

## HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

43 Ronald Rd. – Gosinski Park Unit 31, Terryville, Ct. 06786

### 2.18.2019 Regular Meeting Minutes – Community Room

The meeting was called to order at 6pm by VKlimas. Everyone recited the Pledge of Allegiance and VKlimas gave the Invocation of God Bless America, Plymouth, and everyone at Gosinski Park. Roll Call attending voting members: VKlimas, Chairperson; HCaron, Vice Chairperson; MAgey, Chairperson Resident and Human Relations Committee; TKosikowski, Chairperson Physical Plant; and CMackiewicz, Treasurer. Others attending non voting: JOLivieri, Ex. Director-Property Manager; MFontaine, Comptroller, CPA, Demarco Co.; HSturgeon, Maintenance Supervisor – pt; and 4 residents.

The 1.14.2019 Minutes were distributed, read, and VKlimas made the “motion to accept the Minutes as distributed,” CMackiewicz, seconded, and all voted in favor of the motion.

VKlimas distributed a memo regarding the correct address of the Housing Authority is as follows:

Housing Authority of the Town of Plymouth  
43 Ronald Rd., - Gosinski Park Unit 31  
Terryville, Ct. 06786.

He asked everyone to please address all mail to the correct address.

VKlimas requested Public Comments twice but none were offered. VKlimas moved to “amend the Agenda to correct the address on the Agenda and add DAS Insurance to the Personnel and Management Agenda item,” seconded by TKosikowski, and all voted in favor to amend the Agenda.

## MANAGEMENT REPORTS.

- HSturgeon presented his 2.17.2019 Completed Work Order Log, which had 38 work orders with three snow/sleet storms that maintenance staff concentrated on. TKosikowski moved to “accept the Work Order Log Report;” CMackiewicz seconded; and all voted in favor to accept the Report. HSturgeon also mentioned the Building Inspector will be inspecting the fan electric boxes; VKlimas stated to please have the inspector inspect three random boxes for his conclusion. HSturgeon also mentioned the two Fire extinguishers past inspection and a new extinguisher is ordered for the old and out of date garage extinguisher. A resident asked for clarification of the W.O. resident signature, JOlivieri stated she will clarify the double signature needed for the 1.} initial WO Request and then 2.}accepting the WO Request as acceptable and completed or otherwise conclusion.
- JOlivieri presented her 2.18.2019 ED-Property Manager Report. Upgrade LED lighting is progressing, working on LED fans, she will send out letters to residents for Critical Needs 3 days before construction, 95% occupied, move in for Unit 48 on 3.1.2019; reviewing change of occupancy issue. She also presented the “After Hours Telephone Answering Proposal x Edward” proposed contract for handling after hours phone calls: complete details provided in hand out, \$49.95 basic charge for 30 minutes plus extras. VKlimas, requested they also provide a 60 minute proposal. VKlimas “moved to accept the proposals of 30 minute & 60minute After hours Phone Answering System,” HCaron seconded, and all voted in favor of the motion to accept



the 30 minute proposal and a 60 minute option. Also HCaron moved to “accept JOlivieri’s February Report,” TKosikowski seconded; and all voted in favor to accept her report. [Note Report Correction: unit 52 is an efficiency.]

#### COMMITTEE REPORTS:

- FINANCE COMMITTEE. MFontaine, CPA Controller and CMackiewicz, Treasurer presented the January 2019 Financials. Overall, January is right on target.

	January, 2019	YTD, 2019
Revenue	\$27,115	\$27,115
Expenses	(\$24,117)	(\$24,117)
Net Income	\$2,997	\$2,997

After discussion, CMackiewicz, Treasurer moved to “accept the 2019, 4 page January Financials,” VKlimas, seconded; and all voted in favor to accept the January Financials.

- PHYSICAL PLANT.

➤ Status on: \$278,000 Pre-development Grant/Loan.

1. The Draft #4: “ABATEMENT REPORT X SSHP PRE-DEVELOPMENT APPLICATION” was distributed again this month. VKlimas mentioned the State requested our position on the matter. After discussion VKlimas moved to “accept the complete Abatement Report and send it to the State,” HCaron seconded; and all voted in favor of the motion.
2. VKlimas, distributed the most AIA “Probable Estimate of Construction Cost: February 8, 2019” recent cost estimates on the renovations = \$2,588,033. The Board has submitted our priorities and we are now sharpening the pencil. Roof Insulation needs to be added. The CHFA has given us an

estimate and we will try our best to stay within that estimate. "Bump Outs" remains in discussion.

