

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

Gosiniki Park – Community Room – 30 Ronald Rd. – TERRYVILLE, Ct. 06786

Regular Meeting Minutes – 11/21/2016

Members attending: VKlimas, MDrozdick, BReese = Quorum. Not Attending due to family illness and urgent needs: HSturgeon and HCaron.

Others Attending [non-voting]: MFontaine and KKaczinski, DeMarco Property Management representatives and 2 residents.

Mr. Klimas, Chairperson called the meeting to order at about 6:40 PM. And recited the Invocation of God Bless America, Plymouth, and everyone recited the Pledge of Allegiance.

The following Minutes were distributed, reviewed and approved by all three members: 11/15/2016 Special Meeting and Regular Meeting of 10/17/2016. MDrozdick, Treasurer and Mr. Klimas, Chairperson approved the 11/7/2016 Finance Committee Minutes as distributed.

Public Comments were requested but none offered.

Mr. Klimas, Chairperson distributed and discussed the following Amendments to the Bylaws:

1. Amending page 6: Personnel and Management Committee:

"... This Committee is comprised of the Chairperson, and Vice-chairperson, and Chairperson of the Resident and Human Relations Committee. ..."

VKlimas Moved, MDrozdick seconded the motion and all three members voted yes to approve the motion regarding this Bylaw Amendment.

2. Amending page 8: ARTICLE 4 MEETINGS. Section 11. Manner of Voting.

"... Unless there is a conflict of interest, as defined in Article 4. Meetings Section 8, "Conflict of interest" any commissioner can present and vote upon, all questions coming before any meeting of the Authority in the form of motions or resolutions. ..." VKlimas moved and MDrozdick seconded the

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motion and all three members voted yes to approve the motion regarding this Bylaw Amendment.

3. Amending page 8: ARTICLE 4 MEETINGS. Section. Manner of voting.:
"... If a member is unavailable to attend a meeting any member may participate and vote upon any Agenda item at any meeting via any telecommunication device, as long as, discussion can be verbally reciprocal between the member and the board attending the actual meeting and the participation method is publically announced and recorded as such in the Minutes of the meeting. ...". VKlimas moved and BReese seconded the motion and all three members voted yes to approve the motion regarding this Bylaw Amendment.
4. Amending page 7, ARTICLE \$ MEETINGS. Section 4. Minutes:
"... Committee Chairpersons are responsible to record and post their Committee meetings. ... " VKlimas moved, MDrozdick seconded the motion and all three members voted yes to approve the motion regarding this Bylaw Amendment.

Committee Reports:

1. Mike Drzodick, Treasurer along with Matt Fontaine, Comptroller, DeMarco Management; discussed and reviewed the Financial Committee actions of:
 - October-2016 Financials, \$263,063 Revenue vs. \$261,784 Expenditures = \$1,279 Net Income. Everything is right on target and approved by members.
 - Maletta & Company, standard 6 page Audit Engagement Letter, per GAAPP, Government Auditing Standards, and DOH requirements for 2015 and 2016. Fee = \$4,750 and projected to be delivered by 05/31/2017. Same company as previous years and approved by members.
 - 2017FY DOH/CHFA "Projected Annual Operating Budget" for the Authority: was distributed and presented by Matt Fontaine, CPA. Revised per past Committee Recommendations. Projected: \$326,140 Revenue vs. \$326190 Expenses =Projected Balanced

Budget. Which included \$71,000 in Capital Improvements Schedule. The Finance Committee has approved and with discussion the proposed 2017 Operating Budget was approved and approved to be submitted to DOH/CHFA.

- Due to resident complaints two units have been inspected and found to have mold related problems. Mold Remediation Bids have been advertised and we have just received several quotes. Bids need to be reviewed and the lowest responsive bid will be selected. Funds will be deducted from the Repair, maintenance, and Replacement Account. Mr. Fontaine, CPA, Comptroller, said “yes’ there were adequate funds available. An expenditure for up to \$8,500 was unanimously approved for Mold Remediation.
- 2. Resident and Human Relations Committee = No report. Heidi was unable to attend due to a family illness.
- 3. Physical Plant Committee = No Report. Harold was unable to attend due to family needs. [Note: the Mold problem was addressed above.]
- 4. Personnel and Management Committee. New member added to committee and will meet with Demarco very soon to discuss contract related items.

