

**HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH**

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

**5/21/2018 Regular Meeting Minutes**

The 5/21/2018 Agenda was distributed. The Chairperson called the meeting to order at approximately 6:15PM. Everyone recited the Pledge of Allegiance; and the Chairperson recited the Invocation of "God Bless America, Plymouth, and everyone at Gosinski Park."

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
18 MAY 25 AM 11:16  
TOWN CLERK

Roll call/Present: Vinnie Klimas, LNHA, Chairperson; Harold Sturgeon, Vice Chairperson and Chairperson Physical Plant Committee; Beth Reese, Resident Elected Member and Secretary, and Kathleen "Cathy" Mackiewicz. Heidi Caron, RN, Chairperson of the Resident and Human Relations was unable to attend. Also attending were non-voting persons Janett Olivieri, Executive Director- Property Manager; Mike LeBlond, Maintenance Supervisor; Matt Fontaine, CPA, Controller DeMarco Company, and five residents.

**Minutes.** The 4/16/2018 Regular Meeting Minutes were distributed and read; and VKlimas moved and BReese seconded the motion to approve the Minutes and all voted in favor to accept the Minutes.

**Public Comments were:**

- The flags needed better lighting. The Board agreed and asked Mike LeBlond Maintenance Suprv. to come back with various options for the Board to review and potentially select.
- Questions on the upcoming Resident Elections. VKlimas mentioned that is Agenda Item #6 and will be discussed in detail then.

- Questions on the “Resident and Human Relations Committee.” VKlimas mentioned that is Agenda Item #5 last bulleted item and will be discussed then.

Mike LeBlond distributed his April.18.2018 – 5.17.2018 Maintenance Work Order Log was distributed and discussed and this was combined with the Physical Plant Committee’s Report. 59 Maintenance Items were on the Log. HSturgeon moved the accept the Work Order Log, VKlimas seconded the motion and all voted in favor to accept Mike’s monthly Work Order Report. HSturgeon moved and VKlimas seconded to approve an emergency \$400 Quote from Landscapes to repair the dangerous ruts along the walkways caused by the snow plowing during the winter; all voted in favor of the emergency expenditure. Furthermore Mike distributed and discussed the 3.26.2018, J. D’Amelia, Failure Responsibility Detail Report which is a physical plant compliance report by “Nutmeg Inspections.” The Maintenance staff are working to correct the 13 items identified and Mike assures will be completely corrected before the re-inspections occurs. Most of the items were small in scope, for example but not limited to:

- Mixed toilet water closet from leaking.
- Replace missing outlet covers.
- Thermostat not working.
- See Report for complete listing.

#### COMMITTEE REPORTS.

Finance Committee Report. MFontaine, CPA, Controller DeMarco, presented and discussed the 7 page detailed April 2018 Financials and his comments. In Summary:

	April 2018	Year to Date
Revenue	\$26,614	\$105,256
Expenses	(\$23,081)	(113,264)
Net Gain/Loss	\$2,533	(\$8,007)

Discussion revolved around the positive April Financial Report and the small in scope YTD operational losses due to vacancies, questions on capital charges, winter snow removal expenses, and higher than expected legal expenses due to the ongoing lawsuit and personnel matters. VKlimas stated Janett has been concentrating her efforts and there have been two new tenants in May and three moving in June so she is actively turning around the vacancy issue. VKlimas moved to accept the April, 2018 Financials, HSturgeon seconded the motion; and all voted in favor to accept the April Financials.

VKlimas distributed the 12 page "Draft #5 x Capital Expenditure Policy" that is being discussed in detail at the Finance Committee level. It is hopeful to bring a final Policy at the next meeting for the Board's review and hopeful approval. He stressed that MFontaine's, CPA and Jason Gell, CPA, our Auditor has been directly involved in reviewing and providing input into the various drafts.

Personnel and Human Relations Committee. VKlimas mentioned the Committee will be meeting tomorrow at 6pm, Gosinki Park Community Room to discuss Health benefits etc. for part time workers.

Resident and Human Relations Committee. VKlimas mentioned that due to the Committee's Chairperson's illness they have not been able to meet but a meeting is scheduled for June 11, 2018 in the Community Room at 6PM. If necessary, VKlimas and Beth Reese will Chair the meeting.

