

Housing Authority of the Town of Plymouth

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

Tel: 860-584-9355

Minutes

February 21, 2023

Call to Order: Housing Authority of the Town of Plymouth Chairperson Vinnie Klimas called the scheduled February 21, 2023, Housing Authority of the Town of Plymouth Regular meeting to order at 5:30 p.m., in Unit 24, 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. Housing Authority Chairperson Vinnie Klimas stated Non-Voting Matt Fontaine, CPA, Controller for DeMarco Management Corporation, would be attending via a telephone conversation. Present non-Voting Jason Geel, CPA, Auditor, Maletta & Company, Bristol, and Housing Authority Executive Director Janett Olivieri.

Financial Statements and reports of Independent Accounts for the years ended December 31, 2021 and 2020. Jason Geel, CPA; Auditor, Maletta & Company, CPA's, Bristol, CT. Please note that while this Agenda items is posted at this point on the Agenda, the Auditor has asked to be placed on the Agenda when he arrives at Gosinski Park but he is not exactly sure when he will arrive. The Auditor will then be given the floor to distribute and discuss his Audit as soon as he arrives.

Jason Geel distributed copies of his report and reviewed the highlights. Jason Geel stated their company letter contains their opinion and their responsibilities so basically it is issuing an opinion on the financial statements making sure the numbers are presented fairly, etc., with no issues to be noted or disclaimed. He further stated the letter provides their responsibilities, evaluating the presentation and financials and to review the controls, etc., of spending the funds in accordance with government accounting standards and to make sure they are being spent in accordance with the mission of the agency to ensure there are appropriate controls in place to protect the agency. Jason Geel noted on page four, the Financial Statement/Income/Revenue/Expenses/Changes Statement, stated in the Income/Loss there were some bracketed (red) numbers, noting \$1,700 surplus in 2020 to 2021, there is a \$35,000 revenue loss because \$60,000 is in vacancies "Idle Capacity" being allocated aside for the construction and briefly elaborated. He further stated hopefully, pending reimbursement from the Grant. Jason Geel stated the grant has already reimbursed the Housing Authority \$ 60,000 in "Idle Capacity" allowances subsequent to the statement for the vacancy loss. and the hope is there are adequate "Idle Capacity" funds available in the construction budget,

It was noted that a little money was added to the overall budget for Change Orders and some of that will go into the Idle Capacity. Also, we have to deal with inflation and once the Contractors are locked in you don't have that huge risk of unknowns.

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Jason Geel stated other Housing Authorities have had similar problems when Change Orders have become higher than what was budgeted citing two years ago there was the high inflationary items and supply chain issues. Jason Geel stated he had witnessed one Housing Authority closing this year and noted the chain supply is loosening up a little so hopefully, we will get some relief. Jason Geel stated contingencies and reserves have been a problem for the last couple of years and the worst case would be that it is money well spent; we need to be able to move units around and have units available. Jason Geel stated that Operating Expenses have been flat, less than inflationary which shows a solid job by Management in keeping costs down, and that they look at trends and analysis on where maintenance costs are going, etc.. Jason Geel stated this is another good year, and we're only up \$5,000 and on \$300,000 that's nothing-they are one-time costs. Jason Geel stated that one thing of note, you fill units with new residents and your revenue will hopefully start to increase overall because it's been flat for couple years.

Jason Geel stated the cost-of-living adjustment (COLA) increases do that and asking for rent increases, etc., Housing Authority Chairperson Vinnie Klimas stated a Public Hearing would have to be held and the State would have to approve it.

Jason Geel stated it would also have to be approved on the Energy Subsidy Reform Assessment Framework (ESRAF) side. Jason Geel stated there was nothing on page 5 that would draw your attention however there is a negative decrease in cash and not off what we said on the income statement. Jason Geel noted on page 3 the balance sheet that shows your position and shows the effects of a couple of years; \$50,000 if you were to pay off all your debts you would be left with \$50,000 and it looks you are spending down your reserves noting on page 11 Payment in lieu of taxes (PILOT) Statement in order to save money you're to spend money on capital improvements and that's good and that is what the Housing Authority has been spending monies on, physical assets.

