

Tel: 860-584-9355

43 Ronald Road

Unit 31, Community Room

Terryville, CT 06786

Minutes

August 19, 2025

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled August 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 Board Member Joe Carey via telephone, Housing Authority Member/Chairperson Vinnie Klimas and Kathleen Mackiewicz. Excused Absence Gladys Torres. Also present were non-Voting Eric Jay, Controller DeMarco Company, Housing Interim Business Manager Lisa Phillimore, and Part Time Maintenance Henry Poulin.

2025 AUG 19 PM 2:27
PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD

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

Minutes: Regular Minutes 7/15/2025

Kathy Mackiewicz made a motion, seconded by Joe Carey, 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, stated under the Public Comment section in the July 15, 2025, Minutes, she had said "if somebody is trouble stay away from them", noting she didn't name a specific person, but because a specific person was discussed above her comment she doesn't want anyone to think she was being specific about someone. Gail Reno questioned if there was a way to get her same garbage bin returned, noting she washes her own garbage bin and some of the ones she gotten are very smelly and briefly elaborated.

Henry Poulin stated he will re-mark the garbage bins with the unit numbers and tell Jeff to put them back to the numbered unit. He further stated he will ask CWPM for a few each work, noting a lot of the garbage bins are cracked and broken and briefly elaborated.

Katie Rutkowski, Gosinski Park Resident, stated that today there were five to six vehicles from visitors and workers parking in Resident's spots, noting there has been discussion for months about getting parking spaces numbered. VKlimas mentioned we are looking at Contract to paint the parking area and should have a signed contract by next meeting.

Housing Authority of the Town of Plymouth
August 19, 2025
Page Two of Six Pages

Vinnie Klimas stated Gosinski Park is under a review by the State regarding parking because of a resident complaint, so we are holding off on renumbering until we have a settlement of that complaint. He further stated the issue will be addressed and all Residents will have their own reserved space as soon as possible.

Katie Rutkowski stated a neighbor has a big trailer and he didn't stop at the Stop Sign, and she told the person it's a private parking lot and he has to stop at the Stop Sign and noted she knows the family. She further stated that she was very polite to him and briefly elaborated.

Vinnie Klimas stated this would be a Police issue; a brief discussion followed. Vinnie Klimas stated this is public governmental property and he saw a Police Officer out in the area today, noting they are patrolling it. He further stated that if a Resident sees a violation, they should call the Police. Vinnie Klimas stated he would also speak to the Chief of Police regarding the Stop Sign; a brief discussion followed.

Katie Rutkowski stated some of the garbage cans are kind of close to apartments and those people are having problems with flies because the garbage cans are right outside their door/windows and last week it was really hot.

Katie Rutkowski stated she had researched the term limits and said the minutes there is a contradiction where one at one point it says four people get appointed and one says they don't get appointed.

Vinnie Klimas stated it is a two-part process; Mayor recommends the name, Town Council reviews it, they may or may not interview the person named and they vote upon the name. Vinnie Klimas stated the one exception to this would be the Housing Authority's Resident Commissioner prewritten Policies and Procedures, (Rich is the one person that the Residents have an election for, noting the name(s) is posted in the newspaper and there is a locked ballot box, and Residents vote on the name(s). Vinnie Klimas stated Katie Rutkowski is talking about two completely different levels; the Chairperson, the Treasurer, the Secretary and other positions are voted on by the Housing Authority Board at their annual meeting. He further stated the Town Council doesn't vote upon the Housing Authority organization leadership positions, the Board does. Vinnie Klimas stated the positions of membership to the Housing Authority Board are done by the Mayor and Town Council. He further stated it is crystal clear in the bylaws.

Katie Rutkowski briefly discussed the Vet Tech, noting most of the Residents don't have a car so they can't get their dog's nails, etc., done, they are not groomers and briefly elaborated. Katie Rutkowski stated the person would (allegedly) be certified, bonded, and have a background check. Katie Rutkowski stated people are afraid and asking if they need to call the Office first to have the Vet Tech at their units, noting it would be the same thing as Residents hiring a cleaning service and briefly elaborated.

