

**Housing Authority of the Town of Plymouth**

**Gosinski Park**

**Tel: 860-584-9355**

**43 Ronald Road, Unit 31, Community Room**

**Terryville, CT 06786**

**Minutes**

**June 21, 2022**

**Call to Order:** Housing Authority of the Town of Plymouth Chairperson Vincent Klimas called the scheduled June 21, 2022, Housing Authority of the Town of Plymouth Regular meeting to order at 5:30 p.m., in the Community Room, Gosinski Park.

**Roll Call:** Present were Voting Members Housing Authority Board Resident Michael Agey, Housing Authority Board Member Joe Carey, Housing Authority Member/Chairperson Vinnie Klimas and Housing Authority Member Kathy Mackiewicz. Excused Absence: Housing Authority Member Joe Longo.

Also present non-Voting were Matthew Fontaine, CPA, Controller, Financial Consultant for DeMarco Management Corporation, Housing Authority Executive Director Janett Olivieri, and Part-Maintenance Employee (PT) Hank Poulin.

The public also attended.

**Pledge of Allegiance**

Housing Authority Board Chairperson Vinnie Klimas led the Housing Authority Board Members and the Public Audience in the Pledge of Allegiance and saying God Bless America and everyone at Gosinski Park.

**Minutes: 5/17/2022 Regular Meeting**

Housing Authority Board Member Joe Carey made a motion, seconded by Housing Authority Board Member Mike Agey, to accept the May 17, 2022, Minutes as presented. This motion was approved unanimously.

**Public Comment**

Gosinski Park Resident Crystal Doyle questioned the Gosinski Park's Executive Director's scheduled hours and briefly elaborated.

Housing Authority Board Chairman Vinnie Klimas stated he would look into the issue.

Gosinski Park Resident Crystal Doyle stated many of the residents still want hot meals served at Gosinski Park and briefly elaborated.

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Housing Authority Board Chairman Vinnie Klimas stated he would speak to the Executive Director concerning this request and everyone should remember that the Community in total will be closed when they renovate the Community Room, and at that time the hot meals should be back up and operational.

Gosinski Park Resident Crystal Doyle stated she would like to have an electronic Bingo machine purchased for the Community Room. She further stated it would cost \$700.00 and she was looking for permission.

Housing Authority Board Chairman Vinnie Klimas stated it could be put into the budget.

Gosinski Park Resident Crystal Doyle stated she could get the machine a lot quicker, and she would pay for it herself.

Gosinski Park Resident Crystal Doyle stated the Executive Director informed her she would be in attendance at a Tenant's meeting, noting the tenants do not feel they can speak freely with Housing Authority Board members present.

Housing Authority Board Chairman Vinnie Klimas stated any Housing Board Member has the right to be in attendance at a Tenant's meeting, noting it is written in the bylaws as a Committee of the Board: "Resident and Human Relations Committee", as well as it is a Public Meeting and open to the public. He further stated in a "Resident Association" meeting, only the tenants would be in attendance, but it is a separate legal organizational entity vs the Board's organization. Vinnie Klimas stated if the residents wanted a stand-alone independent "Resident Authority" it is the residents' right to establish an independent one and they would be legally responsible for minutes, and their actions, etc.

**Management Executive Director's Monthly Report x Janett Olivieri, Executive Director,  
Hank Poulin, Supervisor, Maintenance Work Order Log**

Janett Olivieri, Executive Director, provided her Executive Director's Report for June 21, 2022.

Current Events: On May 24, 2022, all residents received an additional COVID Self-Test kit provided by Tony Orsini the Plymouth Emergency Management Director along with the attached letter. On June 16, 2022, and June 20, 2022, the site walk through was conducted for the movers who responded to the RFP. All Bidders are required to submit their quotes/bids no later than Friday, June 24, 2022, by 5:00 p.m. The Executive Director ordered sample tote bags that will be used as a carry-on bag during the relocation process. Each resident will receive their own tote bag along with a checklist that will be filed with the most important items i.e., pill case, reading glasses, contact lenses, wallets, jewelry, coin purses etc., during transitioning to ensure that no loose items are misplaced.

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Lottery Waitlist: I am still actively accepting new applicants to put through the upcoming 2022 Lottery waitlist. I now have a total of 48 applications on my waitlist. All current vacant units are still set aside and paid for by the State's DOH approval as "idle capacity" for our relocation plan for the upcoming renovations.

New Vacancies and Occupancy Level: We are currently 81% occupied Current and Future Vacancies table shown with attachment.