When questioned by Housing Authority Member Mike Agey, Jason Geel stated when the renovations are completed the Housing Authority would have to pay the PILOT per the Abatement process in the Town and Authority's and that's good because it means you're self-sufficient and briefly elaborated.

When questioned by Housing Authority Member Joe Carey, Jason Geel stated when the rents go up so does the PILOT; however Abatement repairs do not have to be structural. He further stated purchasing a picnic table or satisfying a tenant's needs counts.

Jason Geel stated it is good management and governance and in addition to making sure you're operating in the course of the budget, and you have this carve out and it's part of the budgetary process.

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Jason Geel stated the last page of his Audit shows how the Housing Authority is in compliance per below Audit statements:

<p>Audit Page 24</p>	<p><i>... “we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements ...” ...”The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards. ... “.</i></p>
<p>Audit Page 25</p>	<p><i>“COMPLIANCE WITH LAWS AND REGULATIONS” There are no current year audit findings</i></p>

For complete details one should read the entire 25+ page Audit. It will be available at the Town Clerks office and at the Housing Authority’s office. It is a public document. Jason Geel stated the Housing Authority has a good team with DeMarco organizing the finances and streamlining, making everything consistent and clear.

Housing Authority Board Chairperson Vinnie Klimas stated when he first met Jason Geel, he remembers hearing him stating if the bleeding wasn’t stopped at the Housing Authority it would be operationally insolvent. in three months.

Housing Authority Board Chairperson Vinnie Klimas stated that Matt Fontaine over the past 8 years has done an excellent job building from bits and pieces and that he couldn’t thank Matt Fontaine and Jason Geel enough, noting Jason did exactly what an Auditor should do; he rang the alarm. Housing Authority Board Chairperson Vinnie Klimas stated without the financial leadership from Matt Fontaine Gosinski Park might have collapsed.

Matt Fontaine stated he gives Housing Authority Board Chairperson Vinnie Klimas a lot of credit for getting subsidies and grants, maintaining tight operational budgets noting it turned out great for everyone.

Housing Authority Board Chairperson Vinnie Klimas stated when the Ribbon Cutting Ceremony is held this summer, he would like everyone in the room to be in attendance, as well as the local and State officials.

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Housing Authority Board Chairperson Vinnie Klimas noted that on page one, some deficits coming back because of Idle Capacity and stated the bottom bullet cites the money has come in a later time frame.. He further stated he wanted to thank everyone at the Housing Authority and the Board Members, for tightening up the ship's bolts, noting we have come a long way.

When questioned by Housing Authority Board Member, Jason Geel stated the assets for the current year were placed at the end of the year; noting it is a timing difference. He further stated the \$85,000 in 2020 is not being depreciated because it is part of the actual ongoing development so basically no change in depreciable—it would only be placed in service once the actual asset is put online. Jason Geel stated you contributed to the capital asset, but it was finished during the year and briefly elaborated.

Housing Authority Board Chairperson Vinnie Klimas stated that on page 24 our test results are shown and the wording “under Government Auditing Standards” which means we are doing a-okay from Jason Geel and the CPA's.

Matt Fontaine stated it covers the main highlights with no findings, so the Housing Authority is headed in the right direction and noted Jason Geel had covered everything.

Housing Authority Member Kathy Mackiewicz made a motion, seconded by Housing Authority Chairperson Vinnie Klimas, to accept the Auditor's Report, noting there were no instances of non-compliance or other matters that are required reporting under Government Standards for the fiscal years 2020 and 2021. This motion to accept the Audit was approved unanimously.

Pledge of Allegiance/Invocation

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

Minutes 1/31/2023

Housing Authority Member Joe Carey made a motion, seconded by Housing Authority Member Mike Agey, to accept the January 31, 2023, minutes as presented. This motion was approved unanimously.

Public Comments

No report.

