8.19.2019 Regular Meeting Minutes – Community Room

The meeting was called to order at 6:00pm by VKlimas. Everyone recited the Pledge of Allegiance and VKlimas gave the Invocation of “God Bless America, Plymouth, and everyone at Gosinski Park.” Roll Call = attending voting members: VKlimas, Chairperson; MAgey, Chairperson Resident and Human Relations Committee; and Kathy Mackiewicz, Treasurer; Joe Longo is the Authority’s new member who has been approved by the Mayor and Town Council = Quorum. VKlimas introduced JLongo who has been an elected Brd. of Education member, is presently Vice Chairperson of the Inlands Wetlands Commission, and served for 9 years on the Athletic Fields Committee. HCaron, Vice Chairperson; could not attend. Others attending non-voting: MFontaine, Comptroller, CPA, Demarco Co.; Janett Olivieri, Executive Director; HSturgeon, Maintenance Supervisor; and 9 residents.

The 7.15.2019 Minutes were distributed, read, and VKlimas made the “motion to accept the Minutes as distributed,” MAgey, seconded, and all voted in favor of the motion.

PUBLIC COMMENTS.

1. VKlimas as Chairperson discussed that the resident did not provided and new written medical evidence regarding the 7.15.2019 Report entitled; “Response to your 6.18.2019 Medical Device Allegation.” Thus, the conclusion that the complaint is “unsubstantiated,” stands per the Board’s vote at the 7.15.2019 meeting.
2. Status of the 7.25.2019 meeting with Unit 11 and VKlimas, and HCaron held during the past month to discuss and understand the resident’s complaint. VKlimas distributed copies of a Report entitled "Discussion with Resident Unit 11" that identified residents were properly notified of inspections, a schematic illustrating the rough layout of the inspection, and written statements from the architect, electric contractor, maintenance supervisor, Housing Consultant, and Chairperson attesting to: ..."that every member of the inspection team spoke professionally and respectfully to each and every resident. At no time was any conversation to any resident disrespectful.” VKlimas stated the meeting with the resident was informative and that all matters were resolved.

3. VKlimas, distributed the 6 page Report entitled: “Report: Outside Water Spicket Resident Complaint Issues and Recommendations.” The Report identified 5 Issues, along with Overview of Resident Issue(s), Technical Data, Recommendations to Resolve Issues, and Motions, and Water Spicket Map that illustrated the footage between the resident units and water spickets. There was substantial discussion on the matter. MAgey stated that he will recuse himself from the vote. MAgey further stated as a resident he is frustrated that the Water Spicket Issue because a lot of time and effort has been spent on the matter and it is primarily because of residents not working together; and he stressed we all need to work together in a more cooperative manner. For greater details one should read the entire Report. The 5 Motions to the Water Spicket issues are summarized as follows.

"Unless the residents from units 10, 11, & 12 provides any other further written information from a medical professional their medical needs or conditions within the next two weeks, upon Board approval, and receipt of this Report:...."
... Approve Recommendation No. 1. By installing signage identifying the approved and non-approved hours of water utilization for the outside Bldg. 2 water spicket.

... Approve Recommendation No.2 that Units 11 and 12 can use the water spicket located on the exterior of unit 10 because of common sense that it is actually closer and safer but only during the limited usage time in Issue No.1.

... Approve Recommendation No3. by assuring spicket is in good condition. And pursue all legal remedies if found damaged.

... Approve Recommendation No4. By installing the new lockable interior valve. And pursue all legal remedies if found damaged.

... Approve Recommendation(s) that are precipitated from No. 5 Recommendation and implement appropriate action. And Staff shall report back to the Board on the Findings of the plumber and actions taken.”

VKlimas moved to accept the five Motions of the Report, KMackiewicz seconded the Motions and VKlimas, KMackiewicz, and JLongo voted in favor of the 5 Motions; MAgey recused himself.

