Housing Authority of the Town of Plymouth
43 Ronald Road, Gosinski Park **Tel: 860-584-9355**
Unit 31, Community Room
Terryville, CT 06786

Minutes **January 31, 2022**

Call to Order: Housing Authority of the Town of Plymouth Chairperson Vinnie Klimas called the scheduled January 31, 2023, Housing Authority of the Town of Plymouth Special meeting to order at 6:30 p.m., in Unit 24, Gosinski Park.

Housing Authority Chairperson Vinnie Klimas stated Joe Longo is no longer a Housing Authority of the Town of Plymouth Board Member because he moved to Bristol and the vacant position would need to be filled, noting he was seeking and forwarding the name(s) to the Mayor and Town Council for their action.

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. Excused Non-Voting Absence: Matt Fontaine, CPA, Controller, Consultant for DeMarco Management Corporation. Also present non-Voting Housing Authority Executive Director Janett Olivieri.

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.

Housing Authority Board Chairperson Vinnie Klimas made a motion, seconded by Housing Authority Board Member Mike Agey, to accept the Housing Authority Board 2023 Meeting Calendar as presented. This motion was approved unanimously.

Minutes: 12/20/2022 Regular Meeting

Housing Authority Board Member Mike Agey made a motion, seconded by Housing Authority Board Member Kathy Mackiewicz, to accept the December 20, 2022, Regular Minutes with the following correction: Mike Agey had recommended changing the amount of the Resident Gift Cards from the Board of Directors be changed from $15.00 to $25.00. This motion was approved unanimously.

Public Comments

Crystal Doyle, Gosinski Park Resident, questioned if the monies were received for the Resident Units garbage disposals.

Housing Authority Board Chairperson Vinnie Klimas stated the monies were received; however the Contractor claimed the wiring for the garbage disposal units were not in the specifications; and Housing Authority Chairperson Vinnie Klimas stated this issue would be discussed later in the agenda, noting the installation is still being discussed.

Crystal Doyle, Gosinski Park Resident, stated the shower curtains for the Resident Units needed to be adjusted, noting either the bars needed to be lowered or purchase longer shower curtains.

Housing Authority Board Chairperson Vinnie Klimas stated they would speak to the Contractor tomorrow and put in a Work Order.

Crystal Doyle, Gosinski Park Resident, stated the Contractors were not putting the curtains, blinds, and shades back up into the units after they removed them and cited a Resident who had to go weeks without any privacy.

Housing Authority Board Chairperson Vinnie Klimas stated this issue would be looked into and addressed, noting the Resident will be helped; a brief discussion followed.

Management Reports: Executive Director's Janett Olivieri; Hank Rasmussen, Part-Time Maintenance Supervisor, Maintenance Work Order Log

Current Events: the first round/two cluster buildings have been fully renovated. All Residents that live in buildings One and Two have been moved back to either their original apartment and or their permanent assigned unit. By the first week of the year 2023 the next two buildings have been cleared and the displaced residents have been placed in an internal temporary inspected apartment for the duration of the next set of renovations. Once those placed in an internal temporary inspected apartment for the duration of the next set of renovations. Once those renovations are completed, we will be at 33% fully renovated Please see attached notices sent to the Residents.

Lottery Waitlist: I am still actively accepting new applicants to put through the upcoming 2023 Lottery waitlist. I now have a total of 65 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 79% occupied. Current and Future Vacancies shown in attached table. Get empty unites are paid via "Idle Capacity".

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.

Leasing up shall commence once the renovations are fully completed.

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 in-house maintenance continues to do the in-house snow removal. Please continue to coordinate and cooperate with the maintenance to have your vehicle moved to the opposite parking lot till they have been plowed. Also, please see attached maintenance letter sent to the residents.
On January 10, 2023, Precision Concrete Cutting made a walkway risk assessment and survey. It was documented that it will potentially cost $18,108.41 which at this time it will cause a substantial financial burden on the site. The final cost would need to be publicly bid. We are currently working on $5.1 million rehabilitation project and should continue till the renovation is fully completed. I have attached a thorough analysis report of all the sidewalk lips.
The maintenance continues to work diligently in covering the needs of the site and the common grounds.

Office Issues/New Business: The Executive Director continues to work on the Resident files, merging necessary paperwork caused by the renovation.

There are several lease renewals for the month of January 2023.
On December 26, 2022, an email was sent out (please see attached email) regarding roll call assistance. Waiting to hear back.

