

**Housing Authority of the Town of Plymouth**

**Gosinski Park  
43 Ronald Road, Unit 31, Community Room  
Terryville, CT 06786**

**Tel: 860-584-9355**

**Minutes**

**August 16, 2022**

**Call to Order:** Housing Authority of the Town of Plymouth Chairperson Vincent Klimas called the scheduled August 16, 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, Housing Authority Member Joe Longo. and Housing Authority Member Kathy Mackiewicz.

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

**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 Invocation.

**Minutes: 7/19/2022 Regular Meeting**

Housing Authority Board Member Kathy Mackiewicz made a motion, seconded by Housing Authority Board Member Joe Longo, to accept the July 19, 2022, Regular Minutes as presented. This motion was approved unanimously.

**Public Comment**

Gosinski Park Resident Kathy Brown questioned if any trees would be taken down and removed during the renovations.

Housing Authority Board Chairperson Vinnie Klimas stated there were dead trees that would be removed during the renovation, stating tree cutting was noted in the blueprints.

When questioned by Gosinski Park Resident Kathy Brown, Housing Authority Board Chairperson Vinnie Klimas stated the unit moving had begun, noting eight Residents had been moved so far.

Maintenance Employee Hank Poulin stated the eight Residents who were moved had taken their furniture with them into their temporary units. NOTE: There are 12 empty units for the ADA Renovation project.

**Housing Authority of the Town of Plymouth Regular Meeting**

**August 16, 2022**

**Page Two of Thirteen Pages**

Gosinski Park Resident Katy Rutkowski stated whenever she tries to speak to the Executive Director Janet Olivieri regarding her rent, Kate alleges Executive Director cuts her off and doesn't let her finish her sentence. She further stated she paid her rent in April and noted when she tried to discuss this with Executive Director Janett Olivieri, she was on her phone and/or texting. Gosinski Park Resident Katy Rutkowski stated she is trying to get assistance with the rent issue.

Housing Authority Board Chairperson Vinnie Klimas requested Gosinski Park Resident Katy Rutkowski put her complaint in writing and either give it to the Executive Director or to any Housing Authority Board Member and the Board would get back to her.

Gosinski Park Resident Katy Rutkowski stated she did give a written complaint to the Town's Social Worker.

Housing Authority Board Chairperson Vinnie Klimas stated the Town Social Worker does not work for the Housing Authority and Katy Rutkowski needed to give the written complaint to him, to any other Housing Authority Board Member or to the Executive Director. He further stated he was expecting some paperwork soon and Gosinski Park Resident Katy Rutkowski's written complaint may be in with that paperwork.

Gosinski Park Resident Katy Rutkowski stated she was scheduled to move in February and questioned if the dumpster would still be available at that time.

When questioned by Housing Authority Board Chairperson Vinnie Klimas, Executive Director Janett Olivieri stated the dumpster could be kept for as long as it is needed; it's just a matter of placing a phone call.

Gosinski Park Resident Katy Rutkowski stated she and Executive Director Janett Olivieri always had a good rapport and that Janett Olivieri is always very nice to her when she comes down to the office. She further stated she loves Executive Director Janett Olivieri to death but with her traumatic brain injury sometimes it's hard for her to say words and explain herself and she just wants to make sure that what she is trying to explain is understood and wants to know what she owes for rent. Katy Rutkowski further stated she didn't want Executive Director Janett Olivieri to think she was talking behind her back, noting she just wasn't in the room when she started talking this evening.

Housing Authority Board Chairperson Vinnie Klimas stated the movers did a great job.

Housing Authority Board Member Mike Agey stated we need to hear from the Residents who were moved on what their thoughts were; a brief discussion followed.

**Housing Authority of the Town of Plymouth Regular Meeting  
August 16, 2022  
Page Three of Thirteen Pages**

When questioned by Housing Authority Board Chairperson Vinnie Klimas, Executive Director Janett Olivieri stated she hadn't passed out the survey (moving), noting she was waiting for everyone to get settled in and would start sending it out next week.

Housing Authority Board Chairperson Vinnie Klimas stated there would be no charge for bubble wrap if residents wanted bubble wrap and that anyone who had purchased bubble wrap previously should turn the receipt in for reimbursement. The Chairperson stressed there should not be any cost to the residents regarding the ADA Renovation Project.

At Maintenance Employee Hank Poulin suggestion, Executive Director Janett Olivieri stated she would ask the movers to supply bubble wrap, along with the packing paper and packing boxes.

