

Housing Authority of the Town of Plymouth

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

Tel: 860-584-9355

Minutes

November 16, 2021

Call to Order: Housing Authority of the Town of Plymouth Chairperson Vincent Klimas called the scheduled November 16, 2021, 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 (non-voting until sworn in), Housing Authority Member/Chairperson Vincent Klimas, Housing Authority Member Joe Longo, and Housing Authority Board Treasurer/Member Kathleen Mackiewicz.

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

Pledge of Allegiance

Housing Authority Chairperson Vincent Klimas led the Housing Authority Board Members and the Public Audience in the Pledge of Allegiance.

Invocation

Housing Authority Chairperson Vincent Klimas stated “God Bless America, God Bless Connecticut, and God Bless everyone at Gosinski Park” for the record.

Housing Authority Chairperson Vincent Klimas read the COVID restrictions, as outlined on the agenda, noting the restrictions were still in place.

Housing Authority Board Chairperson Vinnie Klimas introduced Joe Carey, newly appointed Housing Authority Board Member.

Housing Authority Board Member Joe Carey stated he is a State approved Construction inspector who is responsible for site inspections making sure the construction project is contract and code compliance.

Minutes: 10/19/2021 Regular Minutes

Housing Authority Board Member Joe Longo made a motion, seconded by Housing Authority Board Member Cathy Mackiewicz, to accept the October 19, 2021, Minutes as presented. This motion was approved unanimously.

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Public Comment

No report.

**Management Executive Director's Monthly Report x Janett Olivieri, Executive Director,
Harold Sturgeon, Supervisor, Maintenance Work Order Log. New part-time Maintenance
Employee: Hank Poulin**

Janett Olivieri, Executive Director, provided the following Executive Director's Report for November 16, 2021:

Current Events: The site continues to adhere to the CDC guidelines regarding COVID-19 Exposure. On November 2, 2021, a contractor was hired to sanitize and decontaminate all common areas including the office (Unit 31) and the Community Room. We will have our Annual Thanksgiving lunch on Tuesday, November 23, 2021 between 12:15-12:30 p.m. and due to COVID it will be delivered to each household like we did last year in 2020.

Lottery Waitlist: I am still actively accepting new applicants to put through the upcoming 2021 Lottery waitlist. I now have a total of 40 applications on my waitlist. All current 12 vacant units are still set aside for our relocation plan for the upcoming renovations.

New Vacancies and Occupancy Level: We are currently 83% occupied Current and Future Vacancies table shown with attachment.

Rentals and Lease-ups (acquiring tenant(s): I have attached a daily vacancy report to identify all vacancies set aside as planned vacancy losses that were approved by the Board of Directors. These units are part of a relocation plan ("idle capacity") for the upcoming renovations. All vacancy lost should be reimbursed during these renovations. The Waitlist is actively opened and accepting new applicants. I am anticipating a new Lottery list will be implemented by the fall of 2021. We are up to twelve vacancies. The Board has voted on a total of 12 vacant units for the Relocation Plan for full site renovations. More units we will fill the units.

Maintenance: We are currently working on completing the fall cleaning along with the maintaining of the winter equipment. We are in need of project laborers for snow removal, and I am suggesting an advertisement to reflect new wages or increase from \$12.50 to \$17.00/hour.

Office Issues: We continue to adhere to government protocol regarding face masks. All residents must continue to wear their masks while on the property and or common areas. There are fifteen lease renewals for the month of November 2021. I have submitted two applications to Unite CT to assist some of the residents in past due rent and have had some direct contact with Unite CT. Waiting on approval.

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Housing Authority Chairperson Vinnie Klimas made a motion, seconded by Housing Authority Board Member Mike Agey, to accept Janett Olivieri, Executive Director's Report for November 16, 2021, as submitted. This motion was approved unanimously.

Housing Authority Chairperson Vinnie Klimas stated that Harold Sturgeon was retired but was staying on for a while to help train Maintenance Employee Hank Poulin.

Maintenance Employee Hank Poulin stated 69 Work Orders had been completed and 18 Work Orders remained opened for the October 15, 2021-November 10, 2021 period. He further stated they were currently working on fall cleanup and readying the snow equipment for winter. Maintenance Employee Hank Poulin stated the majority of the 18 open Work Orders were for units being readied for rent, were being cleaned up. Maintenance Employee Hank Poulin stated they had calls for a broken key in a lock, one resident was locked out of unit and there was one sewer emergency and briefly elaborated. Harold Sturgeon stated Units 5 and 54 had been inspected by the Town Building Inspector for alarms, noting they passed with flying colors.

Housing Authority Chairperson Vinnie Klimas stated the tractor bucket did not have the snow attachment on nor does the truck have the plow or sander on and we must avoid being caught off guard. He further stated this has to be prepared before the season starts; a brief discussion followed. Housing Authority Chairperson Vinnie Klimas stated he wanted those two pieces of equipment ready to go by Friday. It was noted that Janett Olivieri and Hank Poulin would put together an annual Preventative Maintenance chart on all equipment to follow.