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**Management Reports: Executive Director's Janett Olivieri; Hank Rasmussen, PT
Maintenance Supervisor**

Executive Director Janett Olivieri provided her Executive Director's Report for (????) January 31, 2023, as follows:

Current Events: The renovations continue to take place and at this time we have decided to take a slight turn by emptying out three buildings at a time rather than two buildings. As of the last construction meeting, we have determined to turn in building 12 along with buildings 3 and 4. We are anticipating that it will speed up the process allowing for the renovations to be fully completed by the set dates. Once those units are fully renovated, we will have completed 42% of the renovations. As a continuation of the Relocation Project, I have attached the original notice I sent to the residents to remind them that the Relocation Projects are subject to changes. By this point the residents have received a total of nine notices since the renovations commenced back in 2022. For the Valentine's Day holiday, the elementary school students of the donated homemade Valentine's Day cards to the residents of Gosinski Park. They received a card along with the attached flyer from the Terryville Congregational Church. Everyone also received the attached Initial Reminder Notice and would like to thank the residents that have responded to the notice regarding lease renewals and have furnished new information, i.e., income, assets, and medical expenses.

Lottery Waitlist: I am still actively accepting new applicants to put through the upcoming 2023 Lottery waitlist. I now have a total of 70 applications on my waitlist. All current vacant units are still set aside for our relocation plan for the ongoing renovations.

New Vacancies and Occupancy Level: We are currently 79% occupied. Current and Future Vacancies (see attached chart).

Rentals and Lease-ups (acquiring tenants): A percentage of the vacancies has been reimbursed as part of the Idle Capacity. All vacancies are currently being used for the purpose of the renovations as previously anticipated. An additional cluster building has been added to the relocation project. Going forward three cluster buildings (% Apartments per cluster) will be renovated at the same time. All vacant units should be kept at a modest temperature, not increasing 72 degrees Fahrenheit during the renovation and relocation project.

The Executive Director will be reaching out to Eversource to find out any potential increases in electricity usage.

As part of the Relocation project the residents in the first two buildings have been placed back into their fully renovated apartment and or assigned apartment.

Maintenance: The 2016 F-350 Ford truck has a Safety Recall that needs to be corrected the first quarter of year 2023. On February 16, 2023, CFE conducted and passed the fire extinguishers inspection for all the extinguishers on site.

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They have suggested that we give proper usage training once the Community Room/kitchen is renovated.

Office Issues/New Business: The Executive Director continues to work on the resident files, meeting with the residents that responded to the Initial Reminder Notice sent the beginning of the month. There are several lease renewals for the month of February 2023.

On February 15, 2023, the Executive Director attended the Small Public Housing Authority Roundtable via zoom. I have attached the agenda to this report.

On Monday, February 20, 2023, the office was closed in observance to the Presidents Day holiday. The main office and Community Room continues to be in apartment 26, and the Board of Directors office is in apartment 24 where all the public meetings take place. Management is anticipating that the units will be emptied and utilized for the Relocation Project.

Housing Authority Board Chairperson Vinnie Klimas stated the Contractors keep the doors wide open and they need to be reminded to shut the doors to save heat energy.

When questioned by Housing Authority Board Member Mike Agey, Executive Director Janett Olivieri stated she wanted to send a new letter out to residents and the Contractor on Wednesday regarding the thermostat monitors.

Housing Authority Board Member Mike Agey stated the Contractors leave the lights on all night, as well.

When questioned regarding Eversource going up 40% on their rates, Matt Fontaine stated there were two components to the Eversource billing; generation and supply.

Matt Fontaine stated everyone has the right to select a supplier, noting in CT the majority is produced by gas power plants and so the increases to natural gas has driven the rates up for electricity. Matt Fontaine stated on January 1, 2023, the rate increase went from 12 to 22 cent per kilowatt hour. He further stated many residents pay a flat rate each month so the issued is basically borne by the Housing Authority; a brief discussion followed.