Rentals and Lease-ups (acquiring tenant(s)): All current vacancies up to 12 vacancies have been set aside as a planned vacancy loss and approved by the Board of Directors. These units are part of a relocation plan for the upcoming renovations as idled capacity. All vacancy loss should be reimbursed by the grant during the renovations. The Waitlist is actively opened and accepting new applicants. I am meeting with potential prospects daily and waiting on more applications for the upcoming Lottery list for 2022. All vacant units are turned around, completed and have passed building code inspections as of May 2, 2022, and May 3, 2022. As part of the relocation plan, all set aside vacant units will be Smoke Free during the Renovations, yet residents can smoke outside of the units.

Monthly Maintenance Report: The maintenance continues to be proactive about the landscaping/mowing of the lawn. Only emergency work orders should be given to the maintenance going forward till the renovations are done for i.e., water leaks, toilet leaks, cooling issues etc. We will be posting an ad in the paper in the near future for project laborers.

We will be conducting a follow-up walkthrough of all units on Thursday, June 23, 2022-Friday, June 24, 2022, with the Contractors, Maintenance, and Executive Director to verify the layout of each unit. The Authority will have a dumpster delivered on site on July 11, 2022, for the residents as part of the annual clean up Beautification Program. This dumpster will be removed before the construction starts. Please fill out work orders with bulk items that you need removed before construction starts.

Office Issues: We must continue to adhere to government protocol regarding COVID restrictions. There are several lease renewals for the month of June 2022. Management will be hand delivering the attached survey during the walkthrough this week. Residents are urged to continue their rental payments whenever any Eviction Executive order has been lifted, in order to avoid eviction. We will be providing entertainment services to the set aside units based on the responses of the survey. Housing will continue to adhere to the Cares Act waivers for Admissions and Occupancy. The extensions are permitted until December 31, 2022.

Housing Authority Board Member Mike Agey made a motion, seconded by Housing Authority Member Kathy Mackiewicz, to accept Janett Olivieri, Executive Director's Report for June 21, 2022, as submitted. This motion was approved unanimously.

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Maintenance Employee Hank Poulin stated 93 Work Orders had been completed, noting there was nothing out of the ordinary. He further stated they were taking care of lot of lawn work, mowing, weed whacking, etc. at this time of year in order to keep the grounds looking nice. Hank Poulin stated it was pointed out to him that there was grass growing out of the sidewalks and tree limbs down, especially in the back of the buildings, and that work was taken care of. Maintenance Employee Hank Poulin stated his report showed one Work Order open however there are actually four open.

Housing Authority Board Chairman Vinnie Klimas stated the grounds look great, noting Hank Poulin along with his staff member Jeff was doing a nice job.

Housing Authority Board Member Kathy Mackiewicz made a motion, seconded by Housing Authority Board Member Mike Agey, to accept the May 14, 2022-June 15, 2022, Maintenance Report as presented. This motion was approved unanimously.

**Committee Reports:**

Finance Committee: May, 2022-Financials. Matt Fontaine CPA, Controller, and Kathy Mackiewicz, Treasurer. Insurance Item; Matt Fontaine. Jason Geel, CPA, Auditor, has submitted to us the Audit Engagement and for a 30-day extension, the State CHFA has approved the 30 day extension. I project he will begin reviewing within the next month. Please remember we are now executing Annual Audits.

Referencing his attached May financials, Matt Fontaine stated the following: We have not yet received the May bank statement to reconcile and entered estimates for phone/internet, legal, electricity and quarterly water. There may also be missing contractual services, exterminating or other R&M costs but the credit card charges have been entered. Similar to recent months, there are still 2 vacant 1 Bedrooms and 10 vacant efficiencies for a total of 12 vacancies; but they are approved by the state as "Idle Capacity."

A full reduction of \$28,613 year to date vacancy loss with recovery from grant funds would change the year to date Net Loss from \$(18,399) to positive \$10,214. Vacancy losses of \$5,586 caused revenues to be \$4,727 below budget for the month and \$24,539 year to date. As was the case in 2021, grants related to unit renovations have been awarded but revenue will NOT be recorded until earned/spent so although I have included the same table, I have in prior years, there is no difference between that summary and the financial statement's bottom line. Regardless, comparisons of Net Ordinary income relative to budget is the best method of analyzing HAP's operations as they take into account seasonal variations.

