

Housing Authority of the Town of Plymouth

Gosinski Park

Tel: 860-584-9355

43 Ronald Road

Unit 31, Community Room

Terryville, CT 06786

Minutes

February 19, 2025

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled February 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 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, Interim Business Manager Lisa Phillimore. Excused Absence: Part Time Maintenance Henry Poulin.

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, God Bless Plymouth and God Bless everybody at Gosinski Park” for the record.

Vinnie Klimas made a motion, seconded by Joe Carey, to add an Executive Session as Agenda Item #10 to discuss Cost Certification Issues with the Contractor. This motion was approved unanimously.

Minutes January 21, 2025

After time to review, Kathy Mackiewicz made a motion, seconded by Joe Carey, to accept the January 21, 2025, minutes as presented. This motion was approved unanimously.

Public Comments. (1.) General Public. (2.) At 6 pm to 6:15 pm (subject to Board wishes to amend time allocation) there will be an Executive Session per Resident request for personal medical item.

Katie Rutkowski, Gosinski Park Resident, stated Hank Poulin and the Maintenance Crew did an awesome job with the snow removal and noted two residents complained about the plowing in the parking lot and the sidewalks. Citing an incident from years past, Katie Rutkowski stated an ambulance needs to be able to access the Gosinski Park parking lot if needed and briefly elaborated.

When questioned by Katie Rutkowski regarding the reason for the former Executive Director’s exit from the position of Executive Director, Vinnie Klimas stated because this is a personnel issue the request would have to be put in writing.

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Housing Authority of the Town of Plymouth
February 19, 2025
Page Two of Seven Pages

Katie Rutkowski stated Lisa Phillimore does an awesome job including being present beyond her set hours and assisting Residents and always answers telephone calls.

Management Reports: Interim Business Manager, Lisa Phillimore: Admissions, UniteCT Applications, and other items. Henry Poulin, PT Maintenance

Lisa Phillimore stated the following for her February 2025 Interim Office Manager's Report: Dollar amounts for UniteCT checks are as follows:

- 1) \$3,075
- 2) \$8,400
- 3) \$3,451
- 4) 1,380
- 5) \$3,451

for a total of \$19,757 (we are still waiting for the last two checks)

Broken pipes in Unit 13-Asbestos has been found. We are waiting for bid proposals on Monday for asbestos remediation; then rehabilitation of the apartment. Staff and the Chairman have offered Unit 60 as a temporary unit while unit 13 is being repaired; the tenant for Unit 13 will be able to move back into her Unit when it is completely renovated.

There are issues with residents NOT moving their cars when it snows.

We've finally updated the handbooks that were voted upon by the Board 7/16/24 and are passing them out tomorrow. Updates have been going back and forth with the State until recently.

Two of the residents hosted a Valentine's Day Bingo Party in the Community Room which was very well attended.

We are looking into a safety grant through the Workers Compensation Trust, up to \$15,000. CT Water Company will be here on Monday, February 24th, to replace water meters on 3 buildings. The water will get shut off for 5-10 minutes during replacement. Letters to the affected residents (units 21-25 and 32-41) will go out tomorrow. The Board approved the Interim Management Report.

Maintenance Report: In Henry Poulin's absence, Lisa Phillimore stated there had been a lot of snow and ice removal over the past 48 hours, including assistance from an hourly-paid special project staff person.

Vinnie Klimas asked if any Board Members know of anyone that would be interested in assisting the Maintenance Staff with hourly paid snow removal at Gosinki Park, to please have them call Lisa Phillimore at the office.

When questioned by Rich Bugnacki, Vinnie Klimas stated a new battery will be purchased tomorrow for the tractor, which will help with breaking up the ice.

