

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

30 Ronald Rd., Gosinski Park- Community Room, Terryville , CT. 06786

3/20/2017 Regular Meeting Minutes

Voting members attending: Vinnie Klimas, LNHA, Chairperson; Heidi Caron, RN, Chairperson of the Resident and Human Relations committee Mike Drozdick, Treasurer; Beth Reese, Resident elected Member and Secretary. Not Attending: Harold Sturgeon, Vice-Chairperson was unable to attend due to illness.

Others Attending Non-Voting: Mike Wrona, Esq.; Matt Fontaine, CPA, Controller – DeMarco; Karen Kaczenski, Property Manager – Demarco, and four residents.

The Chairperson called the meeting to order at 6:05PM recited the invocation of “God bless America, Plymouth, and everyone at Gosinski Park,” and everyone recited the Pledge of Allegiance. The 2/20/2017 Minutes were distributed, reviewed, and unanimously approved.

Public Comment.

- 1. Resident Crystal Doyle mentioned that there were some sidewalk spots missed from the 2’ snow storm. VKlimas stated he would meet Crystal the next day at 11AM and they could id what needs to be plowed by Steve.**
- 2. Catie Rutkowski spoke for 10 minutes, and VKlimas mentioned she had 20 minutes at the Finance Committee preceding this meeting, on many of her concerns: door is jammed, did not have the meeting schedules for Resident and Human Relations Committee, hard for her to attend regular meetings, call pull**

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
17 MAR 27 AM 3:24
TOWN CLERK
Kathleen J. Fontaine

CORDS ARE NOT WORKING FOR SOME TIME. HEIDI MENTIONED THE RESIDENT AND HUMAN RELATIONS SCHEDULE IS ON THE WEBSITE, HAS BEEN DISTRIBUTED AT REGULAR MEETINGS AND THE NEXT MEETING IS MAY 4 AT 2PM AND SHE WOULD BE WILLING TO MEET WITH CATIE TO DISCUSS HER NEEDS. CATIE ALSO MOTIONED TO HER CELL PHONE THAT SHE WAS RECORDING THE MEETING ON HER CELL PHONE. VKLIMAS STATED IT WAS HER RIGHT TO RECORD THE MEETINGS AND RESPECTFULLY REQUESTED CATIE TO SUMMARIZE HER POINTS AND SHE WANTED MORE TIME. VKLIMAS PROVIDED MORE TIME AND REQUESTED THAT SHE TRIED TO WRAP UP HER COMMENTS SHE STATED SHE NEEDED MORE TIME AND EXPRESSED SHE WAS UPSET WITH THE CHAIRPERSON AND WILL GO TO THE MAYOR TO REMOVE THE CHAIRPERSON. VKLIMAS STATED THAT IS HER RIGHT TO DO SO AND HE COULD PROVIDE HER HIS TELEPHONE NUMBER IF SHE NEEDED IT.

Demarco Reports.

- **Matt Fontaine, CPA, Controller and Mike Drozdick Treasurer combined their discussions on the Feb. 2017 Financial Statements:**

	<u>P&L - YTD – FEB, 2017:</u>
	+ \$55,227 Income
	- \$55,808 Expenses
	=====
	- \$508 Net Income

Overall, right on target. Snow removal was high in Feb.

- **Karen distributed and summarized her “Administrative Report-March, 2017”: 2 Vacancies = 97 % occupied, 5 person on waiting lists, sent out marketing packages, 10 re-certifications this month, Pet and Snow resident policies have been posted, pull**

cord repair bids received and being reviewed, overhead garage door repaired, 21 work orders in Feb., storm doors installed, Antonio helping with trash pick-up.

Committee Reports.

- **Personnel and Management Committee.** VKlimas, Committee Chairperson distributed the 3/17/2017 Agenda and mentioned the Minutes will be completed soon. VKlimas stressed that Demarco Co. has been most helpful in assisting The Housing Authority in becoming a healthy Housing Authority. VKlimas discussed and moved with HCaron seconded the motion “to have the property managers hours revert back to at least three days a week as was originally designed.” The motion was discussed, unanimously approved, and the Chair will submit the item to Demarco Management Co. Also discussed was having the maintenance position back under the Authority’s employment and supervision. The position is 32 hours per week with seasonal adjustments for snow, leaves, and landscaping, etc. VKlimas moved and HCaron seconded the following motion: “to have the Maintenance hours revert back to the Authority’s direct employment and supervision and assure the details between the Authority and DeMarco are properly executed.” After much discussion to the pros and cons of the motion it was unanimously approved.

VKlimas, Chairperson distributed and discussed the March, 2017 “AIA Standard Form of Agreement Between Owner and Architect between the Housing Authority and Tom Arcari, AIA” for the proposed major renovations to Gosinski Park. Mike

Wrona, Esq, our Attorney highlighted ARTICLE 5 OWNER’S RESPONSIBILITIES; and, ARTICLE 12 SPECIAL TERMS AND CONDITIONS. Additionally Mike Wrona, Esq. stated the AIA Contract was legally sufficient. After discussion VKlimas moved and HCaron seconded the motion to “approve the AIA contract to be signed and implemented by the Chairperson and Authority.” The motion was unanimously approve. While preliminary cost estimates were also attached they were not voted upon and three cost estimates [low, medium, high cost options] will be presented to the Board within the next month or so.

VKlimas moved to go into Executive Session regarding a personnel and RFP professional standards issue, HCaron seconded the motion, and all voted in favor of the motion. After the executive session discussion everyone voted in favor of coming out of executive session and there were no actions taken.

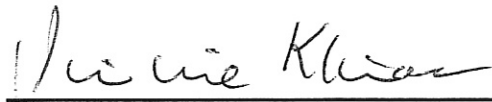
- Mike Wrona, Esq. informed the Authority that the original lawsuit by our past property manager was dismissed due to technical items. He also mentioned the lawsuit may be refiled with the technical errors corrected.**
- Resident and Human Relations Committee. HCaron, Chairperson stated that the Town’s Human Services Commission stated their Executive Director has resigned and that a New Britain Company called Human Resources Agency [HRA] who took over BCO contracts will most likely take over the position on a trial basis. Also the Human Services staff will continue to serve Gosinski**

Park residents. Furthermore, Human Services will keep two emergency food bags at Gosinski Park. Heidi is reviewing options to where she can install the two computers awarded by Thomaston Savings Bank. The Resident and Human Relations Committee meets quarterly and the next meeting will be May 5, 2PM at the Gosinski Park Community Room.

- Physical Plant. Harold could not make tonight's meeting due to illness. VKlimas stated he is completing the paperwork to submit the mold remediation to our insurance carrier.
- VKlimas mentioned that as we take back the maintenance hours we will need to acquire Workers comp. Insurance and that will also solve our small business workers comp. bid fairness issues.
- VKlimas reminded everyone to please fill out and return the "Goals and Objectives" survey form.

The next regular meeting is April 17, 2017, 6PM, Community Room at Gosinski Park. It was unanimous to adjourn the meeting at 8:10pm.

Respectfully typed:



3/29/2017

Vinnie Klimas, Chairperson

Respectfully approved:

Beth Reese, Secretary and Resident Elected Member