Vinnie Klimas stated it is up to each individual to get their own Vet Tech, noting it wasn't up to the Board; and it does not go through the office; a brief discussion followed.

**Housing Authority of the Town of Plymouth
August 19, 2025
Page Three of Six Pages**

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., Eric Jay, Will be calling Housing Consultant Dave Berto; Lisa Phillimore, Interim Business manager will be invited to attend to provide expert advice, financial, and regulatory housing advice. Resident #2 Issue. Resident # 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 5:50 p.m., to discuss the previous Resident topics, Resident #2 Issue, Resident #3 Issue, Resident #4 Issue and also legal status of the Cost Certification legal lawsuit discussions.

Present for the Executive Session were Dave Berto/via telephone, Rich Bugnacki, Joe Carey, Eric Jay, Vinnie Klimas, Kathy Mackiewicz, Lisa Phillimore, and Mike Wrona/via telephone.

Vinnie Klimas called the August 19, 2025, Housing Authority of the Town of Plymouth meeting back into Regular Session at 6:35 p.m.

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:

Occupation Status: We have 59 units occupied. Unit #19 is almost ready to be rented; we're waiting on a refrigerator part. Unit #60 is now occupied (as of August 5th). Unit #13 resident is still in rehab, we're still unsure if she will be able to return.

Activities: We held our July 4th Summer Picnic on July 16th, approximately 45 residents, Board members, staff and guests.

The residents had a Potluck/Bingo party on August 15th; they had a nice turnout.

HRA (Plymouth Human Servies) came out on July 31st to give a presentation on services that are available to Plymouth residents, also helped several residents get Farmers Market vouchers.

I applied for the Thomaston Savings Bank Grant to request funds for the chair yoga program I've been trying to initiate. The HARP grant that I previously applied for is held up with questions about the Meal Program, so I'm looking for more options. Hopefully, when we meet with CW Resources this month, we can provide the information needed for the HARP grant and ue those funds (up to \$10,000) towards meal subsidies.

Housing Authority of the Town of Plymouth
August 19, 2025
Page Four of Six Pages

Lisa, stated we are projecting that the Meal Program will start the first of October.

Other: We have a situation with a resident who insists there is a pest or mite problem in the apartment. After several clean certified inspections from professionals, the resident still insists there is a problem. He called the Health Department who is assisting us, along with Clarence the Building Inspector, with remedying the issue. Clarence also noted a broken piece of flooring that needed repair. The contractor today for the floor. A fourth Pest Evaluation by a certified pest management company will take place on Monday, August 25. We are also scheduling American Heating and AC to clean the resident's Heating/AC Unit as they say it is where the mites live. This should take place within the next week or so as well.

Next week is the annual NAHRO Conference at Mohegan Sun. I was selected again this year as a grant recipient, so the convention fees and my accommodations are covered 100% by CONN NAHRO. Vinnie will attend per Chairman per owe budget.

We're projecting to do a Fall Clean-up in September and to get a dumpster for 2-3 weeks. Details to follow as soon as available.

Henry Poulin stated Maintenance had 99 Work Orders last month; all typical ordinary things, several toilet clogs which they were able to clear. Last month's report said the door system on the front was malfunctioning and thought we would have to replace the entire systems but unplugging the backup battery worked and then the battery was replaced; it works fine now and briefly elaborated. Henry Poulin stated the broken window was repaired and reinstalled. Henry Poulin stated that Unit #2 is completely repaired, and Unit #19 had a cleaning service completely clean it, noting after a few paint touch-ups it is ready to be rented.

When questioned by Joe Carey regarding the reason for the toilet clogs, Henry Poulin stated the residents were using too much toilet paper. He further stated he reminds the residents each time and also to hold the handle down for a few extra seconds to allow more water. Henry Poulin stated none of the clogs were due to wipes; a brief discussion followed.

