

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

43 Ronald Rd. – Gosinski Park Unit 31 – Community Room, Terryville CT. 06786

MINUTES FOR: The Regular Meeting February 18, 2020.

The meeting was called to order by the VKlimas, Chairperson at 5:30pm, the Pledge of Allegiance was recited by all; and Invocation of "God Bless America, Plymouth, and everyone at Gosinski Park" by VKlimas, Chairperson. Voting members attending: VKlimas, LNHA, Chairperson; MAgey, Resident Elected; and JLongo, Physical Plant and KMackiewicz, Treasurer attended. HCaron, Vice Chairperson for personal reasons did not attend.

Other guests (non- voting) attending: Janett Olivieri, Executive Director; Harold Sturgeon, Supervisor of Maintenance; Matt Fontaine, CPA, Controller and four residents attended. Three residents attended.

The 2020 Annual Regular, Finance Committee, and Resident Committee Meeting Schedules were distributed. The 1.21.2020 Regular Meeting Minutes were distributed and reviewed, and VKlimas moved and MAgey seconded the Motion to accept the Minutes as distributed and the attending Board Members voted in favor to accept the Minutes.

PUBLIC COMMENTS.

One resident thanked everyone for starting to paint their apartment. Another resident thanked HSturgeon for cleaning their heating/AC filter and unit.

MANAGEMENT REPORTS:

1. JOlivieri presented her 1.18.202 Executive Director's Report. In summary she reported that she has an active waiting list to fill the upcoming vacancies, working on several files, 2 vacancies or 97%

occupancy rate, recertifications, working on 100% occupied. Preventative entomology measures taken for Community building; water spigot issue has been addressed, sand barrels have been distributed throughout the campus; new signs are in need to install Plexiglas coverings; updating emergency telephone contact information – 40% in hand; phone issue has finally been resolved it was a coding release issue – all resolved!; attended NE CONN-NAHRO conference; working on Resident Orientation Handbook – looking at two models will try to have draft at next meeting. VKlimas moved to accept her Report, CMackiewicz seconded the Motion and all voted in favor to accept JOlivieri's ED Feb. Report.

2. HSturgeon presented his January 18, 2020 to February 15 Work Order Maintenance Reports. The Reports Identified 70 Work Orders completed and 22 Works Orders that are opened. Sleet and snowstorms took up a lot of time. Showed signs to everyone and working on protective coverings; MAgey noticed the sidewalk correction in front of his house was not corrected VKlimas stated yes that was raised before on the draft print but did not carry over to final copy but will be corrected before finally installed. MAgey motioned to accept the Maintenance Work Order Report, JLongo seconded the Motion, and all voted in favor to accept the Work Order Report.

COMMITTEE REPORTS:

Finance Committee. CMackiewicz, Treasurer and MFontaine, CPA, Controller presented and discussed the 6-page January 2020 Financials.

FINANCIAL SUMMARY (NON-DESIGNATED)	January, 2020	YTD, 2020 (one month)
Revenue	\$28,924	\$28,924
Expenses	(\$27,376)	(\$27,376)
Net Income	\$1,548	\$1,548

Overall, we are positive for Operational Funds. Legal expenses and credit card statements not received yet. Revenue higher than budgeted. Matt also noted we have approximately \$74,875 in capital reserves and \$91,809 in Predevelopment funds; and \$46,032 in checking for operational expenses. We are on target for finances! CMackiewicz, Treasurer moved to accept the Report, VKlimas seconded and all voted in favor of accepting the January Financials. MFontaine stated DeMarco has drafted the Tenant File Audit and will be presenting it soon.

Physical Plant Committee.

- SSHP AND CDBG. VKlimas stressed the CDBG Small Cities Fund Application Deadline is April 3, 2020 and naturally we will submit an Application; VKlimas stated the 175+ page Procurement Compliance report has been sent to Ct. DOH, the transmittal Memo and 3 HUD CDBG Compliance Questions were distributed and we should get a response soon from the CT. DOH; The Town Council and Mayor will hold Public Hearing on the proposed CDBG projects at Gosinski Park: ADA Bump Outs and general renovations on March 3 at 6:00pm in the Assembly Room ... the public is invited to attend and provide public comments; VKlimas, Chairperson, TArcari and KWhite, AIA; DBerto, Housing Consultant, and JOliveiri, ED, will present the CDBG Application presentation. A 2.12. 2020 Bristol Press Article was distributed regarding the Public Hearing.
- VKlimas who also attended the NE CONN-NAHRO Conference stated the workshops were well attended by representatives NE wide, there was an extensive Board of Directors training; and of particular note HUD made a presentation on a new HUD - HOTMA program that allows capital funds be utilized for operational purposes which he hasn't seen in years. While we are two years away from HUD funding that will be a pot of money we will pursue after the renovations are completed in the next 2 to 3 years.

- \$278,000 Pre-Development Grant/Loan from DOH. The AIA and Housing Consultant are fully paid up to date. The remaining funds (roughly \$92,000) are so to speak “in park” but will be used for the required Environmental Reports and completion of the Capital Needs projects.
- VKlimas distributed and discussed a brand-new CT. Dept. of Housing Form entitled “Development Engagement process-Opportunities for Funding” which CT. DOH is now requiring any entity looking for funding housing projects must complete and submit their “DOH/CHFA Development Engagement Profile.” This is a very basic summary of what projects facilities will be asking for funding. VKlimas state we need to complete the form, and using the Capital Needs Assessment as the foundation of information he requested the Board to “approve the Chairperson, along with our Housing Consultant, to complete the new Profile and meet with DOH/CHFA officials to advocate for Gosinski Park;” JLongo seconded the Motion and all voted in favor of the motion.

Resident and Human Relations Committee. MAgey stated that the meeting was held but no resident attended so it was appropriately cancelled. VKlimas complemented MAgey and everyone the complaints are almost non-existent because everyone has worked very hard to address the needs of everyone.

An up-to-date Organizational Chart on the Housing Authority of the Town of Plymouth was distributed. No action from any other Committees. The next meeting will be March 17, 2020, Tuesday at 5:30PM; Community Room at Gosinski Park. Everyone voted in favor of adjournment at about 6:15 pm.

Respectfully Submitted:

Vinnie Klimas
Chair Person
2/21/2020

Vinnie Klimas, Chairperson