

PLYMOUTH HOUSING AUTHORITY

A meeting of the Plymouth Housing Authority held on meeting on Friday, August 14<sup>th</sup>, 2015 at 9:30a.m. at 31 Gosinski Park, Terryville, C T 06786. The following members were in attendance: Co-Chairman Helen Nejfelt, Mike Drozdick, Harold Sturgeon Co-Chair, Arlene Wood, Beth Reese, Maria DeMarco and Sherrie Garner of Demarco mngmt, Vincent Klimas ,Councilwoman Sue Murawski, Councilman Pajeski, Mayor David Merchant, Kent Lewis DOH consultant, Att. Tucker Mcweeney joined later.

- 1. Call to order.

Co-Chair Nejfelt called the meeting to order at 9:30 a.m.

- 2. Pledge of Allegiance.

Co-Chair Nejfelt led the commission in the pledge of allegiance.

- 3. Appointment of sub-committee for review of proposals regarding grant.

Co-Chair Nejfelt stated that she would like to appoint Commissioner Drozdick and Commissioner Reese to the sub-committee. A motion was made by Commissioner Sturgeon, seconded by Commissioner Reese to:

“appoint Commissioner Drozdick and Commissioner Reese to sub-committee To review proposals regarding grant”

Vincent Klimas asked what was their experience and if they had any experience in this area. Commissioner Reese explained her experience in working in this area and Commissioner Drozdick stated he had none. Kent Lewis stated that there were not a lot of responses to the RFP and noted he would like to see the entire commission involved in the process. He stated that interviews would be within the next two weeks. He noted there was only 2 responses. A motion was made by Commissioner Sturgeon, seconded by Commissioner Reese to:

“rescind the motion to recommend everyone be involved”

The motion passed unanimously.

Kent noted that Peter Hance and David Berto of Housing Enterprises were the two responses and stated they both have experience in subsidized housing. Kent Lewis handed the commission

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copies of the responses. He stated he will look thru them and rate them. Co-Chair Nejfelt asked what times were good for interviews. After a brief discussion they decided to do it Wednesday, the 19<sup>th</sup> at 9:00a.m. and 10:30a.m.

Vinny introduced his role. Maria stated that the governor's initiative is to look at projects and noted there is \$300 million available. Council liaison Murawski asked if they don't use the money would they be able to use it in another capacity. Kent stated no someone else would get the grant money.

A motion was made by Commissioner Sturgeon ,seconded by Commissioner Drozdick to:

" move executive seession next and move item #4 to after item #8"

The motion passed unanimously.

7. Public Comment.

Crystal Doyle – Unit 43 asked if Commissioner Reese has a key to the apartments. Co-Chair Nejfelt stated no. Ms. Doyle stated that the grounds have not been kept up to date and asked if it will be taken care of. Janet stated she met with the landscaper yesterday. Maria stated they will be having them do additional work. Janet stated he will be cutting trees. Maria stated that she will get certain dates and get materials out of walkway. Attorney asked if management could walk with Ms. Doyle to make sure her concerns are met. Ms. Doyle stated that there are trees growing up against the property. Janet will call today.

John Grand- Unit 51 stated that there is a tree growing over his window. Janet stated that his tree is on the contract.

Bob Ewett – Unit 51 stated that by moving public comment you have denied us the ability to speak on other items. Co-Chair Nejfelt stated that is not true they could speak if they would like.

8. Management Report.

Maria passed out documents to the commission and sent out the financials. She stated the financials are not was she is comfortable with. She noted that 6 months of income and expenses were taken off the books. She stated that if they had any questions they could ask. She stated that the categories listed are required by DOH and noted that as more time goes on the report will be fine tuned and she will update. She stated the bad news is that the bottom line is we are losing money. The good news is we are getting this fixed. She noted we cannot continue to run a place with 10 empty units. She stated next month's report will include August.