When questioned by Gosinski Park Resident Katy Rutkowski, Housing Authority Executive Director Janett Olivieri stated that any additional expenses involved in transferring cable from one apartment to the temporary apartment will be covered by the Housing Authority vis the Renovation funds.

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

Housing Authority Board Chairperson Vinnie Klimas stated along with the regular monthly Executive Director Report, an additional FYI relocation letter has been included. Executive Director Janett Olivieri provided her Executive Director's Report for August 16, 2022, as follows:

Current Events: On July 29, 2022, an informative letter "Renovations Phasing Plan" was hand delivered to each resident of the Housing Authority (attached) scheduled drawing provided by the General Contractor with an estimate time of completion. We have successfully moved the first two buildings which includes unit numbers 1-10 to their temporary units. As per the notification letter, construction/renovations will commence on a projected date of September 5, 2022.

Lottery Waitlist: I am still actively accepting new applicants to put through the upcoming 2022 Lottery waitlist. I now have a total of 50 applications on my waitlist. All current vacant units are still set aside 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 vacancy loss has been reimbursed as part of the grant. The first round of units has been moved to their respective temporary vacant apartments for the upcoming renovation.

**Housing Authority of the Town of Plymouth Regular Meeting  
August 16, 2022  
Page Four of Thirteen Pages**

Maintenance: We delivered a second dumpster and is readily available for the residents that need to get rid of debris or unnecessary bulk items. The residents are urged to get rid of all unnecessary items/debris and make good use of the dumpster that has been delivered as part of the Beautification Program. Any residents that need the office's assistance in getting rid of bulk items is welcomed to fill out a work order for Maintenance's assistance. Any residents in need of boxes/wrapping paper/tape are urged to put in a work order.

Office Issues/New Business: We should continue following government COVID protocols resulting from changes. Feds are reducing many of the requirements, but also recommend the use of face masks in areas where community transmission is deemed high. There are several lease renewals for the month of August 2022. All the J'Damelia recertification for the month July 2022 has been completed and uploaded to PHA-WEB as part of the Recertification process.

Management has not received all the surveys (Cable) that were handed out during the walkthrough to better analyze the cable services management will render to the residents strictly during the upcoming renovations. Management spoke with a Customer Service representative from the cable company who strongly suggested that every single resident transfer their current services to avoid interruptions of their current Wi-Fi/Cable. The resident will then be fully reimbursed for services utilized in the temporary units during relocation by submitting to the office a bill of usage as proof. The residents are urged to take advantage of Affordable Connectivity Program (ACP) as part of the current additional government assistance to help aid the cost of internet and cable services. Please have your last cable bill at reach during relocation to ensure that the transition is smooth. Again, the Housing Authority will be reimbursing the cost of internet/cable during the renovation. Residents are urged to continue their rental payments as the Eviction Executive order has been lifted, to avoid eviction. Housing will continue to adhere to the Cares Act waivers for Admissions and Occupancy. The extensions are permitted until December 31, 2022.

Due to joint use of the office, I recommend that the Housing Authority invests in a laptop that could be equally used between the Board of Directors and the Executive Director. A separate login technology could be implemented to ensure property safety/privacy. A new office schedule has been set and posted on the door. The Executive Director will be away for training from August 28, 2022-August 31, 2022, at the Conn NAHRO Annual Convention.

Housing Authority Board Chairperson Vinnie Klimas stated all moving costs would be covered totally by the Housing Authority; no tenant will be charged a single penny on any matter related to the ADA Renovation State grant.

Executive Director Janett Olivieri stated the Housing Authority Attorney had made a suggestion that we should invest in a laptop because of the joint usage by the Commissioners.

**Housing Authority of the Town of Plymouth Regular Meeting  
August 16, 2022  
Page Five of Thirteen Pages**

Executive Director Janett Olivieri stated the office is set up to meet with the residents and daily activity and sometimes the Commissioners feel the need and want to use the office and it's difficult in such a small space. She further stated the laptop would be for the use of the Board of Directors, the Executive Director, and the Housing Authority, noting if the Commissioners needed it, they could use it and it would alleviate some of the joint use of the office.

Housing Authority Board Member Joe Longo stated if any of the Board Commissioners need a laptop the Town will supply them with one, noting he uses his Town laptop for all his Town business. He further stated he definitely does not feel we need another laptop at the Housing Authority. Housing Authority Board Member Joe Longo stated there is no need or use for it, noting he, along with the other Board Commissioners, are never in the office so what would be the point of purchasing one.