Committee Reports Finance: January 2025 Financials: Kathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Controller, DeMarco Company

Referencing his attached January 2025 Financials, Matt Fontaine stated the following: Initial information has been provided to the auditor to start work related to 2024 and at this month's meeting, I am optimistic that the 2025 budget draft will be approved. With the exception of the budget versus actual that I will start providing for February's reporting, attached are the usual reports with notes below. Bank statements have been reconciled, credit card activity and utilities have been recorded along with the annual software license (coded to other renting expense). The absence of legal bills or any significant maintenance items combined with improved occupancy and laundry revenue contributed to Net Income of nearly \$4k. Although strong occupancy should keep results positive for 2025 the trend is not likely to be as high as the first month indicates. January included the fourth 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 of \$125,775 of CHFA SSHP funds are drawn, there will be no 2025 grant revenue. These funds are part of the Cost Certification issue being reviewed. 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)	January, 2025	YTD, 2025
Revenue	\$ 31,693	\$ 31,693
Expenses	\$ 27,834	\$ 27,834
Net Ordinary Income	\$ 3,859	\$ 3,859

1. As noted above, admin expenses include the annual software license for lease administration but the absence of legal fees have kept the category relatively low.
2. Utilities reflect actual electricity bills and are in line with expectations for the season.
3. Maintenance payroll normalized with only two bi-weekly pay periods in January and without frequent snowfall. Outside of a couple HVAC service calls and maintenance supplies, the main cost for the month was deep cleaning and disinfecting a unit.
4. Other expenses remain roughly in line with expectations including quarterly trash and monthly interest payments on the loan.
5. Net ordinary income was positive \$3859 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.

Housing Authority of the Town of Plymouth
February 19, 2025
Page Four of Seven Pages

Vinnie Klimas stated the Housing Authority’s mission is to give shelter to people that need housing within the guidelines of the law which we must follow. He further stated this is where we should be at for having 58 units filled and it is the second best it has been since he came on board in 2015, and he wanted to thank the Board, and Matt Fontaine for straightening out the financial books from the mess they were in. Vinnie Klimas stated he wanted to thank Lisa Phillimore for filling the units and her expertise in the business field. Vinnie Klimas stated he wanted to thank Kathy Mackiewicz, noting she is the only person he knows that found a mistake with the Auditors Report. He further stated Kathy Mackiewicz is a great Treasurer.

Vinnie Klimas stated he will communicate this very positive financial news to the Mayor and the Town Council and briefly elaborated.

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

Physical Plant: Vinnie Klimas Chairperson and Joe Carey, Member. Regarding the Cost Certification issue, Vinnie Klimas stated it will be in Executive Session as Agenda Item #10.
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
TOTAL OF FUNDS APPROVED AND REVISED-Approximate	\$ 5,604,407
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 Feel and end of project costs + (Protective Safety Fence near Units 41 & 42= \$2,300 Pepin Steel
ESTIMATED REMAINING BALANCE	Estimated Updated: \$580,041 9%

Housing Authority of the Town of Plymouth
February 19, 2025
Page Five of Seven Pages

Fiscal Notes: There is a 5% Retainage Fee that is presently being calibrated=approximately \$280,225. Cost certification is still outstanding.

Personnel: Vinnie Klimas, Chairperson and Status No Change in status in position. Part-time Community Resource Aide; part-time is in process.

Lisa Phillimore stated Kathy Mendez is temporary and is helping in the Office including putting together the Resident Handbooks, organizing the Resident folders in a specific way according to DOH, and various other projects, four hours a day, two days per week through the end of the month. She further stated Kathy Mendez will also assist the Residents with their Eversource bills and briefly elaborated on Eversource's Matching Payment Program guidelines.

Vinnie Klimas stated the Housing Authority is still looking for a Resident Service Coordinator, noting Kathy Mendez will be eligible to apply.

Lisa Phillimore stated she and staff are also working on the Recertification of all Residents, noting the last reevaluation was done by DeMarco in 2022. She further stated she will be up to date after two more Residents are finished.

Lisa Phillimore stated they are also working on getting Resident emergency contact numbers and vehicle information updated for their files.

Review of Unit 13 Water Leak Renovations

Vinnie Klimas stated the water leak renovations is the amount of \$27,000 or more for Unit 13 will be covered by the Insurance company. Vinnie Klimas stated the Housing Authority has approved \$5,000 for the Environmental Study survey by Eagle Environmental for asbestos and other hazardous materials, noting the survey has been completed and identified what had to be done. He further stated the RFP Bids for this project will come in on Monday, noting the bidders all have to be certified. Vinnie Klimas noted the State has approved a Monitoring Plan, and he will distribute the plan to the Board Members this week and briefly elaborated. He further stated he has reviewed the Monitoring Plan and will be providing an Oral Report at one of the next two meetings.