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<b>FINANCIAL SUMMARY</b>	<b>May, 2022</b>	<b>YTD, 2022</b>
<b>(NON-DESIGNATED)</b>		
<b>Revenue</b>	<b>\$ 23,391</b>	<b>\$ 115,001</b>
<b>Expenses</b>	<b>\$ 25,787</b>	<b>\$ 133,400</b>
<b>Net Ordinary Income</b>	<b>\$ (2,396)</b>	<b>\$ (18,399)</b>

1. Year-to-date vacancy losses of \$28,613 exceeded that budget line by \$24,013 but will be well worth it in savings when vacant units are used to temporarily house displaced tenants during renovations instead of paying \$100+/night per household.
2. Administrative expenses for the month are \$383 below budget with savings in conventions, payroll related costs and others more than offsetting higher (estimated) legal costs. Year to date remains \$5,584 better than budget from savings in legal and other unused contingencies.
3. Utilities are \$550 worse than budget for the month with estimated electricity higher than budget and water slightly lower than budget. Higher electric rates may result in continued overages, though not at the current trend. Additionally, timing of renovations will impact water (higher occupancy, higher expense) and electricity (higher occupancy, lower expense because tenants pay for electricity in occupied units) as the year progresses.
4. Maintenance is \$2,257 below budget for the month with lower maintenance payroll and savings in supplies, exterminating, HVAC or other repair contract costs. The year-to-date overage decreased to \$2,161 from equipment costs and higher maintenance wages with additional hours for snow removal in winter. Neither should repeat in the coming months allowing results to trend below budget as the year progresses.
5. Other expenses are \$240 below budget for the month and \$1,147 year-to-date period.
6. Net ordinary income for the month is negative \$2,396 which is \$2,397 worse than budget. Year to date is negative \$18,399 and \$26,255 worse than budget. The \$28,613 expected to be recovered from the grant as "Idle Capacity" would make results positive and better than results budgeted from the year to date period. The former is less than the \$5,349 budget overage in vacancy loss and total vacancy loss of \$6,269 that may be recoverable from the grant.
7. Accounts Receivable shown on the balance sheet in account #11000 remain high but receipt of UniteCT funding for one household reduced the amount receivable at 5/31 from prior months.

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With most insurance policies having just been renewed or coming up for 7/1/22 renewal, now is a good time to provide the following coverages:

1. Commercial Property \$5.3M with \$5k deductible; includes \$109k business income replacement
2. Commercial liability \$5M with \$2500 deductible
  - a. includes liability for mold/fungi \$100k limit with \$25k deductible and
  - b. 3<sup>rd</sup> party discrimination \$500k limit with \$2,500 deductible
3. Auto includes Liability/Property Damage/Comprehensive/Collision-\$1M combined single limit with \$1k deductible
4. Worker's Compensation - \$1M
5. 5. Public Officials and Employment Practices Liability - \$1M limit with \$10k deductible
6. Crime \$100k limit with \$5k-7.5k deductible
- 7.

When questioned by Housing Authority Board Chairman Vinnie Klimas, Matt Fontaine stated the Housing Authority has everything for insurance that he would recommend and then some.

Matt Fontaine briefly discussed the Revenue Loss Sheet for Checkerboarding/Idle Capacity which was included in the Housing Board Authority Member's packets.

Housing Authority Board Member Kathy Mackiewicz made a motion, seconded by Housing Authority Member Mike Agey, to accept the May 2022 Financial Report as presented. This motion was approved unanimously.

**Physical Plant Status, Vinnie Klimas, Chairperson. Status.**

**Gosinski Park Capital Improvements Sources of Funds**

DOH SSHP State funds through CHFA to the Housing Authority of the Town of Plymouth	\$2,509,725
DOH CDBG funds through the Town of Plymouth to the Housing Authority of the Town of Plymouth	\$2,300,000
Town of Plymouth CDBG Program Income	\$100,000
Town of Plymouth ARPA funds	\$50,000
DOH Predevelopment Loan	\$278,000
Housing Authority Property Reserves	\$14,877
Housing Authority Equity	\$16,663
Energy Rebates	\$1,805
<b>GRAND TOTAL OF FUNDS</b>	<b>\$5,271,070</b>

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Housing Authority Chairman Vinnie Klimas stated the initial requests for payment to the State (estimated \$600,000) was submitted and the State has asked for a clarification and will be resubmitted this week. He further stated it will include the \$278,000 Predevelopment Loan for us to pay back to DOH/CHFA.

Housing Authority Chairman Vinnie Klimas stated the RFP x Photographer and Graphic Design, and Editorial Abilities has been selected, noting Lisa Phillimore has begun taking pictures and related design etc. activities.

Housing Authority Chairman Vinnie Klimas stated regarding the RFP x Tenant Relocation and Moving Services Company," discussions did occur with the one bidder that was notable over budget, but no new amount was attained so that Bid was rejected; and the company was encouraged to resubmit a new dollar number. He further stated new Ads were published, and several potential bidders were contacted directly, and several are expected to attend the 3:00 p.m. walk through on June 20, 2022, with REBID bids are cautiously expected on June 24, 2022, at 5:00 p.m.

Housing Authority Chairman Vinnie Klimas stated because the General Contractor stated he will be mobilizing on or about August 1, 2022, it would be saving money and energy to combine the fourth annual Independence Day Picnic and Groundbreaking event sometime between July 5<sup>th</sup> to July 30<sup>th</sup>.