Housing Authority Board Member Mike Agey stated he has never used the computer in the office.

Housing Authority Board Member Joe Carey stated he has never used the computer in the office and has no need for it.

Housing Authority Board Kathy Mackiewicz stated she had never used the computer in the office and doesn't need it.

Executive Director Janett Olivieri stated the Housing Authority Attorney also suggested a different schedule so on Tuesdays and Wednesdays she will be working from home and will come into the office at 12:00 p.m. noon on those days, because Housing Authority Board Chairperson Vinnie Klimas needs the office for the purpose of the grant. She further stated she and Housing Authority Board Chairperson Vinnie Klimas were trying to work in the same office with multiple tasks and projects.

When questioned by Housing Authority Board Kathy Mackiewicz, Housing Authority Board Chairperson Vinnie Klimas stated he would not be in the office forever.

When questioned by Housing Authority Board Member Mike Agey, Housing Authority Board Chairperson Vinnie Klimas stated he and the Executive Director have separate computers.

Housing Authority Board Member Mike Agey stated since both persons have separate computers, he didn't understand how Housing Authority Board Chairperson Vinnie Klimas could be in the way.

Executive Director Janett Olivieri stated the residents like their privacy and when residents come in, they ask for their privacy, so to allow them privacy when meeting to with management she wants to avoid any conflict of interest, noting it's best practice.

**Housing Authority of the Town of Plymouth Regular Meeting**  
**August 16, 2022**  
**Page Six of Thirteen Pages**

Housing Authority Board Member Mike Agey stated that could be addressed with a little communication.

Housing Authority Board Chairperson Vinnie Klimas stated professionally speaking, he doesn't feel there is a need for a laptop.

Gosinski Park Resident Crystal Doyle stated she hasn't had a problem at any time with privacy when speaking to the Executive Director Janett Olivieri and that Housing Authority Board Chairperson Vinnie Klimas has always left the office noting she doesn't see the problem.

Gosinski Park Resident Katy Rutkowski stated other residents have said when they came to see Executive Director Janett Olivieri she was not in the office so the fact that she is working from home two days would be a problem. She further stated she has never had an issue with Housing Authority Board Chairperson Vinnie Klimas being present, noting he has always excused himself from the office. Gosinski Park Resident Katy Rutkowski stated the Residents have already complained about the fact that Executive Director Janett Olivieri is not here or when she is, the Residents cannot get hold of her, so being home two days is only going to make it worse, noting the Resident's problems do not stop when the Executive Director is at home.

Housing Authority Board Member Joe Longo stated he is more concerned about taking the personal information of all the Residents outside this building to another location where it can get lost and into the wrong hands, and if it were his information, he wouldn't want it taken out of the office, noting this is the Resident's home and the information should stay here.

Housing Authority Board Member Kathy Mackiewicz stated she agrees that the office is where the Residents go to ask questions and complain, and everything should be located in the office.

When questioned, Matt Fontaine stated depending on licenses etc., a laptop could cost between \$1,000 and \$1,500, noting there would be an ongoing cost, as well.

Housing Authority Board Member Joe Longo stated if you have a computer at home, you'll also need a printer, and he thinks is not worth it.

Housing Authority Board Member Mike Agey stated he wanted to piggy-back what Housing Authority Board Member Joe Longo was saying about private information getting out by working from home and stated isn't it being done now?

Housing Authority Board Chairperson Vinnie Klimas stated there has been COVID allowances for people to work at home and right now the Governor is relaxing a lot of the guidelines.

**Housing Authority of the Town of Plymouth Regular Meeting**  
**August 16, 2022**  
**Page Seven of Thirteen Pages**

Matt Fontaine stated that he agrees with a lot of the comments so far; noting being physically here is essential to the role Residents have come to expect and briefly elaborated about his company and the number of properties that are managed and how they operate with laptops.

Matt Fontaine stated that already having two/2 computers at Gosinski Park solves the problem and if there's an overlap when Housing Authority Board Chairperson Vinnie Klimas is working on grant related things maybe that should be a time to avoid scheduling meetings with Residents or if it's essential to meet with the Resident, offer to meet with them at their elsewhere. He further stated Housing Authority Board Chairperson Vinnie Klimas could also step out of the office for a period of time, noting that is a good compromise of making it work for the period of the grant. Matt Fontaine stated the grant is coming to its end and Housing Authority Board Chairperson Vinnie Klimas will have more free time and less paperwork.

