

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

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

11/20/2017 Special Meeting Minutes

Roll Call. Voting members attending: Vinnie Klimas, Chairperson; Beth Reese, Resident Elected Member and Secretary; Heidi Caron, RN, Chairperson of the Resident and Human Relations Committee; Harold Sturgeon, participated by telephone. Other Non-voting persons attending Matt Fontaine, CPA, Controller – DeMarco ; Theresa Schremmer, PHM, Executive Director; Mike LeBlond, Maintenance Supervisor and four residents.

The Chairperson called the meeting to order at 6:05PM; everyone recited the Pledge of Allegiance; and the Chairperson recited the invocation of “God Bless America, Plymouth, and everyone at Gosinski Park.” The 9/18/2017 Regular Meeting Minutes were distributed, HCaron, RN moved to accept, VKlimas seconded; all voted in favor to accept the Minutes.

VKlimas, Chairperson commented on the the Ct. Housing and Finance Authority’s [CHFA] recent 11/16/2017 “Review Protocol” [state inspection] email from Orrie Vardar, CHFA. In part, VKlimas, Chairperson read to all:

- ... “In accordance with the CHFA Site Visit/Management Review Protocol, the subject property site and units observed appeared to be in decent, safe and sanitary condition, and in good repair. ...” [3rd paragraph].
- VKlimas, Chairperson congratulated everyone and especially staff on a job well done with the excellent outcome. Everyone can be proud of the excellent results.

PUBLIC COMMENTS:

- Crystal Doyle mentioned that another resident [Flo] would like to put up a Nativity Scene. BReese moved and HCaron, RN seconded the Motion: To allow the Nativity Scene to be put up subject to a positive legal comment from our attorney. All members voted in favor of the motion. Crystal also

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TOWN OF PLYMOUTH

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asked for the status of her security issue she previously raised and reminded everyone she also mentioned she wanted security cameras installed. VKlimas, mentioned they will get back to her as soon the Police Dept. gets back to the Board.

- VKlimas, Thanked Catie Rukowski for sending a Thank You note. And recommended everyone to send Thank you notes to staff and the Board who love to hear words of appreciation.
- Catie Rutkowski, stated she still has three disagreements with the Board's "Assistance Animal" policy and procedure and wants them to be changed to her wishes. They are:
 1. The title is not correct and wants it changed. BReese moved and VKlimas seconded: The Board will review her request and respond at the projected January 2018 regular meeting. All voted in favor of the Motion.
 2. Terminology of a MD note vs id disability needs to be changed. BReese moved and HCaron seconded: The Board will review her request and respond at the projected January 2018 regular meeting. All voted in favor of the Motion.
 3. She is opposed to the voluntary usage of vests to be worn by the Assistive Animals, and wanted that to be eliminated. VKlimas, moved and HCaron, RN, seconded: The Board will review her request and respond at the projected January 2018 regular meeting. All voted in favor of the Motion.

Catie also raised an issue regarding an alleged recent incident with her Service dog and a Pit Bull dog that was with a visitor and the visitor lost control of the dog and the Pit Bull charged Cate's dog. The person walking the Pit Bull was visiting a resident, but it wasn't the resident's dog. Catie alleges she has a video and pictures of the incident. Catie did not bring her dog to a veterinarian. She is very upset at the alleged charging at her dog, has called the dog warden, and wants to know if the other dog was vaccinated. Written Reports have been made but more need to be acquired. VKlimas said the Board nor staff cannot make any judgements

or statements until all the facts in in hand and analyzed. VKlimas moved and HCaron seconded the Motion: The Board will review her request, and when all documents and statements are received; the Board and staff will try to respond at the projected January 2018 regular meeting. All voted in favor of the Motion.