On January 5, 2023, I received an email from Michelle Molina (J'Damelia) regarding the Reasonable Accommodations that may be necessary during the renovation process. Please see attached email communication.

Due to the renovations 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.

The Executive Director has met with Automated Business Solutions to upgrade the copier/fax machine to color copy and some minor changes. Please see attached quote that must be approved by the Board of Director.

When questioned by Housing Authority Board Member Mike Agey if the Dumpster Bid was underquoted, Housing Authority Executive Director Janett Olivieri stated she had already telephoned the dumpster company and noted $3,000 has been spent to date on the rental. She further stated the charges for the dumpster is based on drop off and pick up dates, as well as weight and other factors.

Housing Authority Board Chairperson Vinnie Klimas requested Housing Authority Executive Director Janett Olivieri provide the dollar figures and Dumpster Rental information to him in writing.

When questioned by Housing Authority Board Member Mike Agey, Housing Authority Executive Director Janett Olivieri briefly outlined the repair work for the sidewalks that was quoted by Precision Concrete Cutting.

Housing Authority Board Chairperson Vinnie Klimas stated any item(s) over $10,000 must have publicly RFP Bid.

Housing Authority Executive Director Janett Olivieri statement that she needs to establish a Roll Call for the Gosinski Park Residents and had emailed the Town of Plymouth Technology Department. She further stated she had checked with Gosinski Park's Answering Service and was told they could not do it.

Housing Authority Board Chairperson Vinnie Klimas stated he had spoken to Town of Plymouth IT Specialist Chris Secor noting he would provide him with a company name for the Roll Call System.

Housing Authority Board Member Mike Agey questioned what would disqualify a person from staying in an ADA Unit.

Housing Authority Board Chairperson Vinnie Klimas stated the Housing Authority Board was reviewing drafts corresponding to the level of need and using documentation from Housing Authority Board Member Joe Carey. He further stated he was using this for the ultimate policy and procedure, noting there are different levels of disability and ADA codes are crystal clear. Housing Authority Board Chairperson Vinnie Klimas stated the six bump-out units are completely ADA accessible and would probably have a tenant that would be medically in a motorized wheel chair or a large bariatric wheelchair. He further stated all the units had ADA adaptions but to various degrees and noted he did not believe filling the six bump-out units would be a problem. Housing Authority Board Chairperson Vinnie Klimas stated that if these units are not filled in six months' time, they can be given to a non-ADA person; a brief discussion followed.

Housing Authority Board Chairperson Vinnie Klimas made a motion, seconded by Housing Board Authority Member Mike Agey, to accept the Executive Director's Report dated January 24 2023. This motion was approved unanimously.

Housing Authority Board Chairperson Vinnie Klimas stated because the January 24, 2023, Housing Authority Board meeting was the day after Martin Luther King, Jr., Day he had asked the Executive Director Janett Olivieri to say a few words.

Executive Director Janett Olivieri read a Proclamation on Martin Luther King, Jr., which President Biden had written for the Housing Authority Board Members and the Public.

Hank Rasmussen stated the renovation move crunch has kept Maintenance very busy and things are coming around now.

When questioned by Housing Authority Board Chairperson Vinnie Klimas, Hank Rasmussen stated the was not any one large maintenance item but there were a lot of small things that keeps Maintenance busy. He further stated he had taken care of a couple of faucet repairs for the current aging system and noted the renovations are coming around at the right time. Hank Rasmussen stated one of the Resident's had an electrical issue concerning a GFCI (ground fault circuit interrupter) and that he had taken care of it right away. He further stated he felt Maintenance should be testing all electrical outlets once a quarter, noting the earlier he catches issues the more cost effective it will be.

Housing Authority Board Chairperson Vinnie Klimas stated he believes part of the Annual Review includes Tension Testing and if it does not it needs to be included. He further stated he wanted the Executive Director to review the written annual inspections, noting it should be updated and amended if the Tension Testing is not listed.

When questioned by Gosinski Park Resident Crystal Doyle, Hank Rasmussen stated the main door in the Main Office could be used to access the laundry room and that he had put a sign open indicating this, along with caution tape.

Housing Authority Board Member Joe Carey made a motion, seconded by Housing Authority Board Chairperson Vinnie Klimas, to accept the December 22 to January 2023 Maintenance Work Order Report as presented. This motion was approved unanimously.

COMMITTEE REPORTS: Finance: December 2022 Year End Financials; Kathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Controller, DeMarco Co.

