

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

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

11.19.2018 Regular Meeting Minutes

The meeting was Called to Order at 6PM., Pledge of Allegiance recited by all, Invocation recited by VKlimas, Chairperson as: "God Bless America, Plymouth and everyone at Gosinski Park." All members attended: VKlimas; HCaron, RN; KMackiewicz; MAgey, Resident Elected Member and TKosikowski. Non-voting JOlivieri, Ex. Director-Property Manager and Matt Fontaine, CPS, Controller also attended. Three residents attended.

VKlimas, Moved to amend the Agenda: change to "October" Financials; "add 2019 Budget to Finance Committee" and "add Executive Session to old business to discuss past Lease Application and Lease;" TKosikowski seconded the motion and all voted in favor to amend the items to the Agenda. The 10.15.18 Regular Minutes were distributed and reviewed, TKosikowski, Chairperson moved to accept, CMackiewicz, seconded the motion all voted in favor to accept the Minutes.

Public Comments:

- Resident Computers are a problem and need to be fixed. The Chairperson said they will be addressed by the staff via BOE technical assistance. Porn lockout needs to be added too.
- One Resident stated other residents had their animals go to the bathroom near her unit. The Chairperson will invite Animal control officer and State DEEP officers to discuss animal control issues.
- Another item was to respond to a lease modification payment resident request. The Chairperson said the Board, particularly the Finance Committee, will address the request within the next month.
- Another issue raised one resident alleged congestion at the laundry area. VKlimas, Chairperson stated in his observations and opinion while there used to be congestion because the laundry room was available only during

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the weekday working hours; but, with the FOB electronic system installed for the past couple of years the laundry room is open 7 days a week 24 hours a day and thus the congestion issue for laundry is fully addressed.

- Another item was a suggestion to have a movie night at the Community Room. The Chairperson stated staff will look into the good suggestion.

Janett Olivieri, Executive Director – Property Manager distributed and discussed her November 19, 2018 Executive Director’s Reports. In summation:

- 3 applicants on the lottery and 12 applicants to be placed on the next lottery.
- Thanksgiving Luncheon went very well with 40 people attending.

OCCUPANCY PROFILE

| % Occupancy | Unit | Market Rate/Month | Reason for vacancy |
|--------------------|----------------|----------------------------|------------------------------|
| 98% | 48 {EFF} | \$460 | Waiting for paiting |
| 97% | 58 {1 Bedroom} | \$493 | Move In 11.27.18. |
| 95% | 52 {1 Bedroom} | \$493 | Possession in late November. |
| 93% | 54 {1 bedroom} | \$493 | Possession in late November. |
| 93% | 4 Units | (\$1939) | = |
| | | <u>Monthly Loss</u> | |

Harold Sturgeon has been hired as PT Maintenance person. Working on painting challenges. Will attend CT. Housing Training Academy 12.5.18 & 12.6.18. VKlimas moved to “accept” Janett’s Monthly October 15, 2018 Report, TKosikowki seconded the motion and all voted to favor of the motion.

FINANCE COMMITTEE. KMackiewicz, Treasurer and MFontaine, CPA, Controller DeMarco presented the 6 page October, 2018 Financials. In Summary:

| | Oct., 2018 | Year to Date |
|---------------|------------|--------------|
| Revenue | \$27,374 | \$270,153 |
| Expenses | (\$20,026) | (\$265,700) |
| Net Gain/Loss | \$7,348 | \$4,452 |

Discussion revolved around the in-the-black October., Financial Report’s surplus. While maintenance expenses were down due to medical leave, the largest line item for the year that was higher than expected YTD was legal expenses due to the past lawsuit which has been fully resolved. CMackiewicz, Treasurer, moved to “accept the Oct., 2018 Financials as presented,” VKlimas seconded the motion and all voted in favor of the motion.

MFontaine, CPA, Controller presented the state required “2019 PROJECTED ANNUAL BUDGET.” For the most part it parallels the 2018 Budget with adjustments in management fees being reduced due to the fact the Authority is progressively taking over the management duties as we have hired our own staff; DeMarco will continue to perform the daily financial activities, plus a few other very small in scope variances from 2018 actuals. There are no rent increases in the 2019 Budget. CMackiewicz, Treasurer moved to “accept the draft ‘2019 Budget’ as presented by MFontaine, CPA, VKlimas, seconded the motion and all voted in favor of the Motion.