MANAGEMENT REPORTS. Theresa Schremmer, Executive Director distributed and presented her first “Executive Director’s Report.” In summary she reported;

- CHFA Site Visit went very well.
- 20 people on the waiting list with a 92% occupancy rate or 5 empty units; processing applications to fill the units.
- Maintenance Work Order list id 35 projects completed and tenants seem satisfied.
- Thanksgiving Lunch was a huge success. 40 people attended, Mayor Dave Merchant and his wife attended, VKlimas represented the Board. Cost was about \$12-14/ person or about \$600 total expensed to the budget and there was a donation for the meal from the community which she has sent out a Thank You note.
- Financial issues: discussed arrearages which many have caught up; water bill x one cluster is very high and HSturgeon mentioned to please have the meter calibrated; light bill is high for the outside lamp poles ... will check for lower lighting cost alternatives.
- Tenants have requested computer training and Vinnie will check with the Library staff to provide some training.
- Christmas event is being planned.
- PHA Web site of \$1700 was purchased which is needed for tenant tracking.

Needs of the office:

- Resident Services Coordinator.
- Reception/occupancy clerk.
- High volume printer.

- Larger desk with drawers that work and a new chair.

Mike LeBlond Maintenance Work Order log that detailed 35 projects discussed. He stated there is no pattern of Work orders they are varied. He is eager to acquire the new commercial snow blower in the 2018 Budget and states the new truck is excellent. There was a discussion of having the residents sign off the work was satisfactorily completed. VKlimas stated that he understands acquiring tenant signatures is time consuming and sometimes hard to track down but due to past unsatisfactory completion of Work Orders [before Mike's and Jim's tenure] the Board does requires resident signatures for them so the Board knows the tenants are satisfied and that the work was satisfactorily completed.

After discussion BReese moved and HCaron seconded the Motion to accept the November - 2017 ED's Report and Maintenance Work Order Log; all voted in favor of the Motion.

COMMITTEE REPORTS.

Finance Committee. Mr. Fontaine distributed and discussed the October, 2017 Monthly Financials Statements. Overall YTD Finances are basically right on target; October had a few negative variances caused by the transition of overlapping staffing from our new Executive Director along with DeMarco staff; plus, there was higher legal fees than budgeted because of the in process law suit; plus Maintenance staff work extra hours to address maintenance issues id in the pre-survey inspection checklist before the State Survey. Mr. Klimas also mentioned we have to improve the occupancy rate [revenue] and keep a tight watch on expenditures.

In summary the October Profit and Loss Financial Statement:

	October 31, 2017	YTD, 2017
Revenue	\$26,199	\$273,096
Expenses	(\$30,742)	(\$275,616)
Net Gain/Loss	(\$4,543)	(\$2,519}

VKlimas, moved, BReese seconded the Motion; and VKlimas, BReese, and HCaron voted in favor to accept the October, 31, 2017 Financials; and HSturgeon abstained.

Also distributed was the “2018 PROJECTED ANNUAL OPERATING BUDGET” per the required CT. Dept. of Housing and CHFA Budget forms. The six page proposed 2018 BUDGET included:

1. Budget Assumptions.
2. Line Item Revenue and Expenditure Assumptions.
3. Various projected capital Improvements of;
 - Paint 20 rooms @ \$1000/room = \$20,000.
 - Install new Bathroom heaters and vents to reduce mold issues \$400 x60 =\$24,000.
 - Triple health code sinks for the Community room \$5,000.
 - Commercial Snow Blower - \$2600
 - Office furniture, computer stations, 4 facility cell phones - \$3500.
4. Generally speaking, No overall rent increases.
5. Salaries with our own staff as we transition out of DeMarco property management contract. One Executive Director = 1 FTE.; and 1.2 FTE maintenance staff costs.
6. Three Resident and facility wide celebrations [July 4th, Thanksgiving, and 1 December holiday celebrations].
7. Revenue is based upon a 95% occupancy rate, with no rent increases.
8. In summation, the projected “2018 ANNUAL OPERATING BUDGET:”

TOTAL CASH	\$324,950
REQUIREMENTS[REVENUE]	
LESS EXPENSES	(\$324,950)
NET CASH SURPLUS	\$0

See the actual 2018 Annual Budget for details. After various questions from the Board, and answers provided by Matt Fontaine, CPA, Comptroller of Demarco; VKlimas, moved and BReese seconded the Motion: To approve the 6 page “2018 ANNUAL OPERTAING BUDGET” as presented, with one minor adjustment to add “Interior” to the painting Assumption item. The vote on the

Motion was: BReese-yes, VKlimas-yes, HCaron-yes, HSturgeon- abstained. The Motion passed and the “2018 ANNUAL OPERATING BUDGET” was approved and will be signed and submitted to CHFA by the end of the week.

