

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

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

3/19/2018 Regular Meeting Minutes

The 3/19/2018 Regular Meeting Agenda was distributed. The Chairperson called the meeting to order at 6:05PM. Roll call: Vinnie Klimas, LNHA, Chairperson; Harold Sturgeon, Vice Chairperson and Chairperson Physical Plant Committee; and Beth Reese, Resident Elected Member and Secretary, were in attendance. Heidi Caron, RN, Chairperson of the Resident and Human Relations was unable to attend. Everyone recited the Pledge of Allegiance; and the Chairperson recited the Invocation of "God Bless America, Plymouth, and everyone at Gosinski Park."

Everyone congratulate Matt Fontaine, CPA, from DeMarco and his wife and family on the birth of his new baby boy, "Mack!"

Approval of Minutes as distributed:

- 2/19/2018 Regular Meeting Minutes: HSturgeon moved to approve, VKlimas seconded the motion; & all voted in favor to approve them.
- 2/23/2018 Special Meeting Minutes: HSturgeon moved to approve, VKlimas seconded the motion; & all voted in favor to approve them.
- 3/6/2018 Special Meeting Minutes: VKlimas moved to amend the Minutes and correct the date on the Minutes which should of read "3/6/2018" not 2/6/2018; HSturgeon moved to approve the amended Minutes, VKlimas seconded the motion; & all voted in favor to approve the the Minutes as amended.
- 3/12/2018 Special Meeting Minutes: HSturgeon moved to approve, BReese seconded the motion; & all voted in favor to approve them. VKlimas noted the while the date of the Town clerk's stamp was accurate the time was PM not AM; and the Town Clerk's Office has fixed clock to be accurate.

Public Comments: One resident praised the staff on snow removal thus year!

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
18 MAR 20 PM 4:06
TOWN CLERK

CVOMMITTEE REPORTS:

- **Finance Committee:** Matt Fontaine, CPA, DeMarco Comptroller distributed and discussed the February Financials. In summary it reads:

	February, 2018	Year to Date
Revenue	\$26,169	\$53,473
Expenses	(\$37,528)	(\$63,334)
Net Gain/Loss	(\$11,358)	(\$9,860)

Matt mentioned the costs were higher for Maintenance in large part due to the several snow and ice storms we had in Jan./Feb. that naturally increased the labor and salt costs as is seasonally expected to peak in winter and then “trail off” in summer months. There are 5 vacancies and paint costs were also a bit high to paint the units which as of today have their COs from the Town. Also some appliances were replaced and may be posted to the capital Replacement Line Item. VKlimas also stressed that filling up the vacant inits will be the number one priority of the new ED! VKlimas moved to accept the Report, HSturgeon seconded the motion and all voted in favor to accept the Financial Statements as presented.

- **Physical Plant Committee.** Mike LeBlond distributed and discussed his 32 project Work Order Monthly Report. All maintenance requests were addressed. Naturally, to assure safety for the tenants, the three snow and ice storms were top priority projects. HSturgeon moved to accept his report, BReese seconded the motion and all voted to approve his Report as presented. Also everyone applauded Mike and his staff for performing a great job in snow removal.
- **Personnel and Management Committee.** The Board has met a s whole several times this past two months and has hired is “Janet Oliveri” as our new Executive Director. In mid 2017, DeMarco, stationed Janet at Gosinski Park but then was moved by Demarco. BOTH JANET OLIVERI AND THE BOARD CHAIRPERSON HAS SIGNED THE “3/14/2018 LETTER OF MUTUAL COMMITMENT.” VKlimas verbally summarized 10 smaller in scope revisions to the ED Job Description that had been distributed at a previous Board meeting. VKlimas made a motion to accept the Revisions

as summarized, HSturgeon seconded the motion, and all voted in favor in accepting the revisions to the ED Job Description. Janet's start date is March 29 or sooner.

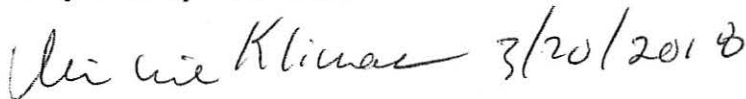
VKlimas, distributed and discussed the following items regarding the Housing Authority's future moderate scale renovation project:

- 12.8.2017, State "Schedule of Competitive Funding Rounds."
- USDA federal "Multi-Family Housing Loan Guarantee Program" summary and its' 12.21. 2017 complete federal regulations.
- A 1.5 inch three binder that included 12 sections of material that VKlimas put together and transmitted to Housing Enterprises Inc. who had requested the material..

VKlimas stressed that while the past six months of daily operational challenges has necessarily placed the overall renovation project in a short term holding pattern; with the new ED coming on board in the very near future, the Board's energies and resources can now be redirected back into the future renovation project and placed into high gear. VKlimas stated he has communicated with both the Arcitect Tom Arcari and Dave Berto Housing Enterprises who are also eager to proceed. Everyone was excited to have the renovation project placed back onto the Board's higher priorities.

The next regular meeting is scheduled for April 16, 2018, 6PM, Community Room at Gosinski Park. The meeting was unanimously approved to adjourn at about 7:15 pm.

Respectfully Submitted:

 3/20/2018

Vinnie Klimas, Chairperson