

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

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

5/15/2017 Regular Meeting Minutes

Roll Call. Voting members attending: Vinnie Klimas, Chairperson; Harold Sturgeon, Vice-Chairperson; Beth Reese, Resident Elected Member and Secretary; Heidi Caron, RN, Chairperson of the Resident and Human Relations Committee. Member Unable to Attend due to vacation: Mike Drozdick, Treasurer.

Others Attending Non-Voting: John Pajeski, Town Council Liaison; Jason Geel, CPA, Auditor from Malleta & Company; Matt Fontaine, CPA, Controller – DeMarco; Karen Kaczinski, Property Manager – Demarco; and six residents.

The Chairperson called the meeting to order at 6:05PM recited the invocation of “God Bless America, Plymouth, and everyone at Gosinski Park,” and everyone recited the Pledge of Allegiance. The 4/17/2017 Regular Meeting Minutes were distributed and unanimously approved. And the 5/2/2017 Executive Committee Minutes – special meeting were approved ... VKlimas motioned, Heidi seconded and all were in favor to accept the minutes.

Mr. Sturgeon and Mr. Klimas introduced the new Maintenance Staff Person, Mr. Mike LeBlond. Everyone welcome Mike and it was noted that while he is full time right now until another part time person is hired; then he will be a part time person.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD

17 MAY 22 PM 2:22

Barbara A. Toole
TOWN CLERK

Public Comments:

- Fred mentioned he needs to have his rug replaced, a new refrigerator, and a new stove due to rust on them. He had not made out a Work order but will do so. Karen will respond appropriately.
- Crystal mentioned that in her file there are other person's comments in her file that in her opinion should be removed, that security cameras are needed for safety issues, and she still has safety issues with specific residents. Mr. Klimas mentioned that other resident files are confidential and that RFP for 120 single cylinder deadbolts for all residents has been publically bid and the winning bid/quote [\$5900] will be voted upon later on in the Agenda; and the security cameras RFP is being worked on.

**MR. KLIMAS STRESSED THAT ANYONE FEELING IN IMMENANT
DANGER SHOULD CALL THE POLICE-911!**

Mr. Klimas and Mrs. Caron will meet with Crystal on Friday at 4:30-5PM to discuss her issues in greater detail.

- Other Public comments is the need to develop and enforce an appropriate traffic policy for only emergency vehicles to be able to travel on pedestrian sidewalks. Presently there are private non-emergency vehicles driving on the pedestrian sidewalks to deliver groceries and the like yet some residents believe this situation is creating hazardous traffic conditions for pedestrians.

- Mr. Klimas stated the Board will analyze the situation and come back with a proposed solution.
- Clotheslines need to be repaired, particularly the roping.

Mr. Klimas introduced Mr. Jason Geel, CPA, our Auditor from Maletta and Company who distributed and explained the Draft 5/15/2017, Audit/Financial Statements For the Years Ended 12/31.2016 and 2015. Our Auditor's highlights were:

- "Opinion. In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Housing Authority of the town of Plymouth ... " [Introductory pages].
- "... During our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses ..."
- "... our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards. ... " [Last two pages of the Audit.]
- Overall the Authority's Profit/Loss picture is in much better shape:

	2016	2015
Revenue	\$323,044	\$306,232
Expenses	(\$320,230)	(\$317,897)
Net gain (Loss) for the period	\$2,814	(\$11,665)

- Retained earnings has also improved:

	2016	2015
Unappropriated	\$42,883	\$40,069
Appropriated Repairs, Maintenance, \$ Replacement	\$167,971	\$152,869

- The 17 page DRAFT Audit also noted there were \$85,092 in repairs and upgrades for 2016 and \$27,095 for 2015.
- The PILOT program was also detailed within the Audit and he mentioned it was one of the best written Agreements he has seen because it allows abatement incentives for improvements.
- Mr. Sturgeon asked if it would be better to have Annual vs. Bi-annual [every two years] audits. Mr. Fontaine, CPA, DeMarco stated there is a slight cost savings for every two years.
- The Final Audit will be presented at the June meeting.
- Mr. Klimas thanked everyone for their hard work in achieving a much improved financial condition of the Authority.