When questioned by Housing Authority Board Member Mike Agey regarding how much is spent annually for snaking drains, Housing Authority Chairperson Vinnie Klimas stated it was a good question and American Rooter should have the amounts on their computer; a brief discussion followed.

Housing Authority Board Member Joe Longo made a motion, seconded by Housing Authority Board Member Cathy Mackiewicz, to accept October 15, 2021-November 10, 2021 Maintenance Report as presented. This motion was approved unanimously.

Housing Authority Chairperson Vinnie Klimas made a motion, seconded by Housing Authority Board Member Joe Longo, the snow removal and sanding equipment will be completed by this Friday. This motion was approved unanimously.

Committee Reports:

Finance Committee October Financials. Matt Fontaine, CPA, Controller and Kathy Mackiewicz, Treasurer and Vinnie Klimas, Chairperson. Town Council x Audit.

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Referencing his attached October financials, Matt Fontaine stated and reviewed the following: There are currently 12 units offline. All credit card statements, and legal bills have been recorded along with estimated phone charges, though additional adjustments may be warranted as part of the bank reconciliation. As previously noted, if the grants allow for recovery of rent lost for apartments kept vacant prior to the start of renovations as expected, an adjustment of approximately \$18k will be made for the 2020 amount and a year-to-date adjustment as much as \$45,478 will be made for the 2021 amount to improve this year's net Loss from \$(7,889) to positive \$37,589. Vacancy losses noted above caused revenues to be \$31,297 below budget. VKlimas mentioned this is called "idle capacity" per HUD regulations.

Despite the credit to maintenance supplies from adjusting prior estimates and absence of significant maintenance costs, year to date remains negative. With additional audit fees, higher heat and snow removal costs in the winter, along with continued vacancies, results are expected to remain under pressure making the year finishing positive fully dependent on recovery of vacancy loss from the grant. As was the case in 2020, 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.

FINANCIAL SUMMARY	October, 2021	YTD, 2021
(NON-DESIGNATED)		
Revenue	\$ 23,036	\$ 246,398
Expenses	\$ 24,497	\$ 254,287
Net Ordinary Income	\$ (1,461)	\$ (7,889)

1. A slight shortfall from rent in excess of base during October is consistent with the year-to-date trend, along with vacancies as noted above. However, the nearly \$33,648 shortfall 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 \$2,906 above budget with overages from the final charges related to the convention, higher advertising, legal fees and audit costs in excess of prior estimates as a result of additional grant related reporting requirements. Additional audit costs will be accrued by year end. The category is now \$13,279 worse than budget and expected to be slightly worse as the year progresses as audit fees come in higher than budget with the switch to annual frequency.

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3. Utilities are \$695 better than budget for the month and \$2,380 year-to-date.
4. Maintenance is \$4,924 below budget for the month with fewer occupied units generating work orders and the reduction of expenses from the adjustment to prior estimates as noted above improving year to date savings to \$26,704.
5. Other expenses are \$274 below budget for the month improving year-to-date to \$1,468 better than budget.
6. Net ordinary income for the month is negative \$1,461 which is \$2,158 worse than budget while year to date is a loss of \$7,889 and \$14,978 worse than budget. The eight-month budget shortfall is less than the \$33.6k budget overage in vacancy loss and less than the \$45,478 total that may be recoverable from the grant.

Housing Authority Board Chairperson Vinnie Klimas briefly explained “idle capacity” by the Federal Regulations to newly appointed Housing Authority Board Member Joe Carey.

When questioned by Housing Authority Board Member Mike Agey why the Office Salaries line item for February and August were \$2,000 higher in February and August 2,000, Matt Fontaine stated employees are paid every 2 weeks, 26 times a year, and two months had three pay days.

Housing Authority Board Chairperson Vinnie Klimas stated he was glad to see the Housing Authority Board Members were paying close attention to the financial numbers, noting this was a good question by Housing Authority Board Member Mike Agey. He further stated that Housing Authority Board Member Cathy Mackiewicz had challenged an Auditor in the past and was correct, noting this was the only time he ever saw that happen.

Housing Authority Board Chairperson stated Matt Fontaine had sent over a draft budget for next year and it would need to be reviewed and tweaked over the next few weeks. Housing Authority Board Chairperson Vinnie Klimas stated he had presented the Audit to the Town Council/new Mayor and Town Clerk, noting they were all very helpful and supportive.

Housing Authority Board Member Kathy Mackiewicz made a motion, seconded by Housing Authority Member Joe Longo, to accept the October 2021 Financial Report as presented. This motion was approved unanimously.