Housing Authority Board Chairperson stated because of the Special Meeting date, Matt Fontaine was unable to attend tonight's meeting.

Housing Authority Board Chairperson Vinnie Klimas stated we are in the black for the year 2022, noting this was during a period of time when the renovations were going on, which makes the road bumpy. He further stated there was a $25,000 surplus, and a $17,221.00 surplus during the month of December 2022. Housing Authority Board Chairperson Vinnie Klimas stated Matt Fontaine can talk about his report at next month's meeting.

Housing Authority Board Member Kathy Mackiewicz stated December was a great month and the 2022 year was greater as a whole--noting she likes the black figures.

Housing Authority Board Member Vinnie Klimas stated a large portion of this surplus is due to the idle capacity and stated a lot of agencies do not know about it. He further stated it is a lot better than a $130.00 per day at a hotel; a brief discussion followed.

Housing Authority Board Member Kathy Mackiewicz made a motion, seconded by Housing Authority Board Chairperson Vinnie, Klimas to accept the Pre-audit December Financial Report, as submitted by Matt Fontaine in his January 30, 2023, email. This motion was approved unanimously.

Housing Authority Board Chairperson Vinnie Klimas stated the Auditor is now working on our audits, noting they had put it off to do a 2-year audit because the State allows for it. He further stated on the last page of Matt Fontaine's Report he has the Renovation line items for the two funding sources listed. Housing Authority Board Chairperson Vinnie Klimas informed the Executive Director and the Housing Board Authority Members that Auditor Jason Geel will be coming over anytime now.

PHYSICAL PLANT: Vinnie Klimas, Chairperson:

Approximate Status x Capital ADA Bump Out Improvements

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
GRAND TOTAL OF FUNDS APPROVED AT THE BEGINNING	$ 5,271,070
#1 Advance Drawdown-Received	($676,279)
#2 Advance Drawdown-Received	($47,259)
#3 Advance Drawdown - Received	($453,881)
#4 Advance Drawdown - Submitted	($877,525.5) – Received SSHP Portion 1/27/2023
GRAND TOTAL OF FUNDS AS OF	$3,216,125.5.

Change orders--nearing Maximum per Contract see CO Listing. See email from State regarding PAC's Change Request for $87,400 which is rejected by Architect and myself. AIA has found it unsubstantiated. Note The PAC started the project 5 months late. Moved tenants into Temporary units while renovating second two clusters. Problem with one new unit because toilet did not work then worked and again did not work.

Housing Authority Board Chairperson Vinnie Klimas stated the report had been submitted and we received the $300,000 check in the other day, noting we have executed checks and received a wire notification that the $500,000 from the CDBG funds will be here today or tomorrow and will give us a remaining portion of $3.2 million from the $5.2 million. Housing Authority Board Chairperson Vinnie Klimas stated the DOH, CHFA, the Architect and the State, all signed off on the overall expenditures and advances.

Housing Authority Board Chairperson Vinnie Klimas stated many Change Orders have come in and presented a summary sheet for review and discussion. He further stated the Change Orders have been a headache, citing the garbage disposals not being wired. Housing Authority Board Chairperson Vinnie Klimas stated all the Change Orders had been approved by the internal/external Architects, everyone at the State team and himself, noting the approved Change Orders were marked in the green columns. He further stated we have $275,000 in Change Orders that have been signed and implemented, noting the Change Orders marked in yellow and orange have been put on hold or cancelled. Housing Authority Board Chairperson Vinnie Klimas noted the State is saying we have $255,000 versus $275,000. He further stated that he and Dave Berto looked at the budget in a very detailed analysis and found we have three areas that were budged but already taken care of with the predevelopment grant as follow: #1/Title Insurance, #2/Legal Fees and #3/Different Insurances, and so we already have the monies. He further stated the truck is approximately $612.00/per month and the bank is willing to give us a $50,000 note so this would all be monies that have been budgeted, not new money. Housing Board Authority Board Chairperson Vinnie Klimas stated this would not be cash out of pocket because all the money was budgeted in and the State is in agreement so we can use that money and reallocate it through a budget amendment and briefly elaborated.

When questioned by Housing Authority Board Member Mike Agey, Housing Authority Board Chairperson Vinnie Klimas stated the Change Orders were for all the units.

Housing Authority Board Member Joe Carey stated the contingency should have been between 10% and 15%, which is the normal amount for Change Orders so the State should have thrown up a flag in the beginning and cited various examples.