Housing Authority Board Chairperson Vinnie Klimas stated his time in the office has been greatly reduced and that when the Residents have requested privacy, he naturally leaves the office.

Executive Director Janett Olivieri stated her hearing is not the best so when Housing Authority Board Chairperson Vinnie Klimas is in the office she can't hear anything or anybody else and she's always asked for privacy with the Residents and feels she can't respond to the Resident because the phone is always ringing, the copy machine is running and something is always going on so it's hard for her to focus and pay attention the Resident. She further stated the Attorney had made the suggestion to let Housing Authority Board Chairperson Vinnie Klimas use the computer otherwise she would be in the office, or a laptop could be purchased.

When questioned by Housing Authority Board Chairperson Vinnie Klimas, Executive Director Janett Olivieri stated Housing Authority Board Chairperson Vinnie Klimas has left the office when she asked him for privacy but there was an incident where someone completely distorted that whole situation and said she should never have asked him to leave. She further stated she really needs the privacy to meet with the Residents.

Housing Authority Board Chairperson Vinnie Klimas stated he promises publicly if Executive Director Janett Olivieri asks him to leave the office he would, noting it might take 30 seconds to shut off the computer.

Housing Authority Board Member Joe Longo made a motion, seconded by Housing Authority Board Member Kathy Mackiewicz, to..." not approve the purchase of a separate laptop..." in response to the Executive Director's request in her Executive Director's monthly report. This motion was approved unanimously.

Housing Authority Board Chairperson Vinnie Klimas stated that the Housing Authority Board always advises the Executive Director to put any recommendations in her monthly Executive Director report.

**Housing Authority of the Town of Plymouth Regular Meeting**

**August 16, 2022**

**Page Eight of Thirteen Pages**

Housing Authority Board Chairperson Vinnie Klimas stated the Relocation letter, which was included with the Executive Director's report, answers a lot of Resident questions and included pictures and projection dates, noting the dates could change and that nothing was etched in stone.

When questioned by Housing Authority Board Member Joe Carey, Housing Authority Board Chairperson Vinnie Klimas stated he would raise the question if the Community Room addition excavation was being done in January at the tomorrow's construction meeting, as noted in the Relocation letter.

Maintenance Employee Hank Poulin stated he was told by one of the Contractors today they will be doing excavation in February as long as the frostline cooperates.

Maintenance Employee Hank Poulin stated 84 Work Orders were completed and that three/3 remained open. He further stated there was nothing unusual going on and that there was a lot of mowing. Maintenance Employee Hank Poulin stated Work Orders come in daily and they try to address them as quickly as possible.

Maintenance Employee Hank Poulin stated his last day at Gosinski Park would be September 9, 2022, noting he had personal commitments. He further stated he wanted to thank the Staff and the Board of Directors for their guidance and friendship. Maintenance Employee Hank Poulin stated he also wanted to thank the residents for their friendship, as well.

Housing Authority Board Chairperson Vinnie Klimas stated Maintenance Employee Hank Poulin had done a great job and would be missed.

Housing Authority Board Member Mike Agey stated Maintenance Employee Hank Poulin was the most conscientious Maintenance person at Gosinski Park.

**Committee Reports:**

Referencing the distributed July 5, 2022, email letter from Kim Black, Multifamily Development Officer 3, CT Housing Finance Authority, Housing Authority Board Chairperson Vinnie Klimas stated this has been a big concern for the last five years, noting the amount of \$278,00 was approved to be paid back to the State and is being paid through Advance #1, Loan #20-301 with the wire payable directly to the Department of Housing and the remainder to the Housing Authority.

Finance Committee: July, 2022-Financials. Matt Fontaine CPA, Controller, and Kathy Mackiewicz, Treasurer. Audit to occur sometime soon. We have received the first money ADA Renovation allotment from CHFA/SSHP funds: \$278,000 wired directly to CT DOH to reimburse for the "Pre-Development Grant", and \$120,319 directly to us which includes a \$16,000+ allotment for "Idle Capacity".