**Physical Plant Status, Vinnie Klimas, Chairperson. Status: About ready to be Bid
\$1.5 Million from HUD CDGG Small Cities CDGG=awaiting status to advertise
\$2.5+ Million from CHFA SSHP renovation funds stated we can advertise.
\$.133 Million Local Funds (Old Town CDBG and Our Funds)**

\$4.133 Million Aggregate Money Allocation=DOH/CHFA

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Please review the revised priority schedule(s) we need to review and vote on it. Reduction in Fiscal scope and increased Add On Alternates=flexibility in finances. Vote on tile thickness and color. Erin Benken, AAM-AIA, REBID/legal ads.

Housing Authority Board Chairperson Vinnie Klimas stated copies of rebidding advertisement had been placed in the Bristol Press, the Republican American, the Plymouth Connection, a Spanish newspaper and a minority newspaper for Hartford and New Haven. He further stated this Friday (10:00 a.m.) would be the start of the walk-through the facility for potential bidders.

Housing Authority Board Chairperson Vinnie Klimas stated the Housing Authority Board needed to discuss and decide on the specifications of the displayed floor tiles. A lengthy discussion concerning the thickness and quality of the tiles for all of the units, one color, waterproof, insulated, R-insulation rating tiles that fit our purpose was discussed. Housing Authority Board Chairperson Vinnie Klimas showed the displayed tiles noting the three choices covered economy, middle and expensive sample tiles.

Housing Authority Board Chairperson Vinnie Klimas made a motion, seconded by Housing Authority Board Member Kathy Mackiewicz, to “select the light grey “Ashen” Respite Cork Backing Tile; and have the walls painted a light gray color.” This motion was approved unanimously.

Referencing the priority item listing discussed at the October Housing Authority Board meeting, Housing Authority Board Chairperson Vinnie Klimas stated the new listing had a total base bid of \$2,813,366.00, Total Add/Alts \$227,060.00, Total Removed \$193,310.00 and Total Bid including Add/Alts \$3,040,426.00. He further stated the numbers had been given to the Architect and the new listing was distributed for review (by each line item) a lengthy discussion followed.

Housing Authority Board Chairperson Vinnie Klimas stated Lisa Phillimore was present this evening to take pictures of the before and after as required as part of the a “Before and After” Accountability Report for the State required process of the Grant and monies being spent.

Housing Authority Board Member Joe Longo made a motion, seconded by Housing Authority Board Chairperson Vinnie Klimas, to approve the priority listing numbers as presented by the Architect in relationship to the Board’s prioritization. The list illuminated some \$400,000 reductions in scope changes in the Add On Alternates. This motion was approved unanimously.

Resident and Human Relations-Mike Agey, Resident Commissioner, Chairperson Resident and Human Relations Committee. Thanksgiving November 23, 2021 at noon. Due to COVID the Thanksgiving meals will be distributed to each unit.

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When questioned by Housing Authority Board Member Mike Agey, Housing Authority Board Chairman Vinnie Klimas stated the Thanksgiving Day flier would be sent out to all residents tomorrow. He further stated due to COVID, the Boston Market dinners would be distributed to the residents and requested all Board Members and Staff be available to assist with the distribution.

Executive Session (A) Status of Resident VAWA and related Legal Issues x Executive Session x Vinnie Klimas, Chairperson. (B) Take any action(s) Mike Wrona, Esq. expert legal advisor by phone and Janett Olivieri, Executive Director

Housing Authority Board Chairperson Vincent Klimas made a motion, seconded by Housing Authority Board Member Joe Longo, to move into Executive Session at 6:59 p.m., to discuss the related legal issues. This motion was approved unanimously. Present for the Executive Session were Housing Authority Resident Member Michael Agey, Housing Authority Board Member Joe Carey, Housing Authority Chairperson Vincent Klimas, Housing Authority Member Joe Longo, and Housing Authority Member Kathy Mackiewicz. Also present for the Executive Session were non-voting members to provide "expert advice" were Matt Fontaine and Executive Director Janett Olivieri.

Housing Authority Board Chairperson Vinnie Klimas made a motion, seconded by Housing Authority Board Member Joe Longo, to move back into regular session at 7:12 p.m. This motion was approved unanimously.

Action, as may be necessary from Executive Session. No action taken.

Next Meeting is Thanksgiving November 23, Noon Meal; 11:15 Special Meeting/Public Hearing on relocation/Maintenance Position. Christmas Party, 12/21/2021 x 12:00 noon, Gosinski Park, Community Room.

Housing Authority Board Chairman Vincent Klimas stated the next meeting of the Housing Authority was scheduled to be held on December 21st however he would like to change the date to December 20th, 12:00 p.m. noon, as he will be out of Town on December 21st. **It was agreed by all Board Members present to change the date of the next Housing Authority Board Meeting to December 20th at 12:00 p.m.**

Adjournment

There being no further business of the Housing Authority of the Town of Plymouth, Housing Authority Board Member Kathy Mackiewicz made a motion, seconded by Housing Authority Board Member Joe Longo, to adjourn at 7:15 p.m. This motion was approved unanimously.

Respectfully Submitted,
Patricia A. Hale, Recording Secretary 