DeMarco Management Reports.

Mr. Fontaine distributed and discussed the April 30, 2017 Financials Statements. Finances are on target. In summary:

	April 30, 2017	YTD, 2017
Revenue	\$28,534	\$112,346
Expenses	(\$26,927)	(\$111,463)
Net Gain/Loss	\$1606	\$882

Mr. Klimas moved, Ms. Reese seconded, and all voted in favor to accept the April 30, 2017 Financials.

Karen's Administrative May Report.

- Inspections for 10 residents have begun, need to be completed by July for re-certifications.
- 4 vacancies, showed two apartment, 7 people on the waiting list, 2 Applications.
- Three marketing packages sent out ad in the Plymouth Connection.
- Renter's rebate has begun.
- 11 work orders were processed.
- Lawn mower sent to be repaired.

COMMITTEE REPORTS.

- Personnel and Management/Executive Committees. VKlimas, chairperson reported: Paychex is in process of setting payroll system and check will be on time and finger punch in anti-fraud system will be installed within two weeks; credit card has been approved by Thomaston Savings. Within the executive Minutes the motion to proceed to file for eviction for nuisance and serious nuisance reasons was approved via Minute approval vote; and Workers Compensation Insurance is now in force, and Mold Expenses paperwork has been submitted to the Insurance Co. for the possibility of being reimbursed.
- Resident and Human Relations Committee. Heidi Caron, RN, Chairperson reported they met May 5th and 12 residents attended. Heidi moved with Beth seconding the following motions and all were voted unanimously in favor:

1. Install another flagpole that someone already owns to be installed at other side of complex.
2. Purchase for \$640-700, four round tables that are commercial quality.
3. Price out 8 ADA commercial quality picnic tables to be purchased and installed on complex. Request Mr. Henri Martin to purchase them, because he had once mentioned it to a resident that he would consider such a purchase. Competitive prices to be brought back for approval.
4. Purchase 8 commercial grade benches at Job Lot at \$49/bench for \$320-400. Quality to be analyzed and purchased quality appropriate.
5. Purchase grocery or similar type carts up to \$300, so residents can transport goods in their cars and not drive on the resident walkways.
6. Seek out appropriate directional identification exterior commercial grade all weather signage for complex. Bring back quotes or bids as appropriate for review and approval.
7. July 4th picnic budget is \$800. Id appropriate music.
8. Purchase two new computers for \$499 each, a printer, and appropriate tables, and related materials from the Thomaston Savings Bank grant.

Mr. Klimas thanked Heidi, and her husband and son who so kindly helped her bring over the donated Chippinee Golf course chairs.

- Physical Plant Committee. Mr. Sturgeon, Chairperson stated there were two Bids for the Security Upgrade Request for Proposal [RFP] on 5/8/2017. They were:

	Option #3.	
Blake Construction, Hartford, Ct.	\$21,148.48	High Bid = do not recommend selection
Santeri – Locksmith, Thomaston, Ct.	\$5,900	Lowest Responsive Bid = Recommend Selection.

Mr. Sturgeon after discussion moved to accept Santeri-Locksmith Bid, VKlimas seconded, and all voted in favor to accept the \$5,900 Santeri-Locksmith Bid. In addition, Mr. Klimas made a motion for an additional 5% or \$300 for Change Orders, Mr. Sturgeon seconded and all voted in favor. He added that it will take 8 weeks [July 22, 2017 estimated timetable] to install the 120 front and back door single cylinder deadbolts.

- Status of Major Renovation. Mr.as stated an ad and advertising our Request for Qualifications [RFQ] on the Town's website for the Housing Consultant has occurred. Voluntary Pre-bid Conference will be Wednesday at 2PM and deadline to submit proposal is May31, 5PM. Tom Arcari, AIA, will assist us in the selection process.

The next meeting is June 19, 2017, 6PM, Gosinski Park. All voted in favor to adjourn the meeting at 8PM. Respectfully Typed:

Vinnie Klimas, Chairperson

;Secretary,

Beth Reese

Vinnie Klimas, 5/22/17