PHYSICAL PLANT COMMITTEE. TKosikowski, Committee Chairperson and VKlimas, Chairperson presented the following important capital renovations and physical plant upgrade items.

- There was an major meeting with state officials from CT. Dept. of Housing; Ct. Housing Finance Authority; and the Ct. Housing Coalition Academy to discuss the Critical Needs, Pre-development, Capital Needs Assessment regarding the major renovation SSHP Grant/Loan applications. Board members, Housing Consultant, and AIA Individuals representing Gosinski Park were present who presented a “Team” viewpoint. An overview of the “2018 Capital Needs Assessment” 33 page report was distributed and discussed with the State officials. The report, which was well received by

the State, which covered a summary of all the 2 years of hard work everyone has accomplished regarding the:

- Critical Needs \$227,700 (\$204,054 state funds) application” for life safety fire alarm and detection and resident emergency call systems.
- “Pre-development \$226,000 Application” for architectural, engineering, etc., costs that will address the technical aspects for the Capital Needs Assessment.
- Future “Final Construction SSHP Funding” for the \$3.74 to \$4.54 million SSHP future Funding requests.

TKosikowski, VKlimas, HCaron, MAgey, Board member who attended all agreed the meeting was lively and they perceived it went very well. Everyone is awaiting the State’s decision on the funding!

- Everesource has finally arrived at their final engineering calculations for their financial Incentive Grants! In Summary the final calculations are:

| | | EverSource’s Incentive \$ Grant | Authority’s \$ Funding: Repair, Maintenance & Reserves. | TOTAL COSTS |
|------------------------------|-----|------------------------------------|--|-------------|
| Exterior Lighting | LED | \$12,379 | \$12,655 | \$25,034 |
| Interior Lighting | LED | \$7,933 | \$16,967 | \$24,900 |
| Totals | | \$20,312 | \$29,622 | \$49,934 |
| % of Project Contribution | | 41% | 59% | 100% |

The final documents have been signed and work should begin within the next 30 days. Everyone was reminded that this project is a component of the overall “2018 Capital Needs Assessment.” Additionally, the State wanted to make sure we applied for these funds and naturally they were supportive this project with Eversource’s funding was in process.

PERSONNEL AND MANAGEMENT COMMITTEE. HCaron, Chairperson mentioned we have hired Harold Sturgeon as our new PT Maintenance person. We continue to advertise for another PT Maintenance Position and special project laborers. Mike LeBlond is on medical leave.

RESIDENT AND HUMAN RELATIONS COMMITTEE. MAgey, Chairperson mentioned he voiced the residents needs for the State funds to upgrade the facility at the meeting with State officials. The Thanksgiving luncheon held earlier this afternoon was enjoyed by all. He also mentioned he is developing a meeting schedule for the upcoming months and projects it will be ready within one to two months.

2019 Meeting Schedule. VKlimas asked, if the Board was ok with everyone to have the 2019 regular meetings at the same time of 3rd Monday of every month and everyone agreed. He will bring the formal schedule next month.

At approximately 7:10pm, VKlimas moved and TKosikowski seconded the Motion for the Board to go into Executive Session to discuss the Lease Application and Lease issue at hand; and everyone voted yes to go into Executive Session. The Board voted to come out of Executive Session at approximately 7:25pm, TKosikowski moved the motion with HCaron seconded the motion and all voted in the affirmative to come out of Executive Session. The following action was taken. VKlimas, Chairperson moved the following Motion with Tkosikowski seconded and all voted in favor of: "After a thorough discussion and in-depth review, which included our Attorney's advice, the Board voted to accept the Lease Application and Lease that was under review."

Next Regular Meeting is December 17th, 2018, 6pm, Community Room, Gosinski Park. TKosikowski moved to adjourn the meeting, KMackiewicz seconded the motion, and all voted in favor of adjourning the meeting at about 7:35 pm.

Respectfully submitted,



Vinnie Klimas, Chairperson

Chairperson
11/23/2018