

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

Gosinski Park – 30 Ronald Rd., Terryville, CT. 06786

1/30/2017 – Special Meeting Minutes

Members Attending: Vinnie Klimas, Chairperson; Harold Sturgeon, Vice Chairperson; Heidi Caron, RN, Chairperson, Resident and Human Relations Committee; Mike Drozdick, Treasurer; Beth Reese, Secretary and Resident Elected member.

Others Attending: 3 residents, Matt Fontaine, CPA and Karen Kaczinski, Property Manager, DeMarco Property Management Co.; and Peter Hance, The Affordable Housing Collaborative [Housing Consultant].

The Chairperson called the meeting to order at 6PM, took roll call, recited an invocation of "God Bless America, Plymouth and everyone at Gosinski Park;" and everyone recited the Pledge Of Allegiance.

Minutes. The 11/21/2016 previously tabled Minutes were unanimously voted upon to be untabled. Then the 11/21/2017 and 1/30/2017 regular meeting Minutes were reviewed and approved by all; except Harold abstained for the 11/21/2016 Minutes because he did not attend that meeting. Also distributed were the 2017 Annual Calendars for the regular Meeting Schedules for:

- Regular Meetings.
- Finance Committee.
- Quarterly Meeting Schedule for the Resident and Human Relations Committee.

These schedules are posted at the Town Hall, Clerk's Office and will be on the Town's website.

The public were invited to provide any comments. No comments were offered.

DeMarco Administrative report was presented by Karen Kaczinski:

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
17 FEB -7 AM 2:59
Deborah A. Spivey
TOWN CLERK

- 58 units are filled = 2 vacancies or 97% occupied.
- Processing re-certifications that are in various stages with JD Amelia.
- Met with Pastor David Townsley, Terryville Baptist church.
- Mailed out three applications and handed out 3 more.
- Seven storm doors need to be replaced = The Authority Unanimously approved the purchase of 7 new doors at up to \$150 per door subject to the review and approval of Harold Sturgeon, Chairperson of the Physical Plant Committee. At least three written quotes will be acquired.
- Security issues were raised. Harold and Karen will investigate video cameras and dead bolt security items and bring back a recommendation to the authority for final review and action.
- Bulk trash was discussed and final action to be taken at the next meeting.
- Resident activities: CW Lunch is excellent, Human Services conference attending by 7 residents, starting 2/12/2017 Terryville Baptist Church activities, sign language classes to begin 2/24/2017 at 2PM., low impact exercise classes every Thursday at 9:30AM; Bingo to begin 2nd and 4th Wednesday to start on 2/22/2017, 2PM.
- A big Thank you to Flo Conner for all of her help.
- Updated Work Order sheet presented.

Committee Reports:

- Finance Committee. The 2016 Year End Financial Statements were presented by Mike Drozdick, Treasurer and Matt Fontaine, CPA, DeMarco Co. Overall, the Financial Statements was the best year in several years.

- Jan.- December, 2016:

+ Revenue \$323,043

(Expenses \$320,381)

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\$2,662 Net Income

Both Mike and Matt were pleased in having a 2016 Year End Balanced "Profit and Loss" Budget Performance.

10 units had major and moderate renovations were also accomplished in 2016 which brought all 60 units back into full availability. It was the first time in 10 years we were at full capacity. The 2016 Year End Financial statements were Motioned to be accepted by Mike Drozdick, Treasurer seconded by Harold Sturgeon and unanimously approved by all.

- Resident and Human Relations Committee. Heidi Caron, RN, Chairperson discussed and distributed the 1/2017 "PET Policies and AGREEMENT." Heidi stated her Resident and Human Relations Committee has approved the document. She reviewed some revisions that entailed:

1. No leaving food outside.
2. No tying up unattended pets outside that blocks the sidewalks.
3. All dogs must be leashed when outside.
4. Pet insurance is recommended but not required.
5. Etc.

With one minor housekeeping correction of the Header the document the "PET Policies and AGREEMENT," was Motioned by VKlimas and seconded by BReese to accept the report, and it was unanimously accepted and approved by the Authority. Everyone thank her for her hard work.

She also mentioned with the new 2017 budget they will be purchasing some round tables and she encouraged all residents to attend their Quarterly meetings as she distributed. And that the Committee is working on setting up the resident Computer room. Everyone thank Heidi and her Human Services Commission for the fun Christmas Party they held for the residents.

- Physical plant Committee. Harold brought everyone up to date on the Mold Remediation project. While it is close to being complete; he explained that the following "Change Orders" were need:

1. Because the rug and padding on the floor of unit 1 was moldy and needed to be replaced and it was not in the original specifications and need to be remediated Harold moved and VKlimas seconded to approve a \$1,250 Change Order to replace the rug with a new rug, and everyone approved the Change Order.
2. Unit 44 needed to be painted and the floor cleaned thus Harold moved for the authority to approve a \$1,500 Painting Change Order and a \$275 Change Order to strip and wax twice the floors and VKlimas seconded his motions and everyone approved the Change Orders that were approved by the executive Committee.
3. The last Change Order was to add \$100 for caulking the Unit 44 bathtub because the specifications were not clear. Everyone approved the caulking Change Order that was approved by the Executive Committee.

VKlimas informed the Authority that the mold project may be reimbursable from our insurance carrier. He will submit all of the documentation.

- Mr. Klimas informed the Authority that the Personnel and Management Committee visited the Cheshire Housing Authority on 1.27.2017 to learn from them on how they are organized. Bristol will be visited in the near future.

The Chairperson updated everyone that the lawsuit is in progress and our attorney who is processing procedural issues.

Other Ongoing Projects.

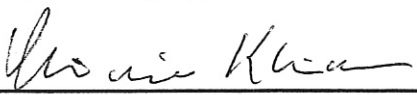
- 2 Field Street Home. The Chairperson informed everyone that 2 Field Street was brought by a real estate 'flipper.' He requested the Authority to approve him pursuing purchasing the property from them. He will seek funding from the banks and any and all items for the 2 Field Street must

be approved by the entire Authority. The Authority did approve him pursuing the project fully subject of their final review, vote, and approval.

- Peter Hance, Housing Consultant updated everyone that he has heard from the Dept. of Housing regarding the "A Decade In Review" and the State DOH agreed for us to continue processing our predevelopment grant application. Peter mentioned this predevelopment application is on a rolling time basis. Peter will be out of the country due to a family emergency and will be in touch with the Chairperson when he gets back. April 17, 2017 will be the authority's projected target date to review the Predevelopment Application.
- The Chairperson discussed the Workmen's Comp. topic about the unfairness issue with local small in scope vendors. He is researching the topic and hopes to bring a recommendation back to the Authority within the next two regular meetings.

The next Regular Meeting is scheduled for February 20, 2017, 6PM, Community Room, Gosinski Park. The meeting adjourned at about 7:45 PM.

Respectfully typed:

 2/6/2017

Vinnie Klimas, Chairperson

Respectfully Submitted:

Beth Reese, Secretary and Resident Elected Member