

Housing Authority of the Town of Plymouth

Gosinski Park

43 Ronald Road

Unit 31, Community Room

Terryville, CT 06786

Tel: 860-584-9355

Minutes x Special Meeting

June 8, 2026

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled June 8, 2026, Housing Authority of the Town of Plymouth Special meeting to order at 5:00 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, Housing Authority Board Member/Treasurer Kathleen Mackiewicz and Housing Authority Board Member Elena Squires. Excused absence: Housing Authority Board Member Joseph Carey, Non-voting Staff in attendance: Executive Director Tracy Ciriello, CPA/Director of Finance Matt Fontaine via telephone, and Supervisor Maintenance and Director of Safety Walter Seaman.

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, and God Bless Plymouth and God Bless everyone at Gosinski Park" for the record.

Vinnie Klimas stated the next Regular Housing Authority meeting will be held on June 16, 2026, noting the June 15, 2026, date was a typographical error.

Public Comment

Paul Pelke, Gosinski Park Resident, questioned why the Housing Authority is spending money on a fence they can't afford when the Housing Authority complains about how they are in the red.

Vinnie Klimas stated that Paul Pelke's comment was not accurate. He further stated the Housing Authority has \$100,000 in Capital Expenses which were received from the State, and is different from Operational Expenses.

When questioned by Paul Pelke as to who decides how the State money is spent, Vinnie Klimas noted the Housing Authority Board decides.

Paul Pelke stated before the money is spent, he would like a list of what the Housing Authority is going to do with the State money.

Vinnie Klimas stated a list was distributed at the last Housing Authority meeting, noting the fence was also discussed at that meeting.

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Vinnie Klimas noted that the Housing Authority is also expecting an additional \$100,000 to \$130,000 from the State from the Renovation Fund money per the contract. (Cost Certification).

When questioned by Paul Pelkey, Vinnie Klimas stated as Capital needs are presented, they will be reviewed by the Housing Authority Board, noting they will be voted on for either approval or denial; or amended.

Annual Rent Certification Resolution of the Housing Authority of the Town of Plymouth (Draft #4) Matt Fontaine, CPA-Director of Finance, Tracy Ciriello Executive Director

Vinnie Klimas stated one adjustment, from what had previously been passed out for the Resolution, was for the annual Rent Recertification which is shown in red on the distributed Draft #4. Vinnie Klimas stated this Resolution had been previously discussed at great length. Vinnie Klimas stated the adjustment, in part, is for residents residing before ADA renovations/unit for reasonable accommodations, the Housing Authority will be using their previous unit for their rent certification, not the cost of a new ADA unit. Vinnie Klimas stated the HUD CDBG Renovation Funds state the Housing Authority cannot charge for that because it's been paid for by the grants and it would not be fair to the existing Resident. He further stated new Residents can be charged, noting it is an existing Regulation. Vinnie Klimas stated Gosinski Park has six ADA Units that are in full compliance; a brief discussion followed.

Vinnie Klimas stated he had a discussion today with CHFA (see their attached email) with their two points shown, noting they are in agreement. Vinnie Klimas stated it is in the Resident's annual recertification; it is in the Resident's Leases; it is also in the Residents Handbook and in the State CHFA Regulations.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to accept the Draft #4 Resolution of the Housing Authority of the Town of Plymouth, along with the CHFA comments, as presented. This motion was approved unanimously.

Fencing Repair issue with Neighbor, Partial Payment: Walt Seaman, PT Supervisor of Maintenance and Director of Safety

Walt Seaman stated as previously discussed Adam Pawlick, 4 Laurel Avenue, Terryville, whose property borders Gosinski Park and part of the fence in on Gosinski Park property. He further stated Adam Pawlick had approached Maintenance and had discussion on replacing the fence. Walt Seaman stated there is also a stump located in the same area which is preventing the fence to sit squarely on the ground. Walt Seams stated he had suggested to Adam Pawlick that he would be comfortable with replacing three panels of the fence with a total amount of \$1,000.00 after the work was completed. He further stated Adam Pawlick's quote for replacing the entire fence totaled \$5,760,00 including tax. Walt Seaman stated he had told Adam Pawlick that he would bring this issue and offer to the Housing Board of Authority and briefly elaborated.

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Walt Seaman stated that he had included a \$400.00 quotation for a certified contractor to grind the stump down to below grade.

When questioned by Elena Squires, Walt Seaman stated Adam Pawlick would be replacing the entire fence and Gosinski Park would be reimbursing him for three panels, and Gosinski Park would also be taking care of the stump grinding.

Vinnie Klimas stated the Board will need something in writing for the \$1,000.00.