Vinny stated that it is wonderful seeing this financial statement. He stated his personal concern is that there is a \$50,000.00 deficit and noted they are still over budget on expenses. He noted there is a plan of correction brought to them to fix it. C-Chair Nejfelt stated that legal fees were over due to lawsuit and noted they are still in process of getting a settlement. She stated the initial hearing was paid for out of pocket. She also noted we had a horrible winter. She noted that this in one of the reasons they are going for a grant. She stated there were major problems with the sewers. Vinny requested that next meeting he have a legal fees explanation. Co-Chair Nejfelt stated that the auditor is coming in for a two year audit. Vinny asked if she could ask him for the explanation. Co-Chair Nejfelt stated he could ask the auditor then. Sherrie stated that 5 units are on target for August 21, noting that all in house maintenance, painting and flooring and refurbished appliances have all been done. Janet screened 14 candidates and 5 were eligible. Her recommendation is to go to RFP to do the other units that were in need of being fixed. She stated she would revisit the scope walk units with contractor and put together a proposed budget. Janet stated that some charges could be sent to CHFA for reimbursement. Co Chair Nejfelt stated that CHFA gave her permission to go into reserves. Harold stated that there is still a vacancy issue that needs to be fixed. Maria stated they will get units filled for new year. She stated there are a lot of things required by CHFA that are not done. They updated the forms to get to tenants. She stated they need to get a new copier and will have to update tenant collection report. She stated that the fair housing report states that they need to pay attention on how to select tenants. She noted that they cannot use current structure and need to go by the lottery system, placing people in order. She stated they need to determine a waiting list. She noted that there is a affirmative housing deal and that there is a census to look at regarding racial and ethnicity. She stated that they currently have 80% caucasian and 20% mixed and need to show outreach. She noted they need to make people aware. CHFA audit is scheduled for next week. Residents will be placed on notice because they will review some units. She noted that if you do not want them in your apartment than you will need to submit a letter to Janet. She noted that next week public housing resident network will be meeting with tenants. It is scheduled for next Thursday the 19<sup>th</sup> in the afternoon. Vinny stated he would like to see if the commission can get trained. Co-Chair Nejfelt stated that she has set up with the executive director of Middletown for training for commissioners. Maria stated she applied for a grant for computers and wi-fi hoping to get it. She noted they are also working on the cards for the laundry room. Maria asked about a television and asked how the residents want it. She stated that there was a fire marshal inspection on July 27 and she noted that he suggested they have additional smoke detectors and noted it was about a \$300.00 estimate. She stated that it is one reasonable request if it needs adjustment. Janet hosted a meet and greet and about 17 tenants came out. She suggested putting a suggestion box up and noted they would like to do activitites. She noted that the town social service will be coming next week to assist tenants with energy assistant packets. Janet stated she will be starting preventative maintenance inspections. She spoke to fire marshal about doing a safety security meeting. Maria asked when Janet would be reducing her hours. Janet stated next week. Vinny stated they should do a meet and greet tenants with the commission. Maria stated a fall festival will be set up. Vinny thinks the commission should host it. Maria stated that when she first got here it was what could she

do to assist in working with the tenants and commission. Janet stated she would look at the bottom line for an electronic door. Maria stated it would be around \$2,500.00.

5. Executive session for further discussion on RFP's regarding grant, legal issues regarding housing laws, status of legal issues w/ former management. Invited in Att. McWeeney, Vincent Klimas

A motion was made by Commissioner Drozdick seconded by Sturgeon to:

"go into executive session at 10:50 a.m."

The motion passed unanimously.

6. Motion to leave executive session at 11.20 made by Commissioner Sturgeon, 2<sup>nd</sup> by Commissioner Drozdick, all in favor.
7. Motion to approve letter regarding matching grant to Lion's Club by Commissioner Reese, 2<sup>nd</sup> by Commissioner Drozdick, all in favor.
8. Motion to adjourn at 11:35a.m. by Commissioner Sturgeon, 2<sup>nd</sup> Commissioner Reese, all in favor

Respectfully submitted by Helen Nejfelt, Co-Chair