3. VKlimas, distributed a new 70 page "REPORT: 2001 YEFKO DEED PROBLEM WITH RESOLUTIONS." Because the Yefko property was part of the 2001-2004 land acquisition, parking lot and pedestrian renovations to Gosinski Park; ownership is required to repave and repair the parking lot and related to be part of the \$2,000,000 to \$3,000,00 SSHP grant. The comprehensive Report presents a History, Problem, Resolutions regarding the need to transfer the Title to the rear portion of the Yefko property that was purchased by the Town in 2001 with parking lot renovations in 2003+ but the property deed did not get a "...transfer..." to the Housing authority yet that was expressly written in the CDBG Grants. It appears to be an oversight. A "Quit Claim Deed" is our suggested Resolution but we are open to other Resolutions as mentioned in the Memo. TKosikowski mentioned he was on the Town Council and stated it was suppose to be transferred over but obviously wasn't for some unknown reason. After much discussion, VKlimas moved to accept the REPORT, TKosikowski seconded the motion; and all voted in favor to "accept the entire Yefko Report and transmit it to Dave Merchant, Mayor and Bill Hamzy, the Town's Attorney for their positive action."

➤ Status \$222,700 Life Safety Critical Needs Grant.

1. Contract with electrical contractor is signed.
2. Notice to proceed is pending background checks regarding a subcontractor.



3. Letter to proceed expected within a week or so with work projected to begin within 1 to 2 weeks and a projected timeframe to complete in about 90 days.

➤ Status \$49,500 LED Eversource Lighting Project selection by MAgey with TKosikowski assisting.

1. Interior kitchen, living area, and bathrooms substantially completed with just a few that remain outstanding that are awaiting fixtures to arrive.
2. Exterior pole lights to be completed within the week.
3. Exterior wall mounts are awaiting back orders it is expected to be completed within the next 30 days.
4. MAgey requested 6 new exterior lights be added to the contract because there are several dark spots on campus and wall mounts should be added to provide better exterior lighting for the safety of the residents. Also due to electrical box questions there may be additional costs to the interior fans with LED lights than originally estimated. After discussion MAgey moved that "Up to an additional \$10,000 be appropriated for 6 new exterior lighting and interior lights with fans replacement as is necessary," TKosikowski seconded, and all voted in favor of the motion. MFontaine, Controller CPA, stated the funds were available.

➤ PERSONNEL AND MANAGEMENT.

1. The draft 2.18.2019 "Annual Report" was distributed VKlimas who mentioned an annual report is required by State law. The report included 2018 Achievements, Resident Celebrations, 2005-2018 Financial Graphs, and

2019 Goals and Objectives. VKlimas stated we should add an Organizational Chart (eg: Governance, Executive, Supervisory, and direct line staff) and to add to the last sentence on page 2 the ending date to ... Accounting duties remain with the property management company *“until 2021.”* After discussion, VKlimas moved to “accept the 2.18.2019 ‘Annual Report’ with the two technical additions,” TKosikowski seconded; and all voted in favor to accept the Annual Report with the two additions.

2. VKlimas distributed each of the various revisions to the “Bylaws” that were distributed at the last 1.18.2019 regular meeting. After discussion, VKlimas moved to “approve the 2.18.2019 revisions to the Bylaws as distributed,” CMackiewicz seconded, and all voted in favor of the motion.
3. VKlimas distributed a Summary of the “DAS Master Insurance Program Manual 2018-2019” prepared by DAS’ Gallagher, Insurance Broker. We need to check addresses with our updated corrected addresses. MFontaine stated that by using the State’s Dept. of Administrative Services insurance program that numerous Ct. wide Housing Authorities use, our small local risks are pooled thus risk costs are spread out over the entire state thus we acquire a notable savings over time. He stated many individual insurance costs have dramatically escalated but our DAS costs have basically remained the same for the two years.
4. VKlimas made a motion at about 7:35pm to “go into Executive Session to discuss two “Worker Compensation”



pending lawsuits and related legal negotiation issues," TKosikowski seconded the motion, and all voted in favor of the motion and then moved to the Office. Returning at about 7:50pm; VKlimas moved "to reconvene the regular portion of the meeting," TKosikowski seconded, and all voted in favor to reconvene. No actions were taken.

➤ RESIDENT AND HUMAN RELATIONS COMMITTEE.

1. MAgey distributed the 2019 Meeting Schedule for the Committee. Usually the meeting will be held on the first Wednesday of the month at 5:30pm in the Community Room. The next meeting is for March 6<sup>th</sup> at 5:30Pm.
2. MAgey also distributed a Plymouth Connection article on "Plymouth's New Dial-A-Ride Van." The van is for seniors and persons with disabilities which all of the Gosinski Park residents meet that criteria thus it is an excellent resource for the residents. He thanked HCaron and VKlimas for their volunteer grant writing efforts for the bus. For reservations call 860.283.0060.
3. HCaron also mentioned she will be pursuing additional grants (ie: Main Street Foundation, Home Depot, etc.) for other resident and campus focused needs. Perhaps for additional ADA picnic tables that are in addition to the two ADA tables already funded by Thomaston Savings Bank with their \$1,550 grant.

The next meeting is March 18<sup>th</sup> and everyone voted in favor of adjournment at 8:15pm.

Respectfully Submitted:

*Johnnie L. Clark*  
VKlimas, Chairperson 2/20/2019