When questioned by Vinnie Klimas if this issue could be paid for as a Capital expense, Matt Fontaine stated yes.

Matt Fontaine questioned if it would leave Gosinski Park with a linear fence.

Walt Seaman stated that Adam Pawlick is replacing the whole fence mostly at his expense, noting Gosinski Park will be giving him a \$1,000.00 and that additionally, Gosinski Park will have the stump ground down, noting the stump belongs to Gosinski Park. Walter Seaman stated Adam Pawlick will be moving the fence entirely onto his property and will also be replacing some of the fence posts because they are not in great shape.

When questioned by Elena Squires, Walt Seaman stated the fence will be linear.

Matt Fontaine confirmed that the money received from the State could be used for the fencing payment.

Vinnie Klimas Made a motion, seconded by Kathy Mackiewicz, to pay Adam Pawlick \$1,000.00 at the completion of the fence work and contact with a reputable stump grinding contractor to grind the stump down in the amount of \$400,00 for a total of \$1,400.00. In addition, the fence will be moved onto Adam Pawlick's property.

Discussion: Walt Seaman stated the Housing Authority will pay the Stump Grinding Contractor.

Vote: This motion was approved unanimously.

Maintenance Shed Repairs Costs: Walt Seaman, PT Supervisor of Maintenance and Director of Safety

Walt Seaman stated he was asked to get factual numbers for the shed repair at the previous Housing Authority meeting. Walt Seaman stated he broke everything out, including the plywood, the roofing asphalt shingles however if he can get a metal roof that will last longer at an equal to or cheaper price, he would suggest that be done.

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Walt Seaman stated that he will price it out a metal roof. Walt Seaman reviewed the numbers shown on his distributed attachments and noted that he would be using his own tools; nail gun, correct saws, etc. Walt Seaman stated he is asking for the 20 additional hours because he doesn't want to take away from his everyday work such as mowing weed whacking, etc. Walt Seaman stated all the debris will be brought to the Plymouth Transfer Station.

When questioned by Elena Squires, Walt Seaman stated a dumpster would be easier but there was no way to get one to the back area.

Vinnie has two requests, noting he has visited a shed place in Torrington, and he would like quotes for a new shed and secondly, he stated quotes should have an actual total price for the 20 hours of additional labor. VKlimas stated Quotes should have projected: part costs and actual labor costs.

Walt Seaman stated because Gosinski Park's items are not being taken care of in the current shed everything will need to be decontaminated or thrown out. He further stated the shed was cleaned out and this is the next phase of the project.

Vinnie Klimas stated he has a difference of opinion on the methodology presented; noting he had asked for a total price and didn't receive one. He further stated the information was very good but wants the amount of the 20 additional hours and a quote for a new shed. He further stated the price he had received was \$4,000.00, however he was unsure of the shed size. Vinnie Klimas stated as the Board Chairman he would like a comparison.

Walt Seaman stated he had priced out new sheds in the 12 x 10 size and they were in the range of \$10,000 to \$12,000; a brief discussion followed. W. Seaman stated he will bring in a total price estimate which includes both parts and labor costs.

Tracy Ciriello stated a dumpster is coming to Gosinski Park for Spring cleanup and it can be utilized for the shed project as well.

When questioned by Vinnie Klimas, Walt Seaman stated the dumpster is being delivered on Monday, June 15th, and will be on the grounds for a week.

When questioned by Elena Squires if the math could be done now for the 20 additional hours, Vinnie Klimas stated his request was two-part, noting he wants to see a written comparison of repairing the shed and purchasing a new one.

Vinnie Klimas stated if he had known that Tracy Ciriello would need the Employee files so she could look up the wage he would have provided them.

Walt Seaman stated he had asked for the 20 additional hours at the last Housing Authority meeting.

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When questioned by Vinnie Klimas, Matt Fontaine stated it would be normal pricing to know the labor amount, noting that in addition to wages there are payroll taxes and other costs on top of it.

Matt Fontaine stated the bigger issue here is instead of waiting until the meeting to present stuff, it should be circulated ahead of the meeting giving everyone a chance to review it first and then ask questions at the meeting. Matt Fontine stated there needs to be a consensus among Board Members, noting it's coming across as employee verses the chairman and he doesn't think that's the case. He further stated we're all working together on the same side, but we need to make sure that everyone understands costs expectations and processes information in the timetable we have.

Vinnie Klimas stated he was willing to meet with Walt Seaman any time before the next Regular Housing Authority meeting to talk about presentation, so he can give him his comments beforehand. He further stated he was happy to get quotes for the shed if Walt Seaman gives him the size needed.