**Resident Election. VKlimas, Chairperson distributed and everyone discussed the Draft #3, ELECTION OF RESIDENT COMMISSIONER POLICY. The 10 page detailed draft Policy delineated:**

- **Overview and laws. And detailed definitions on:**
  - 1. Tenant.**
  - 2. Ineligibility.**
  - 3. Appointment letter.**
  - 4. Notice of Vacancy.**
  - 5. Certification of Candidates.**
  - 6. Campaign Week.**
  - 7. Location.**
  - 8. Ballot.**
  - 9. Voting.**
  - 10. Tie Breaker.**
  - 11. Vacancy of resident Elected member.**
  - 12. Expenses.**
  - 13. Dispute Resolution.**
- **Resources Used.**
- **Board of Directors' Approvals.**
- **Draft #1; "Public Notification."**
- **Draft "Certificate of Candidate" registration Form.**

**Everyone was reminded that the existing Resident Elected Member term ends September 10, 2018. The date of the Election will be August 22, 2018. The winner of the new election term will be from September 11, 2018 to September 11, 2023 which will be noted on the "Certificate of Candidacy" and the "Ballot." After extensive discussion, VKlimas moved to accept the Draft #3, Election of Resident**

Commissioner Policy, HSturgeon seconded the motion; and all voted in favor to accept the Policy. Regarding the form entitled "Certificate of Candidate;" VKlimas moved to accept the Candidacy's Form as amended to include the term's five year date term, BReese seconded the motion and all voted in favor to accept the Form. Regarding the draft "Public Notification" newspaper ad, VKlimas moved to accept, HSturgeon seconded the motion; and all voted to accept the Public Notification ad and to have it printed in local newspapers. The approved Public Notice ad reads:

**"PUBLIC NOTICE:**

***VACANCY OF TENANT COMMISSIONER; CALL FOR CANDIDATES; & ELECTION DATE. The Housing Authority of the Town of Plymouth (Gosinski Park) informs the public that due to the expiration of term of the existing Tenant Commissioner term on September 10, 2018 that tenant elected position will be vacant. The Authority announces there is a "Call for Candidates;" who must be a legal tenant of the Authority. The date of the Election by the tenants will be August 22, 2018, from 9 AM to 6 PM, in the Community Room located at 30 Ronald Rd., Community Room-Gosinski Park, Terryville, Ct. 06786. For further information call 860.584.9355 or visit the Business Office at the same address. Respectfully submitted, Vinnie Klimas, LNHA, Chairperson."***

**Major Renovations Status Report.** VKlimas distributed and discussed the May 15<sup>th</sup> joint "Progress Report" compiled by Tom Arcari, AIA our Architect and David Berto, our Housing Consultant. The Report covered both the status of our proposed "Critical Needs Application" as well as, a copy of the signed contract for \$5000 + \$500 = \$5500: "Capital Needs Assessment for Gosinski Park." Everything is in progress. VKlimas added a new point to the discussion as required by the CHFA and DOH we will need to use some of our "Repairs,

Maintenance and Replacement” funds as a local contribution to the “Critical Needs” application. He will bring forth the exact amount as the application progresses. Further progress will be reported. Letters of support were also attached from:

- Mark Sekorski, Fire Chief.
- Ray Kovaleski, Fire Marshall.
- Dave Merchant, Mayor.

Executive Director’s Report. Janett Olivieri, Executive Director – Property Manager presented her May 21, 2018 “Executive Director’s Report.” In Summary:

- Working with Maintenance on J. D’Amelia Inspections.
- Working on Waiting List. Units 11 1nd 46 hav been rented; Units 4, 9, and 25 will be moving in from May 25<sup>th</sup> to June 8<sup>th</sup>.
- Working on Re-certifications that are past due date.
- Working on setting up PHA Management System.

Everyone congratulated Janett on her positive actions regarding filling up the units. BReese moved to accept her ED Report and HSturgeon seconded the motion; and all voted in favor to accept the ED’s Report.

The next Regular Meeting is scheduled for June 18th, 2018 ; 6PM Community Room. HSturgeon moved and BReese seconded and everyone voted in favor of adjourning the Meeting at approx. 7:45PM.

Respectfully Submitted:

*Vinnie Klimas, Chairperson*  
*5/25/2018*

Vinnie Klimas, LNHA, Chairperson