

**HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH**

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

**12/18/2017 Regular Meeting Minutes**

Roll Call. Voting members attending: Vinnie Klimas, Chairperson; Harold Sturgeon, Vice Chairperson and Chairperson Physical Plant Committee; Beth Reese, Resident Elected Member and Secretary participated by telephone. At the beginning of the meeting the Chairperson tested the speaker phone and Beth could readily hear our voices and we could hear her voice. Heidi Caron, RN, Chairperson of the Resident and Human Relations is absent due to illness. Other Non-voting persons attending Matt Fontaine, CPA, Controller – DeMarco ; Theresa Schremmer, PHM, Executive Director; Mike LeBlond, Maintenance Supervisor and four residents joined by the end of the meeting.

The Chairperson called the meeting to order at 6:05PM; everyone recited the Pledge of Allegiance; and the Chairperson recited the invocation of “God Bless America, Plymouth, and everyone at Gosinski Park.” The 11/28/2017 Special Meeting Minutes were distributed, VKlimas, moved to accept, HSturgeon, seconded; all voted in favor to accept the Minutes.

**PUBLIC COMMENTS:** At the beginning of the meeting there were no residents thus there were no public comments. 4 Residents joined the meeting throughout the meeting.

**MANAGEMENT REPORTS.** Theresa Schremmer, Executive Director distributed and presented her unsigned Dec. 18, 2017 “Executive Director’s Report.” In summary she reported;

- Coyote problem and distributed Ct. DEEP flyer with explanations and suggestions. To be distributed to all residents.
- 14 people on the waiting list with a 95% occupancy rate or 5 empty units; processing applications to fill the units.
- 18 Maintenance projects completed 11/6 – 12/15 but no report was submitted.

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
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- RESIDENT CHRISTMAS/DECEMBER HOLLIDAY PARTY TOMORROW – DEC. 19TH; 12 PM, COMMUNITY ROOM. FREE PIZZA , REFRESHMENTS, COOKIES AND GIFTS HANDED OUT BY SANTA, THE MAYOR AND HIS WIFE, AND PROVIDED BY THE TOWN’S HUMAN SERVICES COMMISSION. This activity is sponsored by Heidi Caron’s, RN, Resident and Human Relations Committee.
- Arrearages: 3 between \$500-\$1000 and 7 residents under 4500; for a total of \$3472. Payment arrangements have been made.

As we transition to independency we need to acquire Policies and Procedures [P & P] thus we need to purchase by a national entity who up-dates them so we can have our own P. & P.:

- Nan-Mckay 2017 Model Book for ACOP: \$1098.00.
- Nan-McKay 2017 2017 Model Book Administrative Plan and Guide - \$1000.00.
- Nan-McKay master Book Public Housing - \$229.00.
- Additional \$500 for various guides, forms for the future.

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\$2,827 Total requested for needed Policies and procedures so we can have our own. Presently we are using DeMarco’s P & P.

VKlimas stated it is critical to purchase our own Policies and procedures because they are required by State Housing Laws and regulations to have them. VKlimas moved to approve the expenditures for 2018 for a total of \$2827, HSturgeon seconded; all voted in favor to purchase. TSchremmer provided a \$8000 quote for onsite professional services but that was not approved.

VKlimas moved to accept, Hsturgeon seconded, all voted in favor to accept TSchremmer’s Dec.’s 2017 Report .

### COMMITTEE REPORTS.

Finance Committee. Mr. Fontaine distributed and discussed the November, 2017 Monthly Financials Statements. Overall YTD Finances are basically 99% right on target or [\$2,942] which is less than 1% of the P & L.

In summary the November Profit and Loss Financial Statement:

	November 30, 2017	YTD, 2017
Revenue	\$27,265	\$300,602
Expenses	(\$27,688)	(\$303,304)
Net Gain/Loss	(\$422)	(\$2,942}

VKlimas, moved, BReese seconded the Motion to accept the November Financial Statements; and all voted in favor to accept the November 30, 2017 Financials Statements. MFontaine’s, CPA, 12/15/2017 email on the Statements recommended to reduce the “ ... amount set aside for capital improvements in December ...” to offset the (\$2,942}. VKlimas mentioned that it is an appropriate recommendation because we have already surpassed the required amount of \$1000 per unit/year or \$60,000 for the year because we have already set aside \$63,536 for line item 4810 for Prov. Rprs, Maint, Replacments, thus, not setting it aside in the Dec. Financials is fully acceptable per state financial regulations. VKlimas moved to reduce the set-aside for December’s 2017, line item 4810 – Prov. Rprs, Maint, Replacements account for up to 2% of the total Budget, BReese seconded it: all voted in favor of the motion. VKlimas also mentioned he will provide MFontaine some small year end capital expense adjustments for painting, cabinet door replacements, and flag pool replacement.