Elena Squires stated she felt that the Board needs to tell Walt Seaman exactly what he needs to present at the next meeting, so the Board doesn't go through this again.

Vinnie Klimas stated an exact fiscal number for the 20 additional hours.

When questioned by Walt Seaman, Vinnie Klimas stated if he was going to charge rent for using his tools that number should be included. He further stated it might be cheaper to rent the tools.

Vinnie stated we need comparisons of buying the shed new instead of repairing it.

Walt Seaman questioned what would be done with the items in the current shed and the cost of disposing of the current shed, as well, noting it will far exceed what he is asking for and that he will be getting paid to put everything together.

Vinnie Klimas stated this is part of Walt Seaman's pay to put the information together and that information is important, noting that the Board needs a complete fical proposal.

Tracy Ciriello stated she felt that Walt Seaman is trying to say is that he is spending a lot of time in the office/shop doing paperwork when he should be getting things done on the property with Jeff Semon. She further stated it would be much more cost effective to repair the hole in the shed than to buy a new shed.

Vinnie Klimas stated without actual costs estimates to review we do not know that it will be more cost effective as yet. Vinnie Klimas stated he appreciates Walt Seamans effort and energy, but his presentation is not complete, noting by the next meeting it will be complete along with a cost comparison.

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Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to table this agenda item until next week's Housing Authority Regular meeting with labor and comparative costs.

Discussion: Elena Squires questioned before this agenda item is tabled would there be any other information required before the next meeting, noting the Board has requested the materials list, the calibration for the costs of 20 additional employee hours and the comparison numbers for purchasing a new shed verses repairing the current shed.

When questioned by Elena Squire regarding the quality of the new shed, Vinnie Klimas stated he could ask Housing Authority Member Joe Carey to look at the quality for new sheds, noting he is a State Building Inspector.

Walt Seaman stated he himself was a contractor builder for many years.

Vinnie Klimas stated Walt Seaman could accompany Joe Carey.

Tracy Ciriello stated Joe Carey should look at the floors at the same time.

Elena Squires stated she felt we shouldn't keep going around and around with this issue and we should have all of the necessary information at the next meeting to make a decision.

Vinnie Klimas stated he was in agreement. He further stated he supports Walt Seaman, noting we need the necessary information in a comprehensive way, as well as other options to look at.

Kathy Mackiewicz questioned if there would be a transport cost if the shed is purchased new.

Vinnie Klimas stated if there is a cost it will be noted.

Elena Squires stated there should also be a cost listed associated with demolishing the current shed, taking it away and/or renting a dumpster.

Tracy Ciriello stated that Walt Seaman could take care of this request, noting in the end she felt it would be more cost efficient to repair the current shed.

Vote: This motion to table the motion was approved unanimously.

Job Description and At Will Employment Agreement Title: Culinary and Office Aide (Part Time) Vinnie Klimas, Chairperson

Vinnie Klimas stated that he always uses the State of CT Department of Labor market for hourly rates for job descriptions, noting they cover every job in CT. He further stated that by law,

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Vinnie Klimas stated using the City of Waterbury's labor market data, the average median wage for this position is \$32.20 hourly and the current salary for the position at Gosinski Park is \$30.00 hourly and there is no insurance offered, which is a savings. He further stated the data also shows the pay for different geographical areas.

When questioned by Elena Squires, Vinnie Klimas stated Trish Hale currently holds the position.

Tracy Ciriello questioned if she was supposed to be delegating work for the part time office aide or only when she is out of the office.

Vinnie Klimas stated the two previous Executive Directors had requested additional office help, so the Board had put the part time position in the budget to meet those requests. Vinnie Klimas stated the Food Program was in place years ago, however due to COVID it was shut down, and the position has been reestablished.

Trish Hale stated that it takes three hours from start to finish to handle a daily lunch and if office work was added to the position, it would change the job description noted hours. It was further noted that the hours should be corrected to 15 hours.

Tracy Ciriello stated she did not feel she needed any office assistance and questioned if Trish Hale would cover her for sick days, vacation days, etc.

Elena Squires stated the office verbiage should come out of the Job Description; noting the wording for the office assistance could be changed to "as needed, substitution"; a brief discussion followed.

Vinnie Klimas made a motion, seconded by Kathy Mackiewitc, to table the Job Description discussion until the next scheduled meeting in order to review and address the administrative concerns as discussed. This motion was approved unanimously.

Adjournment

There being no further business of the Housing Authority of the Town of Plymouth, Elena Squires made a motion, seconded by Vinnie Klimas, to adjourn at 5:46 p.m. This motion was approved unanimously.

Respectfully Submitted,

Patricia A. Hale

Patricia A. Hale
Recording Secretary