At 6 pm to 6:15 pm (subject to Board wishes to amend time allocation) there will be an Executive Session per Resident request for personal medical item

Vinnie Klimas made a motion, seconded by Joe Carey, to move into Executive Session at 6:00 p.m., to address the concerns of a resident's letter, and to invite Matt Fontaine in for his financial expertise. This motion was approved unanimously.

Housing Authority of the Town of Plymouth
February 19, 2025
Page Six of Seven Pages

Present for the Executive Session were Rich Bugnacki, Joe Carey, Matt Fontaine, Vinnie Klimas, Kathy Mackiewicz, and Gladys Torres.

Vinnie Klimas called the Housing Authority February 19, 2025, meeting back into Regular Session at 6:31 p.m.

Action, as may be necessary, from Executive Session

Vinnie Klimas made a motion, seconded by Joe Carey, requesting the resident to put her request for money in writing and anything else that she wants the Board to take action on. This motion was approved unanimously.

RESIDENT AND HUMAN RELATIONS: Rich Bugnacki, Resident Elected member. Parking Status

Rich Bugnacki stated he and Lisa Phillimore were working on a Snow Removal Policy, noting they would be coordinating with the Maintenance Department, as well. He further stated they want to keep a certain number of parking spaces open and eliminate multiple vehicles that are taking up spots now that all of the units are filled. Rich Bugnacki stated they also need to figure out a time limit so all the vehicles can move back to their assigned spaces at one time.

Vinnie Klimas stated we need to come up with a good updated Snow Removal Policy, which Rich Bugnacki will take care of with Lisa Phillimore and Maintenance's assistance, noting a letter will be sent out to all Residents once the policy is finished. Vinnie requested Rich Bugnacki bring a draft report for review at the next Housing Authority meeting.

Interim Resident Handbook, Lisa Phillimore, will be distributed this week

Vinnie Klimas stated the Interim resident handbook has been completed, noting it will go out this week and is an ongoing document open to revisions, as needed.

Any Other New or Old Business: Executive Session for Cost Certification Issues with Contractor

Vinnie Klimas made a motion, seconded by Joe Carey, to move into Executive Session at 7:03 p.m. to discuss Cost Certification Issues with the Contractor, and to invite Matt Fontaine in for his financial expertise. This motion was approved unanimously.

Present for the Executive Session were Rich Bugnacki, Joe Carey, Matt Fontaine, Vinnie Klimas, Kathy Mackiewicz, and Gladys Torres.

Housing Authority of the Town of Plymouth
February 19, 2025
Page Seven of Seven Pages

Vinnie Klimas called the Housing Authority February 19, 2025, meeting back into Regular Session at 7:27 p.m.

Action, as may be necessary from Executive Session

No action taken.

When questioned by Joe Carey regarding one of the Resident's complaints concerning his high electric bill, Vinnie Klimas stated he and the office had spoken to the Electrician who said in general, Eversource had increased their rates and if the Resident is using the original baseboard unit verses a Ductless Split System, which is more efficient and generate a lower bill, then the electric baseboard heat bill will be much higher. He further stated the Electrician had said he would come out to analyze the issue as soon as possible; a brief discussion followed.

Joe Carey stated moving forward the Housing Authority could look into retrofitting the units with something more efficient.

Vinnie Klimas stated the part-time Office Staff will also be going to every unit with the Eversource 50/50 Matching Payment Program which can help the Residents out financially.

Vinnie Klimas stated the unit baseboards are a good backup system.

Vinnie Klimas stated Housing Authority Member Glady Torres works in Probate with Conservatorships and will be holding a Conservatorship Training Event when the weather gets warmer. He further stated Bill Hamzy, Probate Judge, will be invited to attend.

Vinnie Klimas stated he wanted to thank the Housing Authority Board Members for their time, hard work and many volunteer hours on the Board, noting that it is greatly appreciated.

Next Regular Meeting will be 3/18/2025, Community Hall, 5:30 p.m.

Vinnie Klimas stated the next Housing Authority Meeting will be held on Tuesday, March 18, 2025, in the Community Room..

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 7:30 p.m. This motion was approved unanimously.


Respectfully Submitted,
Patricia A. Hale, Recording Secretary