Housing Authority Board Chairperson Vinnie Klimas stated we should analyze it and come up with some solutions/plan of action for the next meeting. Vinnie Klimas requested the Executive Director Janett Olivier speak to Matt Fontaine and come up with a one/two-page report on what we should be doing and to give it to him.

Executive Director Janett Olivieri stated we are covering the vacancies only noting the residents might be going over their limits and she is only getting the bills for the Housing Authority. She further stated she is not getting the bills for what the Contractors are using.

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Housing Authority Board Chairperson Vinnie Klimas stated the Executive Director's office location, the main office and the Community Room are all located in apartment 26 and that apartment 24 was subject to change.

Housing Authority Board Chairperson Vinnie Klimas stated we will give Reverend Zack Mabe Thank You note for the meals and Christmas gifts he gave to the residents and that on March 21st, we will give him a Proclamation thank you.

Housing Authority Board Member Mike Agey questioned when people were moved out of the first two buildings was a written survey taken to say they were happy with the moving activities.

Housing Authority Board Chairperson Vinnie Klimas stated we will do a report card at the end of the renovations.

When questioned, Housing Authority Board Chairperson Vinnie Klimas stated the concrete workers, the wall workers and the roofers are all back-to-back and will finish together all at once to make everything go faster.

Housing Authority Board Chairperson Vinnie Klimas stated one apartment had a heavy smoker and the walls were washed down removing the nicotine film; a brief discussion followed.

Housing Authority Board Chairperson Vinnie Klimas stated we will do three clusters to speed up the time in order to meet the timeline.

Housing Authority Board Member Mike Agey stated the residents also need to know this information.

When questioned by Housing Authority Board Member Mike Agey, Executive Director Janett Olivieri stated most residents who got moved in August/September had moved back in December, noting they had damaged the place terribly. She further stated by the lease standards we could terminate their leases.

Housing Authority Board Chairperson Vinnie Klimas stated we would not be terminating any leases and we would have to see the damage. He further stated the residents would be held accountable and we will evaluate the damage on a case-by-case basis.

Maintenance Employee Hank Rasmussen stated the doors were broken, and there were quite a few with holes in the doors, noting there were temporary units that were being used. He further stated the hollow doors are hard to fill in.

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When questioned by Housing Authority Board Member Mike Agey, Maintenance Employee Hank Rasmussen stated this occurred in an average of 1.5 units. Housing Authority Board Chairperson Vinnie Klimas made a motion, seconded by Housing Authority Board Member Mike Agey, to recess for five minutes at 6:55 p.m. This motion was approved unanimously.

Housing Authority Board Chairperson Vinnie Klimas called the Housing Authority Board meeting back to order at 7:00 p.m.

Executive Director Janett Olivieri stated there should be 15 units aside strictly for moving in and out for residents, do not renovate them, and then those 15 units will be the last set, noting that was her recommendation.

Housing Authority Board Chairperson Vinnie Klimas stated we are giving 5 + 5 + 5 and noted it is a net gain and a net wash no matter what.

Housing Authority Board Member Mike Agey stated when people talk over each other that shows a lot of energy, but we should have a little more respect for each other.

Housing Authority Board Member Mike Agey made a motion, seconded by Housing Authority Board Member Kathy Mackiewicz, to accept the Executive Director's Report as distributed and noted we will be renovating the units as 5 + 5 + 5. This motion was approved unanimously.

Maintenance Employee Hank Rasmussen stated he had problems with the computer in the Maintenance Office and briefly elaborated.

Housing Authority Board Chairperson Vinnie Klimas stated we will get whatever is needed and go through IT because they are the experts that we pay a lot of money for.

Maintenance Employee Hank Rasmussen stated they were working on all daily routine tasks, cleanings, sanitizing, and removing trash are all continued on a daily basis. Maintenance Employee Hank Rasmussen state the Construction Supervisor very responsive to our need and we have been responsive to his needs.

