenance issue she experiences, not just heating.

Vinnie Klimas made a motion, seconded by Joe Carey, to move into Executive Session at 5:49 p.m. to follow up, discuss, and possibly take action regarding the previous resident topic. Present for the Executive Session were Board members: Rich Bugnacki, Joe Carey, Vinnie Klimas, Kathy Mackiewicz, and Gladys Torres. Non-voting experts were invited to remain: Lisa Phillimore, Housing regulations, and Mike Wrona Esq. for legal knowledge. This motion was approved unanimously.

Vinnie Klimas called the Housing Authority April 15, 2025, meeting back into Regular Session at 6:40 p.m.

**Action, as may be necessary, from Executive Session.** Vinnie Klimas stated there was no action taken from the Executive Session regarding the follow-up and discussion on the previous resident topic.

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Vinnie Klimas made a motion, seconded by Joe Carey, to submit the reports from the Interim Business Manager, the Chairman and the Director of Maintenance, to the Housing Authority's Attorney Mike Wrona, to take pre-termination action on the situation as discussed in the Executive Session. This motion was approved unanimously.

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

In Lisa Phillimore's absence, Vinnie Klimas read the Interim Business Manager's Report as follows: We have 58 units filled-1 unit (#13) is still undergoing we still have one empty unit (#60) which is being held in case resident of unit 13 needs it until her apartment is renovated.

Unit 13 – Asbestos has been abated; plumbing, electrical and insulation have been inspected and sheetrock began this morning. We are hoping to have the resident back into her apartment as soon as humanly possible.

We're ready to submit the HARP Grant with the Board's approval. The grant is for up to \$10,000. I'm requesting the Board approves the grant. We are seeking funds for meal subsidies (\$2 per meal x 82 meals/week-\$8,528) and two 12-week chair exercise programs (\$720 per program x 2) to address the physical, social and nutritional needs of the residents. If the meal program goes well and we need more funding, we can look into the Thomaston Savings Bank grant that opens July 1<sup>st</sup>.

Joe Carey made a motion, seconded by Rich Bugnacki to approve the submission of the grant application for the \$10,000 HARP Grant. This motion was approved unanimously.

Our participation in the UniteCT program is complete. We have collected a total of \$19,757 in back due rents.

Kathy Mendes, who has been helping in the office periodically, has offered to help residents who are interested in getting on the Eversource Matching Payment Program. She has successfully helped one family so far with 2 more appointments next week.

Our annual Fire extinguisher service is due; the cost is \$265.55. Approval is required before they will begin.

Discussion: When questioned by Joe Carey, Vinnie Klimas stated the Fire Extinguisher Service Program invoice was higher than what was budgeted for because two of the Unit fire extinguishers needed to be serviced. Vinnie Klimas stated the \$265.55 included the repairs Vinnie Klimas made a motion, seconded by Joe Carey, to accept and pay for the \$265.55 Fire Extinguisher Service Program as submitted. Vote: This motion was approved unanimously

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Residents hosted an Easter/Potluck/Bingo Party in the Community Room which seemed to be enjoyed by many of the residents.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to accept the April 20, 2025, Interim Business Manager's Report as submitted. This motion was approved unanimously.

Vinnie Klimas distributed copies of Henry Poulin's March 17, 2025, through April 12, 2025, Maintenance Report, noting a lot of the report is about spring cleanup.

When questioned by Rich Bugnacki, Vinnie Klimas stated Jeff Seaman works 20 hours and Henry Poulin works 20 to 25 hours, noting they are two half time people. He further stated there were 40 hours planned but in case one of the workers got sick the time was split. Vinnie Klimas stated the workers cover Gosinski Park six days a week and the schedule is working for general load work. Vinnie Klimas stated the budget includes special project laborers, i.e., extra hours for snow removal, etc.

Joe Carey made a motion, seconded by Vinnie Klimas, to accept the 3-17-2025 through 4-12-2025 Maintenance Report, as submitted. This motion was approved unanimously.