**Housing Authority of the Town of Plymouth Regular Meeting  
August 16, 2022; Page Nine of Thirteen Pages**

Referencing his attached July Financials, Matt Fontaine stated the following: The bank statements have been received and reconciled through July. Similarly, electricity and legal costs have been recoded and although we have the amounts for credit card purchases, the allocation between convention/meetings and office expense accounts (or even capitalizing costs related to the renovations or bid notices) among other accounts are likely to be revised in August as needed upon receipt of the detail. Adjustment to prior month estimates include the pension/retirement account line #4160 being negative this month after overstating the June expense. There may also be unbilled contractual services, exterminating or other Repair & Maintenance costs related to July. As in recent months, there are still 2 vacant 1 Bedrooms and 10 vacant efficiencies for a total of 12 vacancies. However, **receipt of \$398,279 of grant funding in July included \$278k to pay off the DOH Predevelopment loan and among other things, \$16,758 towards vacancy loss (Idle Capacity) for 3/1/22-6/30/22.** Additional recovery of funds to fully eliminate the \$23,027 year to date vacancy loss would change the year to date Net Loss from \$(4,382) to positive \$18,645. As noted above, \$398,279 of grant funds have been received in July 2022 with further receipts expected throughout the year followed immediately by related disbursements as approved in the application for grant draw downs. The table below summarizes operating activity separate from grant related impacts. 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.

<b>FINANCIAL SUMMARY</b>	<b>July, 2022</b>	<b>YTD, 2022</b>
<b>(NON-DESIGNATED)</b>		
<b>Revenue</b>	<b>\$ 39,750</b>	<b>\$ 177,751</b>
<b>Expenses</b>	<b>\$ 27,245</b>	<b>\$ 182,133</b>
<b>Net Ordinary Income</b>	<b>\$ 12,505</b>	<b>\$ ( 4,382)</b>

1. Year-to-date vacancy losses of \$23,027 exceeded that budget line by \$16,587 after the \$16,758 recovery but will be 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 \$1,769 above budget with three bi-weekly payrolls hitting July along with payroll processing costs in the legal and outside services line. Year to date is \$9,533 better than budget from savings in every line except office supplies and pension/retirement costs.
3. Utilities are \$860 better than budget for the month with savings in electricity reducing the year to date overage to \$5,360 for the line and \$6,067 for the category when including the water overage. Higher electric rates and responsibility for paying costs of vacant units are likely to 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.

**Housing Authority of the Town of Plymouth Regular Meeting**  
**August 16, 2022**  
**Page Ten of Thirteen Pages**

4. Maintenance is \$1,357 below budget for the month with lower maintenance payroll only slightly above budget despite three pay periods while being fully offset by savings in supplies, contracted services, exterminating and HVAC. Though in the past there have been services performed that have not been billed timely so the year-to-date savings of \$554 may not remain through year end.

5. Other expenses are \$1988 above budget for the month and \$601 year to date entirely as the result of the annual worker's compensation premium audit where the carrier reviews payroll reports and vendors who have provided service without their own worker's compensation coverage.

The amount of employee payroll as well as labor costs of uncovered third party contractors are compared against the original estimated premiums billed at policy renewal.

6. Net ordinary income for the month is positive \$12,505 which is \$10,442 better than budget entirely from recouping vacancy loss for March, April and May 2022. Year to date is negative \$4,382 and still \$13,916 worse than budget. The remaining \$23,027 expected to be recovered from the grant (Idle Capacity) would make results positive and better than results budgeted for the year-to-date period.

When questioned by Gosinski Park Resident Crystal Doyle, Executive Director Janett Olivieri stated she did not think there was any more UniteCT funding monies remaining. She further stated we have received \$9,000 to date and there was one more application pending in the amount of \$4,000, which she was waiting to hear back about.

Housing Authority Board Chairperson Vinnie Klimas made a motion, seconded by Housing Authority Member Joe Longo, to accept the July 2022 Financial Report as presented and acknowledgment of the Pre-development money being returned to the State. This motion was approved unanimously.

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

Housing Authority Board Chairperson Vinnie Klimas stated that the Tenant Temporary Relocation Plan has begun with Jim McCabe Moving Company out of Southington, noting their first two clusters (Units 1 to 10) went extremely smoothly. He further stated Units 1 to 10 are empty and ready for work to begin.

Housing Authority Board Chairperson Vinnie Klimas noted the General Contractor has stated that the mobilization date will be around September 1 or September 5, 2022.

