

Tel: 860-584-9355

43 Ronald Road

Unit 31, Community Room

Terryville, CT 06786

Minutes

March 21, 2023

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled March 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.

Also present non-Voting were Matthew Fontaine, CPA, Controller, Consultant for DeMarco Management Corporation, Housing Authority Executive Director Janett Olivieri, and Part-time Maintenance Employee Hank Rasmussen.

Proclamation of Appreciation to Reverend Zachery Mabe. Pastor Terryville Congregational Church by Mike Agey, Resident Commissioner and the entire Board and Residents.

Pledge of Allegiance

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

Invocation

Vinnie Klimas stated “God Bless America, God Bless Connecticut, and God Bless everyone at Gosinski Park” for the record.

Acceptance of Minutes (February 21, 2023)

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to accept the February 21, 2023, minutes as presented. This motion was approved unanimously.

Public Comments

Gosinski Park Resident questioned when she would be contacted about her unit move so she can contact Frontier in time for her move.

Vinnie Klimas stated she would be getting a letter a couple of days before the move; a brief discussion followed.

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When questioned by Gosinski Park Resident, Hank Rasmussen stated he needed to get more boxes.

Vinnie Klimas stated the movers would get the boxes and do everything involved in the move (packing, moving, etc.). Vinnie Klimas said he would make a call to get additional boxes.

Hank Rasmussen stated the outside of the boxes should be checked off on what the contents are.

Gosinski Park Resident there isn't a dumpster and questioned if they would be getting another one.

Vinnie Klimas stated they needed to look at the budget over the next several days to see if there were monies available.

When questioned by Gosinski Park Resident Catherine Robb Vinnie Klimas stated the empty boxes should be given to Part-time Maintenance Employee Hank Rasmussen.

Housing Authority Board Member Mike Agey stated the water should not be shut off in the units because the move isn't always on time and should be shut off closer to the time the actual move occurs.

Vinnie Klimas stated moving forward the water will not be shut off until the resident is out of the unit.

Gosinski Park Resident stated she cannot be moved into a temporary unit that had a smoker in it, noting everyone is supposed to smoke outside but not everyone does.

Vinnie Klimas stated every effort is made to ensure there is no smoke adhering to the walls.

Gosinski Park Resident Crystal Doyle stated her sister has been requesting a light in her kitchen be fixed for several months now and questioned when it would be taken care of.

Director Janett Olivieri stated she had ordered a light via the telephone and email and noted they were under warranty and Gosinski Park would be charged for the labor if the company installs it.

Vinnie Klimas stated for the time being a light will be taken from an empty unit and installed in Crystal Doyle's sister's unit; a brief discussion followed.

Kate Rutkowski stated she had explained to Janett Olivieri that she had no room in her apartment for boxes containing items that she wanted to put in a dumpster; questioned when another would be made available and briefly elaborated.

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Vinnie Klimas stated getting another dumpster was a fiscal issue; it cost money, was expensive; that a dumpster has been available to the Gosinski Park Residents for at least nine months, and that he and Janett Olivier would discuss it tomorrow; a brief discussion followed.

Katie Rutkowski stated she had spoken to the head of construction because while the workers were doing gutter work, they dropped pieces of gutter all over her yard. She further stated she also had coffee cups, pieces of boxes, nails in wood, and a leftover pizza, noting she had pictures. Kate Rutkowski stated she was told there were other complaints about this issue and the head of construction said he would begin walking the properties to check on it.

Gosinski Park Resident Katie Rutkowski stated she currently has a large carpet in her unit which she is unable to remove and was told by the head of construction to leave it behind and they would dispose of it.

Gosinski Park Resident Crystal Doyle stated the trash has been pretty bad during renovations and noted and her sister got a nail in her car tire. She further stated she has been picking nails and screws up and putting them in a bucket in front to the Main Office.

Gosinski Park Resident stated she had two nails her car tires.

Gosinski Park Resident Katie Rutkowski stated she had to sweep up glass.

Vinnie Klimas stated this issue would be discussed at tomorrow's renovation meeting.

When questioned by an unidentified Gosinski Park Resident, Vinnie Klimas stated the moves are not written in stone because of unforeseen issues and everyone has to be flexible. He further stated everyone who is being moved will be receiving a letter from Janett Olivieri.

