

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

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

6.17.2019 Regular Meeting Minutes – Community Room

The meeting was called to order at 6:45pm 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; MAgey, Chairperson Resident and Human Relations Committee; and TKosikowski, Chairperson Physical Plant = quorum. CMackiewicz, Treasurer and HCaron, Vice Chairperson; could not attend. Others attending non-voting: MFontaine, Comptroller, CPA, Demarco Co.; HSturgeon, Maintenance Supervisor; and 7 residents.

The 5.20.2019 Minutes were distributed, read, and TKosikowski made the "motion to accept the Minutes as distributed," MAgey seconded, and all voted in favor of the motion.

VKlimas, Chairperson ask for Public Comments and they were:

- Outside water spigot is missing. We will address your concern.
- Screw missing in exterior mechanical heating box. HSturgeon stated he did correct the problem and will re-check.
- Weather stripping on her door is still missing, HSturgeon stated he tried to install new stripping in February but the resident did not want it installed then and stated to come back in the warmer weather; he and the resident spoke during the last week and both needed to come up with a mutually convenient time to correct the problem. HSturgeon stated he will talk with the resident to set up another appointment to address the issue.

- A resident complained that she thinks the new fire alarm and resident call bell system is transmitting electronic type emissions through the air that is interfering and sending and turning off her medical implant device = it is dangerous to her. She wants to meet with the electrical company immediately. VKlimas requested to please place her complaint in writing and they will immediately investigate her complaint.
- Another resident complained the Chairperson during the facility wide pre-inspection by the AIA, Electrical Contractor, the Chairperson and the maintenance supervisor for the Fire alarm and resident call bell system; the Chairperson was unkind to her. VKlimas stated he disagrees with her characterization of the event and he and the Vice-Chairperson will meet with her to discuss the specific occasion and the topic of garbage.
- Can residents reset or turn off the new fire and/or new fire and resident call bell systems? VKlimas stated as the recent Resident letter described the new Life Safety Systems are now wired to the annunciator panel and will immediately and automatically send a signal to the Monitoring Company who will call in the emergency system to the Emergency Call number to the Plymouth Emergency Communication System. Thus, the alarm signals can NOT be reversed or stopped. Only the Fire Dept. personnel can make the decision to turn off the Fire Alarm system; on resident call bell alarms only the Police or Ambulance personnel make the decision to turn off or reset the resident call bell alarm. Contracts are signed. The Final Town Inspection for the Fire alarm and resident call bell systems is schedule for

Thursday the 26th from 9am to 6pm. See distributed Resident Notification letter for greater details.

MANAGEMENT REPORTS.

- JOlivieri is on medical Leave so there is no ED Report. The Office has been covered by VKlimas and a temp. receptionist. VKlimas stated there are 3 empty units vacant and 3 more very soon. He stressed we need to improve the turn-around time to get units ready.
- HSturgeon presented his 5/20/2019 – 6/13/2019 Completed Maintenance Work Order Log which had 64 work orders; and his Open Work Order Log which had 30 work orders. After discussion of the WO Logs, TKosikowski moved to “accept the two Work Order Log Reports;” VKlimas seconded; and all voted in favor to accept the WO Log Reports. HSturgeon also mentioned the two State ERAP unit re-inspections will take place this month. Also he has spent an additional 30 hours +- assisting on renovation projects. He also distributed the Sales Order Acknowledgement for the two 8” ADA picnic tables with 6’ seats for \$1,581 with green Boards and black legs for the Plastic Recycling. They are maintenance free.

COMMITTEE REPORTS:

- FINANCE COMMITTEE. MFontaine, CPA Controller and VKlimas presented the April 2019 Financials. VKlimas stated “... for YTD we are on target ...” MFontaine stated the Month was good. Adjusting for special capital grants, overall, the standard operations May Financials are:

	May, 2019	YTD, 2019
Revenue	\$27,675	\$137,680
Expenses	(\$22,518)	(\$134,625)
Net Income	\$5,156	\$3,058

MFontaine discussed the designated funds for the Critical Needs; and Pre-Development Grants/Loans which we are on target. Audit should be completed by July's meeting. After discussion, VKlimas, Chairperson moved to "accept the May, 2019, 5 page Financials," TKoskowski, seconded; and all voted in favor to accept the May, 2019 Financials.