Housing Authority Board Chairperson Vinnie Klimas stated the challenging issues that we need to address have been the administrative offices and not because of the people here, but because of threats to charge us \$87,000 at the end of the project made by the by the administrative offices

Maintenance Employee Hank Rasmussen stated all requests have been made in a timely order. Maintenance Employee Hand Rasmussen stated some items will continue to be open like appliance refurbishments; noting we have 12 refrigerators and two stoves ready, and he will make sure we have enough for 10 and go into the air conditioning cleaning.

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He further stated then they will go back to the appliances, noting quite a few of them had mold and dust (particulate matter) Maintenance Employee Hank Rasmussen stated we are making a schedule up for planned maintenance to keep this from happening again such as next year at the anniversary of the move the air conditioners will all be inspected for cleaning.

Housing Authority Board Chairperson Vinnie Klimas stated it might be better to bring in a Contractor to do it so that Maintenance can stay with the daily work; noting we can do a cost comparison of doing it ourselves and the time taken away both in finances and time consumption.

When questioned by Housing Authority Board Chairperson Vinnie Klimas, Maintenance Employee Hank Rasmussen stated if the units are in pretty good order it takes 1.5 hours for disassembling, cleaning and reassembling completed and if it's overloaded with items it takes longer.

Maintenance Employee Hank Rasmussen stated in instances of sewer clogs, they are acted upon immediately. Maintenance Employee Hank Rasmussen stated he was thinking at some point all the sewers will need to be rotor-routed because of their age and avoid toilet backups. He further stated he was going to give residents copies of work orders in writing.

Housing Authority Board Chairperson Vinnie Klimas stated we have requested all residents fill out work orders in order for Maintenance to get credit for the work they are doing.

Maintenance Employee Hank Rasmussen stated preliminary plans are to move residents into temporary or permanent units, and with talking with the Contractor this will happen somewhere in the first week to the second week of March and so there are no surprises. He further stated that as the date nears, he will let all the residents know.

Maintenance Employee Hank Rasmussen stated one resident suggested lighting the pathway to the washing machine at nighttime so they can do their laundry and noted the one light on the garage is also out.

Housing Authority Board Member Mike Agey stated when the extension was done the light went away.

Housing Authority Board Chairperson Vinnie Klimas stated he will bring it up tomorrow and requested that by the end of the week the light should be back up.

When questioned by Housing Authority Board Member Mike Agey, Maintenance Employee Hank Rasmussen stated he did not need special protection when cleans the units after the construction because he's not working in them when they're abating the asbestos.

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When questioned by Housing Authority Board Member Mike Agey, Maintenance Employee Hank Rasmussen stated when someone moves out of a temporary unit, we do need a Certificate of Housing Authority Board Chairperson Vinnie Klimas stated the workers seal the vents and we have pictures of it. He further stated there is money in the budget for photography (\$7,500) to prove everything was done properly and they did accept our first 10 units report which were detailed on our recent Semi-Annual Report to the State DOH.

Occupancy each time; Do we need a CO each time; a brief discussion followed.

Housing Authority Board Member Joe Carey stated he agrees and at some point in time we might want to have the lines jetted and scoped but was unsure of the frequency of the clogs. He further stated the issue might be due to the condition of the piping or misuse of the tenants.

Maintenance Employee Hank Rasmussen stated flushable wipes are not really flushable and they are a problem.

Housing Board Authority Member Joe Carey stated 99.9% of the problems he had when he worked at a school was uneducated people not the pipes.

Housing Authority Board Member Mike Agey stated a lot of people put grease down their drains as well and that builds up.

Housing Authority Board Member Joe Carey stated taking care of this issue could be a PILOT project.

Housing Authority Member Mike Agey made a motion, seconded by Housing Authority Member Kathy Mackiewicz accept the January-February Maintenance Report dated 2-21-2023. This motion was approved unanimously.

Committee Reports:

Finance: January 2023 Financials: Kathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Controller DeMarco Co. possibly January 2023 Financials

Referencing his attached January Financials, Matt Fontaine stated the following: January is the start of the new fiscal year so I've only included the basic Profit & Loss Statement and Balance Sheet. Amounts from January credit card statements have been reported and bank statements received, though we are still likely missing legal bills which may include both an operating and grant related component. Some previously missing hardware store and other invoices were received and have been entered to be reflected herein.