In response to MAgey ideas VKlimas also moved an amendment that would be added to the Water Spicket Report as follows:

Issue #6:
Overview: evaluate, by a licensed plumber, the overall effectiveness and efficiencies of the existing water pressure regulator valves to see if they are operating properly for all of the units and building clusters and then provide appropriate Recommendations and Motions to the Board based upon their PSI Findings.

VKlimas moved to accept the Amendment Issue #6 of the Report, KMackiewicz seconded the Motion and VKlimas, KMackiewicz, and JLongo voted in favor of the Amendment Issue #6 Motions. MAgey recused himself.

4. Garbage. Regarding garbage the Dumpster was filled to the top and has been removed.
5. Resident Computer Issues. Residents also mentioned that the printer for the Resident computers needs to be fixed. VKlimas continues to explore with IT appropriate controls limiting access to dark and unwanted websites. Also there is a need to have a sign-up sheet for use of the computers that will have a 2 hour limit of personal use so everyone can use the computers in a fair and equitable manner.

6. Repairs. Unit 43, is having an AC problem and has a hole in the wall that needs to be fixed. HSturgeon will follow up to fix the items as soon as possible.

7. Repairs. Unit 14, while the cabinets have been repaired and painted and look great; yet, the entire unit needs to be painted. Residents also stated Unit 30 needs to be painted also.

8. Communication. Residents also requested a robo call to all residents in case there is an emergency issue ... like moving their cars for snow removal. Staff will into a system.

9. Wild animals. The coyote and bear visits are occurring in Town. Staff will obtain DEEP flyers and distribute them to all and invite DEEP officials to a meeting to discus the wild animal issue.

VKlimas and JOLiveiri stated there has been substantial progress in addressing resident needs. Over 20 units have been painted, new fire alarm and resident call-for-aid have been installed, 120 deadbolts have been installed, 330 LED lights have been installed, and we have been working on facility wide renovations; we have three resident celebrations per year. There has been notable progress yet more needs to be achieved. We also have to remain in budget.
MANAGEMENT REPORTS.

JOlivieri distributed and discussed her 8.19.2019 “Executive Director’s Report. Her highlights are:

- Worked with Angela on renters rebate and assistance.
- Working on waiting list.
- 95% capacity; and working on three CO completions.
- Dumpster was filled to the top and taken away.
- Hired a Special Project Maintenance Laborer.

VKLimas moved to accept her Report; K Mackiewicz seconded the motion and all voted in favor to accept her monthly report.

HSturgeon distributed and discussed his July 15, 2019 – August 19, 2019 Completed Work Order Log = 72; and Open Work Orders Log of 28 projects. KMackiewicz moved to accept his Work Order Logs; MAgey seconded it, all voted in favor of them. HSturgeon also presented two capital equipment requests to purchase when funds are available:

1. XL Bundle Leaf cleanup $2799.
2. Redman’s Trailer 2019 Carry-On Trailer Dump Trailer for $3399.

VKLimas stated he will present it to the Finance Committee for consideration for this or next year’s Equipment Budget.

COMMITTEE REPORTS.

- Finance Committee. MFontaine, CPA Controller with Kathy Mackiewicz, Treasurer presented the July, 2019 Financials. MFontaine discussed the July, 2019 Financials. Adjusting for capital grants, overall, the summary for standard operations for the July 2019 - Financials are:
<table>
<thead>
<tr>
<th></th>
<th>July, 2019</th>
<th>YTD, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$28,733</td>
<td>$193,597</td>
</tr>
<tr>
<td>Expenses</td>
<td>($40,953)</td>
<td>($197,227)</td>
</tr>
<tr>
<td>Net Income</td>
<td>($12,200)</td>
<td>($3,630)</td>
</tr>
</tbody>
</table>

MFontaine stated this month had several one time lump type payments that skew the numbers for the month; Examples: $5,000 PILOT payment to the Town, $2,650 for the audit, quarterly water bills, $1550 for the ADA picnic tables, $3,608 several month combined plumbers invoice; with improved rent collection; by the end of the year these lump month invoices will be spread out and it is projected to be a balanced budget. MFontaine discussed the designated capital funds for the Critical Needs; and Pre-Development Grants/Loans which we are also on target of $199,595 and $139,000 respectively.

