

## HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

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

### 5.20.2019 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; MAgey, Chairperson Resident and Human Relations Committee; CMackiewicz, Treasurer; and TKosikowski, Chairperson Physical Plant; HCaron, Vice Chairperson; could not attend because she is not feeling well. Others attending non-voting: MFontaine, Comptroller, CPA, Demarco Co.; HSturgeon, Maintenance Supervisor; and 6 residents.

The 4.15.2019 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:

1. When is the painting for resident units going to get done?  
VKlimas stated there is a Painting RFP later in the Agenda.
2. Unit 10 requested a one bedroom unit vs their efficiency.  
VKlimas stated there are no available units at this time and we need to follow the Waiting List (and ADA) regulations. He requested the resident to please put in writing their request.
3. Another resident raised the issue of there are two cars that may unregistered and abandoned. VKlimas stated they will look into it.

## MANAGEMENT REPORTS.

- JOlivieri is on medical Leave so there is no ED Report. VKlimas stated there are 4 units vacant and we need to improve the turn-around time to get units ready.
- HSturgeon presented his 5/20/2019 Completed Work Order Log which had 60 work orders. HSturgeon mentioned he is continuing to review the WO Log and will be revising it to better explain their Work Orders. After discussion of the WO Log, TKosikowski moved to "accept the Work Order Log Report;" VKlimas seconded; and all voted in favor to accept the WO Report. HSturgeon also mentioned the State ERAP unit inspections will take place May 31. He also distributed a draft RFP for Painting (which is based off of the deadbolt RFP).
- COMMITTEE REPORTS:
  - FINANCE COMMITTEE. MFontaine, CPA Controller and CMackiewicz, Treasurer presented the April 2019 Financials. KMackiewicz, Treasurer stated "... for YTD we are on target ...". MFontaine stated the Month was good. Overall, the April Financials are:

	April, 2019	YTD, 2019
Revenue	\$27,060	\$110,008
Expenses	(\$27,331)	(\$108,702)
Net Income	(\$271)	\$1,306

MFontaine discussed the designated funds for the Critical Needs; and Pre-Development Grants/Loans. The 5990-1 Line item designated Funds for Critical needs of \$22,874.82 is revenue yet it is subtracted out as an expense to the Contractor for work completed. After discussion, CMackiewicz, Treasurer moved to



“accept the April, 2019, 5 page Financials,” VKlimas, seconded; and all voted in favor to accept the April Financials. CMackiewicz, Treasurer reminded everyone the required two year Audit is in process we should receive the Audit in the next 1-2 months.

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

- **\$2,420,375 SSHP Renovation Grant/Loan Application.** RFP was publically advertised and the two responses are:

CO. NAME	TOTAL AMOUNT
Secondino and Sons	\$2,723,312
NE Building Group	\$3,238,593

See details within the AIA Report. No action is taken pending renovations funding to be acquired and approved. VKlimas stressed all the work was completed by the April 26, SSHP funding NOFA but it has been “DELAYED” by the state. VKlimas reminded everyone that the SSHP Recapitalization Funds NOFA has been DELAYED by the DOH/CHFA Office but not cancelled. We continue to seek USDA, HUD/CDBG, and other funding streams. VKlimas distributed a May 17 Table from Thomaston Savings Bank that provided a Renovation Mortgage with our bank. Naturally, any submissions will be reviewed and voted upon by the Board. As required by the Town Land Use Zoning Boards have reviewed and approved our two requests and their two May 15,2019 “Summary of Decisions” was distributed.

- \$278,000 Pre-development Grant/Loan documents have been signed by us and the Secretary of the Ct. Dept. of Housing. This grant/loan is for technical engineering, architectural, environmental, etc. costs which has already been preliminarily approved, implemented. We are awaiting the OPM identification number. The designated account is all set up and we are awaiting the transmission of 50% allocation.
- \$222,700 Life Safety Critical Needs CT. CHFA Grant/loan. Approximately 50% of the work is completed on the Fire Detection/Alarm and Resident Call Bell systems. First state Check of \$22,874 has been received and substantially paid out to the Contractor. We are awaiting the second Advance paperwork of \$60,342 any time this week of which we will immediately after the check clears issue a check to the Contractor for the work completed. Naturally, appropriate Lien waivers will be executed. We are on target and should be 100% complete by end of June or early July.
- \$55,000 LED Eversource project is 98% complete. Eversource has approved their 40% contribution to the LED Fan and Light Change order. New lighting for dark areas identified by MAgey which is not part of the Eversource project but in tandem to the work will begin in the upcoming few weeks.
- VKlimas distributed a letter from the Fire Marshall stating the existing Open Fire Pit at a Unit that was 2 feet next to the Unit was "NOT ALLOWED" and needed to be corrected immediately. The Chairperson transmitted a letter to the



tenant and the tenant dismantled the Fire Pit by making the stone pit a flowered stone garden. All fire items were eliminated. We will discuss then transmit a Policy to all tenants in the near future.

- PERSONNEL AND MANAGEMENT COMMITTEE. VKlimas requested an Executive Session to discuss legal matters regarding an employee's medical leave request, and annual evaluation. 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 6:45pm. At about 7:15pm the Board came out of Executive Session and VKlimas made the motion to come out of executive session and to vote on the following three actions; TKosikowski seconded the motion; and all voted in favor to approve the May 13, 2019 Minutes which included the following three actions:
  1. Approve an employee's request for Medical Leave and their Family medical Leave Act request to June 30, 2019; and request the Board to approve the Committee's recommendation of approval at its 5/20/2019 Meeting.
  2. Inform employee that their Annual Evaluation will take place when they returns and actions will be retroactive to their Anniversary date.
  3. The Attorney will draft up a letter for the above employee items to be sent by the Chairperson and will continue to assess other legal personnel matters.
- RESIDENT AND HUMAN RELATIONS COMMITTEE. MAgay, Chairperson distributed his May 1 Minutes. He and the Minutes

discussed what the 6 residents raised at the Meeting: computer training; distribute flyers for improving comradery activities: Campus sign needs to updated and corrected - VKlimas stated he he needed to contact Bob Greene, Surveyor will supply new signage and will do his best to install the new sign asap; dumpster will be available early spring for residents and the facility but not for general public use; dark areas map drawn for new exterior lighting will be implemented over the next month; when will flower pots be distributed and VKlimas requested Harold to please act on distributing the flower pots; ADA tables need to be selected on grant Heidi worked on; what is the attic insulation materials. Next Resident Committee Meeting June 5<sup>th</sup>.

Next Authority Regular meeting will be June 17<sup>th</sup>, 2019 at 6pm in the Community Room. The Board voted to adjourn the meeting at 7:35pm.

Respectfully Submitted:

  
Vinnie Klimas, Chairperson  
Chairperson  
5/20/2019