

**HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH**

43 Ronald Rd. – Gosinski Park Unit 31, Terryville, Ct. 06786

**3.18.2019 Regular Meeting Minutes – Community Room**

The meeting was called to order at 6pm by VKlimas. Everyone recited the Pledge of Allegiance and VKlimas gave the Invocation of God Bless America, Plymouth, and everyone at Gosinski Park. Roll Call attending voting members: VKlimas, Chairperson; HCaron, Vice Chairperson; MAgey, Chairperson Resident and Human Relations Committee; TKosikowski, Chairperson Physical Plant; and CMackiewicz, Treasurer. Others attending non voting: JOlivieri, Ex. Director-Property Manager; MFontaine, Comptroller, CPA, Demarco Co.; HSturgeon, Maintenance Supervisor – pt; and 5 residents; and Kyle White, Quisnberry/Arcari/Malik, AIA.

The 2.18.2019 Minutes were distributed, read, and TKosikowski made the “motion to accept the Minutes as distributed,” HCaron, seconded, and all voted in favor of the motion.

VKlimas stated regarding the correct address of the Housing Authority Office is as follows:

Housing Authority of the Town of Plymouth  
43 Ronald Rd., - Gosinski Park Unit 31  
Terryville, Ct. 06786.

VKlimas stated he spoke with the Postman and he mentioned the residents can just use Gosinski Park and their Unit number.

VKlimas requested to move up Agenda item 6 and the Physical Plant Committee Report and have Kyle White from the Architect speak first and all agreed. VKlimas distributed a report entitled:

RE: “STATE- SPONSORED HOUSING PORTFOLIO (SSHP) RECAPITALIZATION GRANT/LOAN APPLICATION. THE CT. DEPARTMENT OF HOUSING AND CT. HOUSING FINANCE AUTHORITY’S APPLICATION FOR FUNDS TO REVITALIZE, RENOVATE, AND ADDRESS VARIOUS AMERICAN DISABILITIES ACT, DETERIORATING AND CRUMBLING CAPTITAL NEEDS AT THE 53 YEAR OLD GOSINSKI PARK APPARTMENTS FOR SENIORS AND PERSONS WITH DISABILITIES.”

KWhite’s, AIA, provided an excellent presentation where everyone applauded. VKlimas stated the Board has made statewide tours, deliberated over multiple priority lists over the past two years, and now is the time to take a stand. After questions and discussion by the Board; it was moved by VKlimas and seconded by HCaron to:

1. “Approve the 7 page March 11, 2019 “Probable Estimate of Construction Costs” as presented by Kyle White, Quisenberry/Arcari/Malik, AIA. These estimates are to be submitted for Bidding and SSHP funding. In summary:

Proposed Renovations	Cost Estimate
Base Construction Costs.	\$2,172,975
Alternatives Cost	\$ 247,375
<b>TOTAL ESTIMATED COST:</b>	<b>\$2,420,350</b>

2. Authorize the Chairperson to work with “Housing Enterprises” staff in executing and submitting the state’s SSHP Funding application.
3. Furthermore the Motion authorizes the Chairperson to submit and sign all appropriate state required documents. And it authorizes the Chairperson to meet with state or local officials to answer any questions and make any appropriate questions and

make any appropriate adjustments of a minor scope and change. Any changes are to be reported back to the Board.”

All Board members voted yes to the above motion. Furthermore the Board unanimously approved the Chairperson to sign the State of Ct.’s: “NONDISCRIMINATION CERTIFICATION – New resolution,” Form D; as well as, “Certified Resolution of the Governing Body” which is required to obtain the State funds.