Resident and Human Relations - Mike Agey, Resident Commissioner, Chair. Resident and Human Relations Committee - Spring Beautification Activities. The Resident and Human Relations has met. Minutes to be distributed. 2022 Meeting schedule.

Housing Authority Board Member Mike Agey stated they had a good Resident's Meeting last month, noting there were 12 residents in attendance and a lot of good things were raised.

Housing Authority Board Member Mike Agey requested the Executive Director print out 10 copies of the Pet Policy for him to distribute at tomorrow's Resident's Meeting.

When questioned by Housing Authority Board Member Mike Agey, Housing Authority Board Chairman Vinnie Klimas stated two medium-size pods have been budgeted and will be secured in the renovation relocation budget in case we need extra space for a backup.

Noting some residents will be going from a one-bedroom to an efficiency and would probably need to use a pod, Housing Authority Board Member Mike Agey questioned the cost of a pod.

Housing Authority Board Chairman Vinnie Klimas stated he would let him know as soon as possible.

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When questioned by Housing Authority Board Member Mike Agey as to when the hot lunches will resume, Executive Director Janett Olivieri stated she is trying to put together a flier with info for hot lunches for distribution at Gosinski Park and the Town Hall Human Services Department.

She further stated if there was enough interest, she would forward the information to CW Resources and briefly elaborated.

Gosinski Park Resident Crystal Doyle stated there were already enough people in Gosinski Park that wanted hot lunches; noting she felt the fliers did not have to go out. She further stated she was serious and would pay \$1,000 for the hot lunches to resume.

Housing Authority Board Chairman Vinnie Klimas stated we need names and a count.

Executive Director Janett Olivieri stated she will send the listing to CW Resources and noted it would be nice to have other Town seniors that don't live in Gosinski Park at the luncheons, as well.

Maintenance Employee Hank Poulin requested the Residents be made aware tomorrow that a new Work Order box was put up in the Laundry Room.

Housing Authority Board Chairman Vinnie Klimas requested that Housing Authority Board Member Mike Agey let the residents know at his Board meeting that as we move into the renovation stage everyone has to have a little more patience, understand things might not go perfectly right and we need to work and be flexible together.

Housing Authority Board Member Mike Agey stated he was going to pursue the Thomaston Savings Bank Grant again in order to get more picnic tables and whatever the residents request at tomorrow's meeting.

Maintenance Employee Hank Poulin stated one of the wooden picnic tables was disposed of because the metal base had disintegrated.

Gosinski Park Resident Crystal Doyle stated she donated a picnic table to replace it for now. Housing Authority Board Chairman Vinnie Klimas thanked Crystal Doyle for the table.

Housing Authority Board Member Mike Agey stated approximately six people were complaining about door lock and bolt issues on their interior doors, noting the handles are supposed to work in both directions.

Maintenance Employee Hank Poulin stated there are not many complaints for this issue and requested Work Orders be put in; a brief discussion followed.



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Housing Authority Board Member Mike Agey stated he was hoping that the Board could work with the Town Human Service Director Carrie Tedd to get the Farmers Market vouchers again and have them distributed at Gosinski Park and have the number of them distributed be per resident, not per address, as she had done in the past; a brief discussion followed.

Housing Authority Board Chairman Vinnie Klimas stated her would speak to the Mayor regarding the Farmers Market vouchers to make sure they are distributed per person, not per address if possible.

Housing Authority Board Member Mike Agey stated the residents were very happy with the Maintenance work and the direction they were going.

When questioned by Housing Authority Board Member Mike Agey regarding matching payments with Eversource, Housing Authority Board Chairman Vinnie Klimas stated the resident would pay whatever they were paying in the past, just like with the rent, noting it is only a temporary relocation. Housing Authority Chairman Vinnie Klimas stated he would telephone the Utility company, noting whatever a resident paid in their existing unit should remain the same as in their temporary unit; there should be no increase in the payment amount.

When questioned by Executive Director Janett Olivieri if the Utility bills should be transferred; Vinnie Klimas stated he would ask this question, as well, when he speaks to the Utility company

Housing Authority Board Chairman Vinnie Klimas stated the next scheduled meeting of the Housing Authority Board would be held on July 19, 2022, at 5:30 p.m., Gosinski Park.

When questioned by Housing Authority Board Member Joe Carey, Housing Authority Board Chairman Vinnie Klimas stated he will find out if all the locks being put on the doors will be ADA compliant; a brief discussion followed.

**Adjournment**

There being no further business of the Housing Authority of the Town of Plymouth, Housing Authority Board Member Joe Carey made a motion, seconded by Housing Authority Board Member Mike Agey, to adjourn at 6:56 p.m. This motion was approved unanimously.

Respectfully Submitted,



Patricia A. Hale  
Recording Secretary