PHYSICAL PLANT COMMITTEE. VKlimas and TKosikowski brought the Board up to date on all of the numerous projects.

- \$2,420,375 SSHP Renovation Grant/Loan Application. The SSHP NOFA but it has been "DELAYED" but the state recent State website has added "*New dates to be released in the future.*" We continue to seek USDA, HUD/CDBG, and other funding streams. Naturally, any new submissions will be reviewed and voted upon by the Board.
- \$278,000 Pre-development Grant/Loan DOH initial 50% of the grant/loan of \$139,000 funds have been released to us. This grant/loan is for technical engineering, architectural, environmental, etc. costs which has already been preliminarily approved, implemented, and are being paid this week for work completed and funded.
- \$222,700 Life Safety Critical Needs CT. CHFA Grant/loan. Approximately 99% of the work is completed on the Fire Detection/Alarm and Resident Call Bell systems. We are on

target and should be 100% complete by end of June or early July. Electric Contractor has been paid per state funds receipt and procedures. The 6.13.2019 "Tenth Notice for all Residents in all Buildings" was distributed and the main points were the Final Inspection by Town officials is scheduled for June 27, 2019; 9am-6pm. For the past week or so the system is in a "shake down period" with all systems in a live testing mode. We have made appropriate "punch lists" and we believe are ready and waiting for the hopeful final inspection.

- \$55,000 LED Eversource project is 99% complete. We have received Eversource \$21,869.53; estimated 42% contribution. Final Lien waiver and payment to PTE is occurring tomorrow. New lighting for dark areas identified by MAgey which are not part of the Eversource project but is in tandem to the work, as well as, the front and back door exterior LED lights will begin in the upcoming few weeks.
- PERSONNEL AND MANAGEMENT COMMITTEE. VKlimas requested an Executive Session to discuss ongoing an employee's medical leave request: VKlimas made the Motion to go into Executive Session, TKosikowski seconded the motion; and all voted in favor to go into Executive Sessions at approximately 7:20pm. At about 7:25pm the Board came out of Executive Session and VKlimas made the motion to come out of executive session and TKosikowski seconded the motion; and all voted in favor to approve. No actions were taken.

HCaron and VKlimas are discussing organizational FTE issues and will report back to the Board on their findings.

- RESIDENT AND HUMAN RELATIONS COMMITTEE. MAgey, Chairperson discussed his June 5th Meeting. Minutes will be available at the next regular meeting. He mentioned:

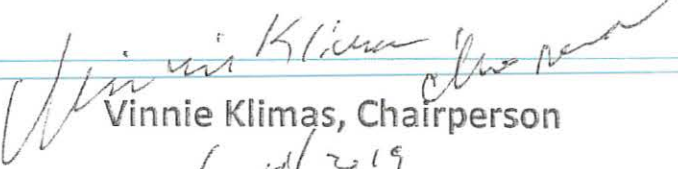
ANNUAL INDEPENDENCE RESIDENT PICNIC:
JULY 3RD, STARTING AT 12 NOON.

Music, hamburgers, hot dogs, chips, etc. Dave Merchant, mayor and his wife Jackie will be visiting. All are invited.

He discussed what the residents raised at the Meeting: coyotes are traveling across campus and bears have been sighted = concern of wild animals ... VKlimas stated the CT. DEEP and local Animal Control Officer will be invited to the next meeting to discuss wild animals issue; need for computer training; distribute flyers for improving comradery activities. VKlimas distributed an email from Bob Green, Surveyor stating he is working on new campus signage and will do his best to install the new sign asap; dumpster will be available for residents within the next two weeks (and is not for general public use); dark areas map drawn for new exterior lighting will be implemented over the next month; Next Resident Committee Meeting is cancelled for July 3rd and will be rescheduled.

Next Authority Regular meeting will be July 15th, 2019 at 6pm in the Community Room. The Board voted to adjourn the meeting at about 7:45pm.

Respectfully Submitted:


Vinnie Klimas, Chairperson
6/24/2019