Mr. Klimas distributed various legal documents explaining that Tim Bobroske - Plymouth Property Management, LLC has filed a lawsuit against the Housing Authority of the Town of Plymouth. They were the past Property Management Company. Mr. Klimas has transmitted this to the insurance agencies to see if they will cover the law suit. Mr. Klimas also transmitted it to Authority’s attorney Mike Wrona, Esq. to take appropriate legal action. His 11/18/2016 brief e-mail was also presented to the Board stating he will file an appearance. While the Authority has resolved several items to date with the past property management company, the Board at this juncture do not agree with the position of the Plymouth Property Management Co. is taking on this matter. After discussion it was moved by VKlimas and MDrozdzick seconded the motion “To take all appropriate legal action to defend the Housing Authority of the Town of Plymouth regarding this lawsuit.” The motion was unanimously approved.

The Demarco Management November, 2016 Administrative Monthly Report, was distributed and discussed by Karen. Matt had already discussed his portions of the report during the financial committee discussions. Karens Report:

- Inspections are occurring and mold has been found in two units and bids are being acquired and reviewed to remediate the mold problem.
- Marketing continues thru the mail.
- 59 units occupied with one vacancy. Filling that vacancy is in process.
- Snow removal contract signed.
- Worker Comp Insurance is being discussed.
- Working on key fob glitch.
- New maintenance person has been hired, Stephen Madore who is from Bristol.
- Lawn mower fixed.
- Work orders log presented.
- Working on Bathroom heaters bid proposals.
- Leaves need to be removed.

Ongoing Projects.

- 2 Field Street is back up for auction and the Board approved a Motion to request Thomaston Savings bank to approve an additional \$30,000 for us to bid higher.
- Peter Hance, Housing Consultant brought everyone up-to-date on the major renovations. Peter confirmed that he has been directly involved in reviewing numerous drafts of the Report: "A Decade In Review, 2005-2016" and agrees that the report and the progress documented therein needs to be submitted to Hartford CT. Dept. of Housing [DOH] and Ct. Housing Finance Authority [CHFA.] The Board unanimously approved the Report with revisions previously at their 11/15/2016. VKlimas distributed a near final printed copy of the Report but noted there was a collating error that needs to be corrected and he will redistribute the properly collated Report to all within about a week.

After discussion of the major renovations project; the Board discussed the following multi-prong motion:

1. Request Peter Hance, Housing Consultant to construct a “transmittal type letter” to all appropriate State Dept. of Housing [DOH] and CHFA officials and presenting them with a final copy of the Housing Authority of the Town of Plymouth Report entitled “A Decade in Review, 2005-2016 “ highlighting the progress Plymouth has accomplished to help the elderly and disabled grow, prosper, and live in peace.
2. Work with the Chairperson and Heidi Caron to construct a Power Point Presentation covering the Report to present to the state DOH and CHFA housing officials.
3. Peter Hance, Housing Consultant along with the Chairperson, Vice-chairperson, and Chairperson of the Resident and Human Relations Committee collaboratively work together on all aspects of this Motion to set up a meeting with appropriate state DOH and CHFA officials to discuss the Report and the progress Plymouth has made.
4. Report back to the Authority regarding the outcomes to the meeting with state officials.

The above multi-faceted Motion was moved by VKlimas, seconded by MDrozdick, and all three members including BReese voted “yes” to unanimously approved the motion.

Mr. Hance and the Board members also discussed several types of state and federal funding that may or may not pay for the future renovations. No commitment was made to any funding source just general discussion to the pros and cons to each funding stream. Mr. Klimas mention that this will be a huge decision the Board will have to make in the future.


Mr. Klimas distributed Draft #5 of the “Intergovernmental Agreement of Collaboration and Cooperation Between the Town of Plymouth and the Housing authority of the town of Plymouth.” An earlier draft has already been approved.

He reminded everyone there are past Agreements from 1968 and 1973 that are still in effect but this updates the Agreement to today's needs and laws. Mr. Klimas projects this will reviewed and hopefully approved by the Town Council at their December meeting.

Mr. Hance handed the Chairperson a new Agreement between himself the "Affordable Housing Collaborative" and the Housing Authority. The past Agreement cannot be found so a new Agreement has been drafted. Mr. Klimas stated he will review the new Agreement and get back to Mr. Hance.

The next regularly meeting is scheduled for December 19, 2016; 6:30 PM; Gosinski Park, Community Room, 30 Ronald Rd. Terryville. CT. 06786. The meeting was adjourned at about 7:45PM.


Respectfully Recorded:

 11/28/16

Vinnie Klimas, Chairperson

Respectfully Approved:

Beth Reese, Secretary.

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