

# MINUTES

Plymouth Housing Authority  
31 Gosinski Park, Terryville, CT 06786  
Regular Meeting  
Monday, March 21, 2016 at 6:00 p.m.

Page 1

Call to order/Roll Call – Vincent Klimas, Harold Sturgeon, Mike Drozdick, Beth Reese, Heidi Caron.

Others present – Matt Fontaine from DMC (DeMarco Management Co.), Janet from DMC, Sheri from DMC.

## Minutes

a .Acceptance of Past Minutes - Four corrections on minutes from the last meeting on February 15, 2016 are as follows: 1) Motion made by Heidi Caron that Vincent Klimas be the chairperson to replace Harold Sturgeon, Harold Sturgeon 2<sup>nd</sup>, three were in favor and two opposed. 2) Motion made by Beth Reese that Mike Drozdick replace Harold Sturgeon as chairperson, Mike Drozdick 2<sup>nd</sup>, two in favor, three opposed. 3) Motion made that Harold Sturgeon be the vice chairperson, Vincent Klimas 1<sup>st</sup>, Beth Reese 2<sup>nd</sup>, all in favor. 4) Motion was made to post the minutes on the Town Council website after they are approved by the Housing Authority for public viewing within five days, Vincent Klimas 1st, Heidi Caron 2<sup>nd</sup>, all in favor.

Recording Secretary Discussion (\$100.00 per meeting - \$12.50 after two hours and home transcription time.) - Motion to hire a recording secretary at \$100.00 per meeting , \$12.00 after two hours and home transcription tome to be posted on the Town Council Website, Vincent Klimas 1<sup>st</sup>, Heidi Caron 2<sup>nd</sup>, all in favor.

Public Comment – Unit 43 – Commented that a state representative from CW inspected our kitchen facility and commented that we need a hand-sink and we also might be a candidate for industrial appliances. She asked the tenant to mention it at our meeting. The tenant also requested that we have a full-time maintenance person and a full-time manager.

Unit 32 – Requested information if dog food and medical expenses for service dogs could be included in the rent recertification. The tenant also requested that we get the medical regulations on medical expenses. Comment by Commissioner Heidi Caron that the HUD 4350 guidelines are followed by J. DiMelia.

Any tenant helping another tenant to fill out recertification paperwork would have to sign a permission form agreed upon and signed by both parties. After all their information has been

16 APR 11 PM 1:55  
TOWN CLERK  
RECEIVED FOR RECORD  
PLYMOUTH, CT  
TOWN CLERK'S OFFICE

Gathered by the tenant the housing authority manager or social services will gladly assist them in filing out the necessary paperwork. They will also assist them with what the out of pocket expenses for medical include.

Unit 32 – Expressed that they did not receive rent receipts for a few months starting in February. Some of them were received but they still needed two receipts.

Unit 43 – Asked if we could get new clothes-line ropes.

Review, discuss, and approve results of RFP for four Unit Renovations – Motion to approve and accept Blake Construction Company’s bid/quote and Chairperson’s six part motion in regard to four unit renovation, Vincent Kilmas 1<sup>st</sup>, Heidi Caron 2<sup>nd</sup>, all in favor.

Review and approve legal “Retainer Agreement” with law firm – Tabled for further discussion.

Motion to move #12 on the Agenda to #8 position, Mike Drozdick 1<sup>st</sup>, Harold Sturgeon 2<sup>nd</sup>, all in favor.

Financial Discussion - a. Financial Statement - Motion made to approve and accept the financial report as presented, Mike Drozdick 1<sup>st</sup>, Harold Sturgeon 2<sup>nd</sup>, all in favor. b. Budget Vote/Revote – Motion to reapprove and accept the budget presented in November by Matt Fontaine from DMC, Vincent Klimas 1<sup>st</sup> Beth Reese 2<sup>nd</sup>, four in favor and one abstained.

Resident Grievances – Tabled until we receive a copy of the Fire Marshall’s report.

Terms of Members - - Motion to accept the expiration of term dates for the following commissioners of the Plymouth Housing Authority , Vincent Klimas, Harold Sturgeon, Mike Drozdick, Heidi Caron, Vincent Klimas 1<sup>st</sup>, Heidi Caron 2<sup>nd</sup>, all in favor.

The Resident commissioner’s expiration term for the Plymouth Housing Authority is tabled until all the information is gathered and reviewed.

DeMarco Property Management Report - Unit 5 – The smoke detector has been fixed. Report for the smoke detectors – all of the smoke detectors’ in the one bedroom units are working properly. We will obtain a copy of the Fire Marshall’s report.

We will place an Ad to get bids in regard to a maintenance contract for the Mitsubishi heat/AC units.

Unit 5 – is fixed.

Chairperson requested that DeMarco Management include a new column in the work orders for resident satisfaction or add a survey form of satisfaction to be included in our monthly report.

We will advertise and obtain bids for a grounds maintenance company to be contracted.

Request for the Town of Plymouth to repair the road (apron) at the front parking lot of 31 Gosinski Park, Terryville Ct, it has been placed on hold and accepted as a work order.

The hours of the laundry facility have been changed to opening at 6:00 a.m. Tenants are happy with the change of hours at the laundry facility.

FOI (Freedom of Information) Complaint by a past and a present board member – Has been Dismissed by the State.

Charter Revisions – Housing Authority - the term for Housing Authority commissioners must mirror the state statutes for a five year term for the commissioners.

Old Business - A discussion of the status of a previously requested reduction of a tax levied at 10% to be reduced 5%.

New Business – A discussion about getting a dumpster so the residents can discard any unwanted items and perhaps getting student volunteers to assist tenants in discarding them.

Adjournment – Motion made to adjourn meeting at 9:02 p.m. by Harold Sturgeon 1<sup>st</sup>, Vincent Klimas 2<sup>nd</sup>, all in favor.

Respectfully,

A handwritten signature in cursive script that reads "Beth Reese". The signature is written in black ink and is positioned to the right of the word "Respectfully,".

Beth Reese, Secretary