After the discussion, KMackiewicz, Treasurer moved to “accept the July, 2019, 5 page Financials,” VKlimas, seconded; and all voted in favor to accept the July, 2019 Financials. VKlimas also noted the Audit has been delivered to the Mayor, Town Council, Town’s Director of Finance, Town Attorney, and Town Clerk. Additionally, the Ct. Housing Finance Authority Has “... reviewed and accepted...” the recent Audit. Also, VKlimas is working with submitting the up-to-date ERAP contract with the State. He is discussing with Board members and staff regarding the State’s Gift and contribution certifications. Additionally, he distributed and discussed the Legal Notice, Request for Qualifications – Proposal to upgrade tenant files into new software. It has been advertised in the Bristol Press, Waterbury Republican, Plymouth Connection, and was placed on the Town’s RFP/RFQ Website. VKlimas reminded everyone that the Board had approved the RFQ at last month’s meeting which is in direct response to the Auditor’s Management Letter to update and upgrade the Tenant files. One bid was received even though two other companies voiced interest but did not respond. A copy of DeMarco Management Company response to the RFQ was distributed and
discussed. VKlimas stated they are well qualified and very familiar with Gosinski Park and made a Motion to “accept their up to $9,000 proposal entitled “Proposal to upgrade tenant files to into new software,” 8.15.2019 as an Amendment to their existing Contract,” JLongo seconded the motion, and all voted in favor of the Motion to accept Demarco’s Proposal. VKlimas stated the software is made for public housing and is on a secure system.

Physical Plant.

- **$2,420,375 SSPH Renovation Grant/Loan Application.** State of Ct. SSHP Grant/Loan Funding Application remains in a “DELAYED” status. Great News! The Commissioner of the Ct. Dept. of Housing, Seila Mosquera-Bruno has accepted our invitation to “Meet and Greet” the Board of Directors of Gosinski Park along with our AIA, Housing Consultant and Mayor on 9.9.2019, at 11AM to 1PM, to tour the site; and listen to our “Presenting Progress” and our SSHP Renovation Needs and have lunch with us. Truly it is an honor for Gosinski Park to have the top Ct. Housing Official visit us!
- **$222,700 Life Safety Critical Needs Ct. CHFA grant/loan** has received written approval of the $5,100 Change Order for the lighting safety equipment and the $980 alarm system for a deaf resident. Two very small COs were not accepted and will be paid out of RMR existing funds. Everything has been completed and approved we are in the final “Close Out” phase of the project.
- **$53,509.53 LED Eversource LED project** is 100% completed. Eversource’s $21,869.53 grant (aprox. 41%) has been deposited and disbursed to PTE. We are in the final “Punch List” of fixing a few items for our add on wall mount fixtures.
- **Personnel and Management.** VKlimas stated that he along with HCaron has met with JOlivieri have completed and all have signed
off on the Executive Director "Annual Evaluation!" He mentioned she did very well receiving a score of 92.67 (out of 100) and has received her annual raise. Everyone congratulated JOliveri with a warm round of applause.

- Resident and Human Relations Committee. Was presented by MAgey, Resident Elected Member and Chairperson. He stated the Congregational Church sponsored a very nice supper on 8.15.2019 was enjoyed by all! MAgey also mentioned we should implement a Veteran's Outreach program. And the issue of pet licenses was questioned and all pets must follow the Town's Laws and regulations. Also we should provide a special training session for the residents regarding the new fire and resident call-for-aid systems; and send out a flyer on the topic. The next Resident Committee Meeting is scheduled for September 4, 2019 at 5:30 pm at Gosinski Park, Community Room.

The next Board meeting is September 19, 2019; 6PM Regular meeting; and Finanace Committee at 5:30PM; Community Room at Gosinski Park.

VKlimas moved to adjourn the meeting, JLongo seconded the motion and all voted in favor to adjourn the meeting at 8:10pm.

Respectfully Submitted:

Vinnie Klimas, Chairperson

8/28/19