**COMMITTEE REPORTS: FINANCE: March, 2025 Financials: Kathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Controller; DeMarco Co.; Cost Certification matter— Vinnie Klimas, Chairperson; New Annual Audit has begun. Kathy Mackiewicz, Treasurer and Vinnie Klimas, Chairperson**

Vinnie Klimas stated Matt Fontaine was on vacation this month and reviewed Matt Fontaine's report as follows: Regrettably I will be unable to attend this month's meeting. However, this month's report is generally positive news. CHFA approved the 2025 budget as submitted. 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 along with estimates for legal fees and Frontier's charge.

Manageable admin and maintenance expenses, combined with vacancy loss being limited to one unit and improved laundry receipts resulted in positive Net Income of \$1,679 for the month. Year to date improved to \$6,605 with the sixth payment on the Thomaston Savings Loan with the remaining amount owed 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)	March, 2025	YTD, 2025
Revenue	\$31,621	\$ 95,521
Expenses	\$29,942	\$ 88,916
Net Ordinary Income	\$ 1,679	\$ 6,605

1. Admin expenses rose with legal costs and recording costs from multiple meetings. 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 and one building's quarterly water costs not previously received.
3. Maintenance payroll normalized in March absent significant snowfall while purchase of replacement tires, a hot water heater and plumbing costs round out the category.
4. Other expenses remain roughly in line with expectations after quarterly trash hit in January and monthly interest payments on the loan continue on trend.
5. Net ordinary income was positive \$1,679 continuing 2024's strong finish. However, continued positive income of \$1-2k/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 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 March 2025 Financial Report as submitted. This motion was approved unanimously.

Vinnie Klimas stated there was no change in the Cost Certification from the last meeting. He further stated the Construction company has the letter from Dave Berto and they made a couple of calls but there is nothing new to report.

Vinnie Klimas stated the Audit has started, noting Jason Geel had started it predicting it will be done in two to three months

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PHYSICAL PLANT: Vin Klimas, Chairperson and Joe Carey, Member  
 ADA BUMP OUTS PROJECT:

DOH SSHP State Funds through CHFA to the Housing Authority of the Town of Plymouth	\$ 2,509,725
DOH CDBG funds through the Town of Plymouth to the Housing Authority of the Town of Plymouth	\$ 2,300,000
Town of Plymouth CDBG Program Income	\$ 100,000
Town of Plymouth ARPA Funds	\$ 100,000
DOH Predevelopment Loan	\$ 278,000
Thomaston Savings Bank Renovation Loan	\$ 300,000
Housing Authority Property Reserves	\$ 14,877
Housing Authority Equity	\$ 16,663
Energy Rebates	\$ 1,805
<b>TOTAL OF FUNDS APPROVED AND REVISED-Approximate</b>	<b>\$ 5,604,407</b>
Approximate Amount Previously Requisitioned	Updated: (\$5,606,707) 91%
Invoices submitted to STATE DOH & CHFA but have not been received funds as of today in approval process.	Being Calculated with the 5% retainage Fee and end of project costs + (Protective Safety Fence near Units 41 & 42= \$2,300 Pepin Steel
<b>ESTIMATED REMAINING BALANCE</b>	<b>Estimated Updated: \$580,041 9%</b>

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 we had asked for 2 apartments but one of them already had the renovations, so we only had to do one, so instead of 1,700 it was half the price. Vinnie Klimas distributed copies of a proposal for an ADA Fire Alarm Systems for two Residents who are deaf in the amount of \$1,783.00, noting we are required to have this system in place as a special facet of the overall ADA.

When questioned by Vinnie Klimas, Matt Fontaine stated we have funds to cover the expense. When questioned by Rich Bugnacki, Matt Fontaine stated the strobe light will be inside the unit and is similar to the one in the Community Hall, noting in addition to the audible sound it will also have strobe lighting.