Joe Carey made a motion, seconded by Kathy Mackiewicz, to accept Henry Poulin's 7-14-2025 to 8-16-2025 Maintenance Report. This motion was approved unanimously.

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

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

Housing Authority of the Town of Plymouth
August 19, 2025
Page Five of Six Pages

Eric Jay July results showed a consistent revenue total, \$31,428 and a higher-than-normal expense total of \$36,179. There is still one vacancy, unit #60. Through June 2025, the property was running at an average monthly expense rate of \$29,332.

Maintenance expenses in the month of July were in line with average. However, Admin expenses were significantly higher than average. The cause is covered below. All in all, there was a net loss of \$4,751 in the month of July. Year to date, the property has a net income of \$9,351. Bank statements have been reconciled, and all credit card activity and utilities have been recorded. The tenth 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. They had committed to closing it out in July, but it remains open. The new Finance Manager at DeMarco, Rick Larose, has reached out to the auditor to see what remaining items there are. He is waiting to hear back. 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.

FINANCIAL SUMMARY (NON-DESIGNATED)	July, 2025	YTD July, 2025
Revenue	\$31,428	\$ 221,524
Expenses	\$36,179	\$ 212,173
Net Ordinary Income	-\$4,751	\$ 9,351

1. Admin expenses were higher in July as mentioned above. YTD through June 2025, the admin expenses averaged \$11,786 per month. In July, total admin expense was \$22,177, which is almost double. This is largely due to a spike in legal expense incurred with Halloran and Sage. It looks like this expense could be related to prior months. Regardless, there was \$10,288 in legal expense posted in the month of July. 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.
2. Utilities reflect actual electricity bills. Water expense was low this month as July was not a quarterly water bill month.
3. Maintenance payroll started to uptick in May and increased from June to July due to landscaping responsibilities coming on board. Contractual Services (#4430), as with June, continues to be under control. HVAC contracts expense in July was \$859 due to the replacement of a bad control board and expense related to testing the water heater.
4. Other expenses remain roughly in line with expectations and monthly interest payments on the loan continue on trend.
5. Net ordinary income was -\$4,751 in July. Positive monthly income is reliant upon occupancy remaining at or above 95% and tenants paying rent to avoid lost revenue or

Housing Authority of the Town of Plymouth
August 18, 2025
Page Six of Six Pages

incurring legal fees to collect amounts owed. Also it 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.

Vinnie Klimas stated as we still have \$45,000 to \$55,000 for the Idle Capacity cost which we incurred, and we were trying to put into the last invoice and was approved in the original billing.

Kathy Mackiewicz stated we are doing fine and still have a plus (+) at the end.

Kathy Makieiwicz made a motion, seconded by Vinnie Klimas, to accept the July, 2025 Financials as presented. This motion was approved unanimously.

PHYSICAL PLANT: Vin Klimas, Chairperson and Joe Carey, Member. Unit #13 work, insurance funds are received (except for minor amount for water bill) and payments completed; except for roofing repairs

Vinnie Klimas stated he was talking with the Thomaston Savings Bank and noted that we need to do an updated report with the new Housing Authority Members, which is just a pro forma of the protocol of the Board of Directors.

Vinnie Klimas stated he and Lisa Phillimore will be gathering information at the CONN NAHRO Conference on how to handle rent increases. He further stated he does know that Public Hearings have to be held, noting there hasn't been any rent increases in years; a brief discussion followed.

RESIDENT AND HUMAN RELATIONS

Rich Bugnacki said he had nothing to report at this time.

Any Other New or Old Business. No report.

NEXT REGULAR MEETING WILL BE September 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, Kathy Mackiewicz made a motion, seconded by Joe Carey, to adjourn at 7:01 p.m. This motion was approved unanimously.


Respectfully Submitted, Patricia A. Hale, Recording Secretary