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Given the consistency in which idle capacity has been recovered from grant funds throughout the later part of 2022, including \$26,484 in January, I've shown vacancy loss as \$0 for January 2023 in anticipation of recovering the full \$6966 for the same 13 vacant efficiencies and 2 vacant 1 bedrooms in the next grant draw. Despite the absence of vacancy loss, results for January are negative \$2913 due to significant expenses, including high electricity and maintenance payroll during winter, an annual software license, costs for tenants displaced for plumbing issues, quarterly trash, a fire panel service call and various maintenance supplies that are not expected to continue throughout the year.

Revenue funds of \$877,525 were received in January after \$899,419 in 2022. The table below summarizes operating activity separate from grant related impacts. 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	January, 2023	YTD, 2023
(NON-DESIGNATED)		
Revenue	\$ 28,497	\$ 28,497
Expenses	\$ 31,410	\$ 31,410
Net Ordinary Income	\$ (2,913)	\$ (2,913)

1. Administrative expenses for the month are \$12,110 due to other renting expenses for the software license and hotel costs due to clogged toilet sewer line issues noted above in addition to normal monthly expenses.
2. Electricity at \$3841 in January was significant with higher heating costs in winter combined with higher rates and usage in vacant units.
3. Maintenance is \$11,434 from higher payroll, various purchases from the hardware store, HD Supply and service calls to both ElectroService for the alarm panel and American Rooter for clogged lines.
4. Other expenses including quarterly trash are as expected just over \$3k.
5. Net ordinary income for the month is negative \$2913 excluding grant revenue. The loss is expected to turn positive as the year progresses due to a combination of continued recovery of Idle Capacity effectively maximizing revenue while costs trend lower with the absence of recurring software license costs, alarm service calls and end of winter related costs like heating and additional maintenance hours for snow removal.

Housing Authority Board Chairperson Vinnie Klimas stated Vinnie stated the revenues do not reflect a check of Idle Capacity and he doesn't post it until the check comes in and some of the money from last month was for the expansion of Change Orders and Idle Capacity.

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Housing Authority Board Member Kathy Mackiewicz made a motion, seconded by Housing Authority Board Member Mike Agey, to accept the financial report for January 2023 Financial Report as presented. This motion was approved unanimously.

Housing Authority Board Chairperson Vinnie Klimas stated there was an additional motion at the last meeting was to increase the Change Order as well as the Idle Capacity. He further stated that after talking with the bank they are totally supportive, and they were pleased with the draft Audit and year end statements we gave them. Housing Authority Board Chairperson Vinnie Klimas stated the bank said we should consider taking a note out for a larger amount and they would do a

residential mortgage as follows: approximately \$50,000 for 30 months at \$332.00 per month; \$150,000 for a 30-year note would be \$997.00 month and \$250,000 for a 30-year note would be \$1,663.00 month. He further stated that he spoke to the State, and they said no matter what we do they would have to approve the final note and would support it.

Housing Authority Board Member Kathy Mackiewicz stated she thought the \$250,000 seems like a lot of money and she hates to see the same situation happen again.

Housing Authority Board Chairperson Vinnie Klimas stated Housing Authority Board Member Kathy Mackiewicz was referring to when they had 5 years of deficit financing and a \$500,000 bank account with \$19,000 with no receipts but checks came in.

Housing Authority Board Member Mike Agey stated this would be \$600 per month and ending in six months and you wouldn't be spending any more money so it would be like paying for the truck still.

Matt Fontaine stated broadly speaking he felt if we borrow \$50,000 with a 30-year mortgage it would not be the best way to do it. He further stated we wouldn't want to commit to a 30 year loan and borrowing \$250,000 without a clear set of expenses that you will be using the money for at most 18 to 20 months. Matt Fontaine stated we do not want to borrow money at 10% interest for a rainy day because that's a steep amount to borrow, and if the number we need in the near term is \$50,000 maybe there is some other line of credit the bank could arrange for, if you need more than that then something in the \$100,000 range for 30 years and that would make a lot of sense.