Lisa Phillimore stated the strobe light has the ability to penetrate the person's eyelids so if they're sleeping.

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Henry Poulin stated there will be a strobe light in the bedroom and also within the living area in the unit, since they're both bedroom units as opposed to an efficiency unit.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to approve the Fire Alarm Systems for two residents in the amount of \$1,783.00. This motion was approved unanimously.

**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 +/-

Vinnie Klimas requested Joe Carey perform a walk through Unit 13 sometime this week at his convenience to make sure it looks okay. He further stated Joe Carey is a Certified State Inspector.

Vinnie Klimas stated the Building Inspector had approved the electrical, the insulation and the plumbing, noting they are now working on sheetrock and flooring and hopefully by the next meeting they will be done.

**RESIDENT and HUMAN RELATIONS: Rich Bugnacki, Resident Elected Member, Parking Status. Recent Resident and Human Relations Committee Meeting**

When questioned by Vinnie Klimas, Rich Bugnacki stated he was in agreement that the parking lot numbers should be repainted, noting they are very hard to read. We will bring in some cost estimates at the next meeting.

Vinnie Klimas stated all the Town organizations contribute to the Terryville Fair. He further stated that he was looking for approval for borrowing the Gator and three to four tables that would be used at the Fair which is the last weekend in August. Vinnie Klimas stated he is in charge of the Fireworks, the Antique Tractor Show, helping out on stage and moving heavy boxes of memorabilia, noting the Gator would be very useful for him to utilize.

It was noted that Jeff Seaman, Maintenance, has a trailer to bring the Gator to and from the Fair.

Rich Bugnacki stated the Gator should be washed prior to use so it looks good.

Vinnie Klimas stated he thought this was a good idea and noted he could put signage on it, as well.

Vinnie Klimas made a motion, seconded by Joe Carey, to authorize Vinnie Klimas to use the Gator and three or four tables for the Terryville Fair 2025. This motion was approved unanimously.

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**Any Other New or Old Business**

Vinnie Klimas stated Housing Authority Board Member Gladys Torres works for the Danbury Probate Court and noted that when the weather warms up, she would be bringing a program to Gosinski Park covering conservatorship.

Gladys Torres stated she would be asking Probate Judge Bill Hamzy to attend the meeting and speak to the Residents at Gosinski Park or at the Town Hall, noting there were different types of conservatorships that are helpful with medical and financial information. She further stated not a lot of people are aware of the program and briefly elaborated.

When questioned by Joe Carey, Vinnie Klimas stated the annual budget process will begin in November/December. He further noted that the State has a formula, and the Housing Authority is supposed to give the budget to them within 30 days of approval.

Joe Carey stated the Housing Authority should reach out to the WPCA because they will be increasing and/or adjusting their rates to accommodate future expansion and improvements. He further stated they could help us to understand what percentage of rate increase they're looking at so we can incorporate that if we have to do rate adjustments at Gosinski Park.

Vinnie Klimas stated he was unsure if we have sewer costs at Gosinski Park, noting he never saw any in a budget. He further stated he thought there were no costs because Gosinski Park is a Town agency. Vinnie Klimas stated he will research this further; a brief discussion followed.

Vinnie Klimas stated there has not been a rent increase for existing tenants in some time and felt this item should be discussed at the next Budget Meeting. He further stated this legitimate rate increase would be within the calculation of the State numbers and should be reasonable. He further stated a Public Hearing would also need to be held and the State DOH will have to approve any increase.

**NEXT REGULAR MEETING WILL BE 5/20/2025 Community Hall, 5:30 pm., Tuesday.**

There being no further business of the Housing Authority of the Town of Plymouth, Gladys Torres made a motion & seconded by Vinnie Klimas, to adjourn at 6:40 p.m. This motion was approved unanimously.

Respectfully Submitted,

Patricia A. Hale, Recording Secretary