Housing Authority Board Chairperson Vinnie Klimas stated that Housing Authority Board Member Joe Carey was a State Licensed Construction Inspector and was valuable member to the Housing Board Authority.

Housing Authority Board Chairperson Vinnie Klimas stated the Architect had put the figures together after months of discussion and everyone said their concerns and comments were included in the specs. He further stated that COVID and material supplies costs had been rising because of COVID.

Housing Authority Board Member Joe Carey stated the materials had more than doubled.

Housing Authority Board Chairperson Vinnie Klimas made a motion, seconded by Housing Authority Board Member Joe Carey, to approve and authorize the following Board of Directors Resolution for the ADA Bump Out Renovations:

Be It Resolved, After the Chairperson, Vinnie Klimas, directly participated in several telephone and meeting discussions, who concurs with the following Budget Amendments:

Hereby Recommends,

"The Board of Directors discuss and approve the following Budget Amendments:

1. Because this time was completed during the pre-develop9ment phase to reallocate the Title Insurances Budget item for $19,744 to be transferred to Construction Contingencies; and

2. Because this item was completed during the pre-development phase to reallocate the DOH External legal fees budgeted for $20,000 to be transferred to Construction Contingencies; and

3. Because existing Insurances are in place and is Budgeted for $28,000 to be transferred to Construction Contingencies; and

4. The Chairperson and Treasurer of the Board of Directors seek a long-term loan of $50,000 up to $100,000 from the Thomaston Savings Bank for the primary purpose of increasing Idle Capacity and Construction Contingencies (designated for but not limited to) the concrete sidewalks ADA codes at the V sections clusters of the non-Bump Out cluster units; therefore,

THE BOARD OF DIRECTORS HEREBY APPROVES, on this day of 1/31/2023 approves the Chairman of the Board to process and execute all necessary documents for the above 4 Budget Amendments to be transferred to Idle Capacity and Construction Contingencies for the ADA Bump Out Renovation Project of the Housing Authority of the Town of Plymouth."

Vote: This motion was approved unanimously.

Housing Authority Board Chairperson Vinnie Klimas stated he would send this Resolution to the State first thing tomorrow morning.

Housing Authority Board Chairperson Vinnie Klimas stated the Contractor PAC Group, LLC, has put in a Change Order in the amount of $87,400 however both he and the Architect have rejected it. He further stated that PAC Group, LLC, did not start the project for five months and therefore it is their own fault and briefly elaborated. He further stated the Architect had stated the following: "The proposed delay timeframes, delay justifications, and corresponding delay costs are unsubstantiated and hold no merit."

PERSONNEL: Housing Authority Board Chairperson Vinnie Klimas stated the Interim Report was signed off; Final Annual evaluation and the Report was to be completed by the February 21st meeting.

RESIDENT AND HUMAN RELATIONS: Mike Agey, Resident Elected Member
Housing Authority Board Member Mike Agey noted his unit is part of the second of the two buildings being renovated and questioned if this evening's meeting room (Unit 24) will be the next building to be renovated.

Housing Authority Board Chairperson Vinnie Klimas stated we are adding a third set of units now and a decision will be made in the next week and a half, noting if we lose Unit 24 it would not be important because the files can be stored in the Main Office and by law, we could utilize a meeting room in the Town Hall.

When questioned by Housing Authority Board Member Mike Agey, Housing Authority Board Chairperson Vinnie Klimas stated the Community Room was not on schedule, noting there was a health code violation that had been noted by the Torrington Area Health Department. He further stated this violation went many years back and that a set of documents had been delivered to the Architect on how we will resolve the Health Code violation.

Old/New Business
Housing Authority Board Chairperson Vinnie Klimas stated the next meeting of the Housing Authority Board would be held on February 21,2023, at 5:30 p.m. He further stated the meeting would probably be held in Unit 24, but possibly in the Community Room if the renovations were completed. Housing Authority Board Chairperson Vinnie Klimas stated the final location would be announced.

Housing Authority Board Chairperson Vinnie Klimas distributed copies of the 2023 Meeting Schedule for the Housing Authority Board, noting the listing would be posted on the door of Units 24 and 26, as well as on the Town Website until further notice.

Housing Authority Board Chairperson Vinnie Klima wished everyone a Happy Valentine's Day.

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 Mike Agey, to adjourn at 7:55 p.m. This motion was approved unanimously.

Respectfully Submitted,

Patricia A. Hale
Recording Secretary