Matt Fontaine stated the idea is once the renovations are done a lot of what you need in the short term should be done and you should be able to rent units more easily and attract people with slightly higher incomes and paying more than the current \$460 and \$493 and all of these things should improve the bottom line so you are able set aside money per year for future capital improvements so you won't have to borrow and can self-finance so in the short term there are still things to be done, so change orders would need a source of money to address it; a brief discussion followed.

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Housing Authority Board Member Kathy Mackiewicz made a motion, seconded by Housing Authority Board Chairperson Vinnie Klimas, to approve the mortgage for \$150,000, 30-year at approximately \$1,000 per month.

Discussion:

When questioned by Housing Authority Board Member Kathy Mackiewicz, Housing Authority Board Chairperson Vinnies Klimas stated with this mortgage we can still pay it down.

Matt Fontaine stated if you use the \$100,000 and not the \$50,000 you can pay it back with no penalty and ask the bank to do an amortization so the payments going forward would be lower with the original 30 year. Vinnie stated yes we can reduce the amount at the time every is converted from a construction/renovation note to a standard mortgage.

Vote: Klimas made a Motion: "To approve a \$150,000 loan from the Thomaston Savings bank." and Kathy Mackiewicz seconded the motion and This motion was approved unanimously.

PHYSICAL PLANT: Vinnie Klimas, Chairperson: Authority Board Chairperson Vinnie Klimas stated to enhance the timing of the ADA Renovation project we will now provide the General Contractor three clusters at one time, instead of just two clusters at one time.

PERSONNEL: Vinnie Klimas, Chairperson stated the Interim Reports were all signed off.

RESIDENT AND HUMAN RELATIONS: Mike Agey, Resident Elected member.

Housing Authority Board Member Mike Agey stated he did not have anything to discuss at this time and that he would be putting a schedule out.

Housing Authority Board Chairperson Vinnie Klimas stated even if there are four meetings for the year, let him know because we are required to give a posting to the Town Clerk.

Housing Authority Board Member Mike Agey stated the Executive Director was supposed to get numbers for the dumpster and did not and now the dumpster is gone.

When questioned by Housing Authority Board Chairperson Vinnie Klimas, Executive Director Janett Olivier stated there is no monthly amount for a dumpster, it is a hauling/deliver fee for about \$600.00 and \$3,000 for three deliveries and three pulls to date; a brief discussion followed.

Executive Director Janett Olivier stated she told the residents to let Maintenance know what they want to throw off and put a Work Order in, noting she does not foresee needing a dumpster right now.

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She further stated she would let Housing Authority Board Chairperson Vinnie Klimas know how much the Housing Authority has paid for dumpsters for the past 12 months.

Housing Authority Board Member Mike Agey stated we to need to be sure not to include the rubbish and recycles in that figure.

Housing Authority Board Chairperson Vinnie Klimas stated dumpsters would be an eligible cost to the renovations.

PERSONNEL: Vinnie Klimas, Chairperson; Interim Report all signed off.

Old/New Business

Housing Authority Board Chairperson Vinnie Klimas stated the next meeting of the Housing Authority Board will be on March 21, 2023 at 5:30 p.m. and probably in Unit 24, and/or Unit 26; He further stated the exact location will be identified three days before the March 21, 2023, meeting, noting it could also be held at the Plymouth Town Hall, which would be totally legitimate as long as it's posted and also shown on the Town website.

Adjournment

There being no further business of the Housing Authority of the Town of Plymouth, Housing Authority Board Chairperson Vinnie Klimas made a motion, seconded by Housing Authority Board Member Joe Carey, to adjourn at 7:40 p.m. This motion was approved unanimously.

Respectfully Submitted,



Patricia A. Hale
Recording Secretary