**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>

**Resident and Human Relations** - Mike Agey, Resident Commissioner, Chair. Resident and Human Relations Committee

When questioned by Housing Authority Board Member Mike Agey regarding emergency calls during construction and if the wires will be maintained, Housing Authority Board Chairperson Vinnie Klimas stated they will do their best to keep everything running. He further stated he will ask them tomorrow how this will occur and noted Marius Meyers, the licensed Electrician who installed the system, is also the Electrician who will be adding other components to the 6 ADA units.

Housing Authority Board Member Mike Agey questioned if the storage pods will be secured and will the Residents have keys to them to retrieve items.

Housing Authority Board Chairman Vinnie Klimas stated Residents should have the keys for access, but as of right now it is not looking like anyone needs a pod, noting if someone did need one they would get it at no cost to the resident; the costs if necessary would be paid by the ADA Grant,

When questioned by Housing Authority Board Member Mike Agey, Housing Authority Board Chairperson Vinnie Klimas stated if anyone needed a pod to fill out a Work Order request.

**Housing Authority of the Town of Plymouth Regular Meeting  
August 16, 2022  
Page Twelve of Thirteen Pages**

When questioned by Housing Authority Board Member Mike Agey regarding a date for the picnic/Ground Breaking ceremony, Housing Authority Board Chairperson Vinnie Klimas stated he was getting different dates every week/month from the Contractor and that he had spoken to the Governor and Department of Housing offices and noted they both wanted to make sure construction had begun before any Ground Breaking Ceremony can be scheduled. He further stated it looked like the Contractor would begin work on September 1<sup>st</sup> or September 5<sup>th</sup> and at that time he will begin calling the dignitaries to set up a picnic/ceremony date that everyone can attend.

Housing Authority Board Member Mike Agey stated people are running the stop sign in the east parking lot and questioned possibly having a crosswalk painted there.

Housing Authority Board Chairperson Vinnie Klimas stated a Work Order should be put in for this request. He further stated he would speak to the Police Chief about it, noting running a stop sign could be very dangerous.

Housing Authority Board Member Mike Agey stated a couple of Residents mentioned they can't use their ovens because when they do it keeps setting off the smoke detector even though their ovens are clean.

Maintenance Employee Hank Poulin stated this happens because there are no hoods over the ranges, and unless they open their windows in the kitchen, and possibly even the doors, they can't use the ovens without setting off the smoke alarm.

Housing Authority Board Chairperson Vinnie Klimas stated Marius Meyers should be called to see if there is a solution to this problem.

Gosinski Park Resident Katy Rutkowski stated her oven sets off the smoke alarm every time and she was under the impression that the renovations would provide exhaust fans that would be permanent.

Housing Authority Board Chairperson Vinnie Klimas stated he will ask because he is unsure and that he will get back to everyone with an answer.

Housing Authority Mike Agey stated he had filled out the Thomaston Savings Bank grant online and asked for \$2,000 for three picnic tables. He further stated he hoped Harold Sturgeon had left the previous information in the file.

Housing Authority Board Chairperson Vinnie Klimas thanked Housing Authority Board Member Mike Agey for taking care of this grant, noting it would be great to be outside with more picnic tables.

**Housing Authority of the Town of Plymouth Regular Meeting**

**August 16, 2022**

**Page Thirteen of Thirteen Pages**

Miscellaneous Business Activities--Housing Authority Board Chairperson Vinnie Klimas stated because of the danger involved, no one, including Residents, should be going through the units renovated.

Maintenance Employee Hank Poulin stated the on-site foremen for all of the trades will not have a master key and no one in the construction project will, they will have separate keys that will be turned in after each set of units have been completed and then new keys would be issued for the next set of units with those keys being turned back in, as well.

Housing Authority Board Member Joe Longo stated he had spoken to Social Services at Town Hall and noted they will be coming out with a resource guide which will include all the important phone numbers and that it would be in the form of a booklet and displayed a sample copy of it.


Gosinski Park Resident Crystal Doyle stated she was paying for the booklet, it would not look like the sample shown, and that she and Lisa Phillimore were working on it, not the Town Hall Social Services department.

Housing Authority Board Chairperson Vinnie Klimas stated the next Housing Authority Board Meeting would be held on September 20, 2022, at 5:30 p.m.

**Adjournment**

There being no further business of the Housing Authority of the Town of Plymouth, Housing Authority Board Member Joe Longo made a motion, seconded by Housing Authority Board Member Kathy Mackiewicz, to adjourn at 6:55 p.m. This motion was approved unanimously.

Respectfully Submitted,



Patricia A. Hale  
Recording Secretary