VKlimas also mentioned that the CHFA has accepted the Housing Authority’s “2018 PROJECTED ANNUAL OPERATING BUDGET” per the required CT. Dept. of Housing and CHFA Budget regulations.

- Personnel and Management Committee. VKlimas, Chairperson reported the law suit is in process and not a lot of change from the previous

meeting has occurred. VKlimas, distributed and discussed the 12/15/2017 draft of the 7 page “Executive Director’s Performance Evaluation Form x 3 Month Probationary Period.” It included the primary sections of the Job Description and the 24 General Duties. The Scoring Scale is a modified Likert Bell Curve Scale which is universally accepted as a valid statistical scale. TSchremmer said she felt fine with the tool. With one very minor line that needed to be corrected between 11 and 12, page 4; VKlimas moved, BReese seconded the motion to approve the Form; and all voted in favor to approve it. VKlimas will implement the Form by the next Board meeting.

VKlimas moved and HSturgeon seconded the motion to go into Executive Session to discuss [1] employee health benefits and [2] resident issue with police; all voted affirmatively to enter an Executive Session at about 7:10 pm. At about 7:40pm VKlimas moved and HSturgeon seconded, and the Board voted affirmatively to come out of Executive Session. Actions taken after coming out of Executive session are:

1. VKlimas moved and HSturgeon seconded, the motion to implement the Paychex Qualified Small Employer HRA, Quaified Small Employer Health Reimbursement Arrangement [QSAHRA} per previous approved \$ amounts and all voted in favor of implementing the specific plan.
  2. VKlimas moved and HSturgeon seconded, the motion to engage our attorney to provide us with a plan regarding our legal options in addressing the resident incident with police which includes review of the existing resident file; and all voted affirmatively regarding this action to be taken.
- Physical Plant Committee. HSturgeon, Chairperson and Mike LeBlond, Maintenance Supervisor discussed the following physical plant topics;
    1. Snow Policy and the strength and weaknesses of the Policy. Very roughly 50% of the residents move their cars and 50% do not move their cars which causes a hardship on staff when plowing the snow.

Mike requested residents for greater cooperation and coordination in moving their cars when asked to. Staff will investigate in acquiring a robo call system to better alert the residents to please move their cars. We'll purchase and salt and sand from the Town Dept. of Public Works who purchases it from the CT. DAS State public bid process, as well as, pet friendly salt will be used. Barrels of sand/salt have been placed at 4 sites, residents can use their material. Suggestions to improve the snow removal system are welcomed.

2. Another issue is the need to develop a Garden Plot Policy and Procedures that encourages creative horticulture and related activities by the residents, as well as, assures safety for all. Rocks placed near sidewalks have damaged the snow blower equipment but everything was fixed by staff. A healthy balance needs to be attained. VKlimas promised he will work with staff to draft a Garden Plot Policy that works for everyone.

VKlimas distributed the 2018 Regular Board, and Finance Committee Meetings schedule for the entire next year. He reminded everyone that the Board meetings are public meetings and are open to the public. Residents are encouraged to attend. 2018 Meetings are on the third Monday of each month at 6:00 pm in the Community Room at Gosinski Park! Finance Committee meetings same day of the month and same location but at 5:15PM. Other Committee meeting schedules will be posted soon. Dates and times are posted on the Town's website, posted at the Bulletin Board in the lobby, and in the Town's Clerk Office.

The Next Regular Meeting is January 15, 2018, 6PM, Community Room, Gosinski Park.

Everyone voted in favor of adjourning the meeting at 8:35 PM.

 (12/20/17)

Respectfully submitted: VKlimas, Chairperson & BReese, Secretary.