KWhite mentioned that he, the Surveyor, and VKlimas were meeting with the Zoning Board of Appeals on March 26<sup>th</sup> and Planning and Zoning on April 11<sup>th</sup>. VKlimas mentioned that the overall deed transfer has been accomplished; though there appears that a very minor correction might be needed. VKlimas also attached the State of Ct. SSHP, Notice of Funds Available (NOFA) = 19 million dollars. VKlimas also distributed 4 pages from the Governor Lamont’s Budget which highlighted for future budgets *“Housing Policy – In light of progress in this area over the past 8 years, prior authorizations are sufficient.”* This statement is for future years but this does not address the present 19 million NOFA dollars and it is anyone’s guess what the Governor will act upon this NOFA. VKlimas also reminded everyone the \$278,000 Pre-development dollars will be included in the NOFA dollars; or other funding resources. VKlimas stressed that the Board will seek all local, state, federal fiscal revenue streams, as well, as bank financed bonds and standard fiscal notes. Furthermore VKlimas stated due to the renovations a resident Displacement Plan is required when resident are displaced and any costs needs to be paid by the Authority via grants.

VKlimas and KWhite informed everyone that the \$222,700 Critical Needs Life Safety Fire Detection Alarm and Resident Call Bell Systems project is well on its way and should be completed within the 90 day work schedule. And the \$49,500 LED Eversource exterior and interior is about 90% completed and should be completed by the next Regular meeting. MAgey stated he will mark off where the new exterior lights should be installed and that should be completed be next meeting.

**Public Comments were:**

- One resident angrily stated a Christsmas Card wasn't delivered at Christmas time (2+ months ago). The USPO delivers the US mail directly to one's unit mail box. Olivieri stated anyone needs to bring the wrong mail and she will deliver them to the correct person.
- One resident stated her kitchen cabinets were repaired and she was very thankful. She did ask for the top and bottom be painted the same color.
- Everyone stated the snow removal has been excellent. JOlivieri reminded everyone of the snow policy whereas everyone needs to move their cars over to one side so plowing can be properly completed and them to the other side.
- A recommendation was discussed to have some type of Robo Call or Phone Tree System to inform residents of the snow policy or other emergency. VKlimas asked JOlivieri to look into the idea and bring back a solution(s) to the positive recommendation.

## MANAGEMENT REPORTS.

- JOLivieri presented her March.18.2019 ED-Property Manager Report. Upgrade LED lighting is progressing, working on LED fans, she will send out letters to residents for Critical Needs 3 days before construction, 95% occupied, move in for Unit 48 on April 3; JDA/State funding is in process; various misc. issues. VKlimas moved to “accept JOLivieri’s March Report,” HCaron seconded; and all voted in favor to accept her report.
- HSturgeon presented his 1.15.2019-3.15.2019 Completed Work Order Log, which had 64 work orders with snow/sleet storms that maintenance staff concentrated on. HSturgeon mentioned he is reviewing the WO Log and will be revising it to better explain their Work Orders. TKosikowski moved to “accept the Work Order Log Report;” CMackiewicz seconded; and all voted in favor to accept the Report.
- COMMITTEE REPORTS:
  - FINANCE COMMITTEE. MFontaine, CPA Controller and CMackiewicz, Treasurer presented the February 2019 Financials. MFontaine stated the Month was good, the \$450 Comparative Rent Market Study of \$450 is in and will be reposted to the grant money when that comes in. Overall, they stated the February Financials are right on target.

	February, 2019	YTD, 2019
Revenue	\$27,928	\$55,043
Expenses	(\$27,220)	(\$51,338)
Net Income	\$707	\$3,705

After discussion, CMackiewicz, Treasurer moved to “accept the 2019, 5 page February Financials,” VKlimas, seconded; and all voted in favor to accept the February Financials.

- PERSONNEL AND MANAGEMENT.

VKlimas stated there has been no change regarding Worker Compensation pending lawsuits and related legal negotiation issues. Employee evaluations will be performed this coming month and the modified Likert Scale x Job description will be used.

- RESIDENT AND HUMAN RELATIONS COMMITTEE.

MAgey distributed and discussed the March 6, 2019 Committee Minutes. In summary the following topics were presented: phone tree, pet policy, resident comradery, staff issues, trash, generator, and spring dumpster. Their next meeting is at April 3<sup>rd</sup> at 5:30PM.

The next meeting is April 15,<sup>th</sup> at 6PM in the Community Room and everyone voted in favor of adjournment at 7:50pm.

Respectfully Submitted:

*VKlimas*  
*Chairperson*  
*3/23/2019*

VKlimas, Chairperson