COMMITTEE REPORTS.

- Personnel and Management Committee.

VKlimas, Chairperson reported the law suit is in process not a lot of change from the previous meeting.

VKlimas, formally introduced our new Executive Director ... Theresa Schremmer, BA, PHM who started 9/15/2017. Everyone welcomed her. VKlimas distributed the Draft #9, JOB DESCRIPTION, TITLE: EXECUTIVE DIRECTOR, FULLTIME – AT WILL SALARIED POSITION. The 11 page 16 font size Draft #9 included multiple sections entailing: Definition, Scope and Effect, Immediate Supervisor, Communications with the Entire Board, Corporate Compliance Communications, Education and Certification Requirements, 24 General Duties, Competencies, Other Requirements, Paid Benefits, Amendments Or Termination, Disclaimer, Signature lines, Board Approval signatures and dates. There were a few minor housekeeping corrections. VKlimas stress the Personnel and Management Committee has approved it earlier in the day. Also he mentioned Board members have been actively involved in the 9 drafts, Theresa Schremmer, ED, also has provided comments to the drafts, and our Attorney Mike Wrona, Esq, has reviewed and made many comments and has agreed to these final drafts. With the minor housekeeping corrections VKlimas, moved and HCaron seconded the Motion: To Approve the Draft #9, ED Job Description as amended; the vote: VKlimas- yes, HCaron-yeas, BReese-yes; and HSturgeon–abstained; the ED Job Description was approved.

The Personnel and Management Committee also presented the following two requests:

1. Appoint VKlimas, Chairperson as the American Disabilities Act Coordinator.
2. Appoint HCaron, RN, as the Corporate Compliance Officer.

VKlimas moved and BReese seconded the: Motion to appoint the ADA Coordinator and Corporate Compliance positions as identified above; all voted in favor of the Motion. VKlimas may need to pinch hit for HCaron over the next two or three months if needed. It was also noted these are voluntary non paid volunteer duties and roles.

- Resident and Human Relations Committee. Heidi Caron, RN, Chairperson distributed and discussed Draft#4, TENANT INTERNET COMPUTER US POLICY. VKlimas stated that this issue was initiated at the request of a pornography complaint at the resident computers thru the ED, VKlimas submitted it to our Attorney Mike Wrona, Esq, along with the Terryville Library's Policy and Procedures as a model for us to utilize, and the draft #4 is what she is recommending to be accepted. After a discussion VKlimas moved and BReese seconded the Motion to: Approve Draft #4 of the "TENANT INTERNET COMPUTER USE AND POLICY," and all voted in favor to accept the Policy.
- Physical Plant Committee. Mr. Sturgeon, Chairperson stated the new 350 red FORD truck is in hand and running smoothly and we will be using sand purchased via the State DAS bid process from the Town of Plymouth Dept. of Public Works. VKlimas explained that the \$37, 500 new truck with snow plow and sander was 100% purchased by financing the truck over several years NOT by a large cash outlay like a rumor has suggested. The monthly finance payment thru Thomaston Savings Bank is approximately \$611/month. He also noted the financing was accepted after three quotes were received and Thomaston Savings was the best price. VKlimas asked the Board if the third Monday of the month, 6pm timeframe is satisfactory for next year's meetings because he needs to construct the 2018 Regular Meeting Schedule. Everyone said it was fine. The Next Regular Meeting is December 18, 2017, 6PM, Community Room, Gosinski Park. Everyone voted in favor of adjourning the meeting at 8:20 PM.

Respectfully submitted: VKlimas, Chairperson & BReese, Secretary.

Victoria Kwasal 12/4/17