Gosinski Park Resident, requested having two steps to get into the kitchen door in her temporary Unit 48, noting she is having a physical issue with it and cannot use a ramp. Hank Rasmussen will come by tomorrow to look at it.

Katie Rutkowski stated she figured out who had been in her house when the lights were turned on and noted it was a worker who needed to use the water and briefly elaborated.

**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, 2022, as follows:

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Current Events: We are nearing the completion of the renovations in buildings three, four and eleven. As we continue to work with our contractors, staff and movers to simplify the Relocation Project in house, we anticipate that the current clusters will be completed and finalized within the next two-three weeks (Please see attached notice). Once completed and residents are moved back to their original and or assigned unit, we will move forward to the next phase which will include the following buildings: seven, eight and nine. Those units will be receiving additional communication when we cross that bridge. On Friday, February 24, 2023, a deficiency was noted on the main alarm system phone lines. All deficiencies were fully corrected by Frontier the very next day by 9:00 am (please see attached notices).

Lottery Waitlist: I am still actively accepting new applicants to put through the upcoming 2023 Lottery waitlist. I now have a total of 71 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 (see attached chart).

Rentals and Lease-ups (acquiring tenants): A percentage of the vacancies has been reimbursed as part of the idle capacity. All current vacancies continue to be used for the purpose of the renovations as previously anticipated. We will also continue with the new implemented schedules which includes an additional cluster. The vacant units used during the Relocation Project should be kept at a modest temperature, not exceeding 72 degrees Fahrenheit during renovations. The vacant units being renovated should be inspected and those temperatures should be kept at 65 Fahrenheit. After speaking with Eversource it was brought to my attention that as of January 1, 2023, the cost of supply has doubled in price from \$0.12/kwh to \$0.24/kwh. A history can be provided to us to better determine usage, but they will require a list of every single account number and they will then email it to jolvieri@plymouthct.us. All leasing units will be rented after full completion of the project.

Maintenance: The maintenance has worked diligently during the snowstorms in the past couple of months and notified the residents as needed (please see attached notices). CWPM gave a quote of \$653.40 for a 20 yard up to 3 tons of materials and \$675.00 up to 4 tons of materials for delivery. Every time the dumpster gets hauled back on site it will incur a fee. The dumpster was originally ordered back in July 2022 as part of the Beautification Program and was picked up in February 2023. We've provided the residents with a dumpster for seven whole months. Cote's Towing dropped off a quote due to an anonymous call offering towing services for this site (please see attached agreement).

Office Issues/New Business: The Executive Director has conducted an internal file review and noted that six files must provide updating information. All other files that underwent review have been updated.

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There are several lease renewals for the month of March 2023. The Executive Director received internal training to go over the Employee handbook. Please see attached Social Security Fact Sheet which demonstrates an 8.7% social security increases. Residents are urged to update their income thresholds. 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 soon.

Vinnie Klimas stated the towing information in the Executive Director's report was informational only; it is not policy as yet, noting the Board of Directors could look at it, but we are not entering this agreement until we study it first and then get at least three quotes if we are interested.

Katie Rutkowski stated a Verizon representative was knocking on every unit, was rude, and wanted to enter her unit, noting he had asked her if he could enter her unit and she told him she wasn't interested.

When questioned by Mike Agey, Vinnie Klimas stated he was not aware questioned if there was anything in the policies stating no solicitors on the premises. Vinnie Klimas stated Mike Agey might want to discuss this issue at his meetings, noting Gosinski Park is a public facility so quasi-public access.

Vinnie Klimas stated if any Gosinski Park Resident is bothered for any reason they should ask the Staff or the Police for assistance; a brief discussion followed.

Mike Agey made motion, seconded by Joe Carey, to accept the Executive Director's March 21, 2023, Report as presented. This motion was approved unanimously.

Maintenance Report—Hank Rasmussen stated they have been pretty busy, noting they have 10 ovens and 10 refrigerators that have been reconditioned and are ready to go back into the first three units. He further stated they have two air conditioners that have been cleaned and are ready to be put back. Hank Rasmussen stated they are reverting back to cleaning the ovens and refrigerators for Units 52 through 56 and should be done in a timely fashion. He further stated they may not have enough time to clean all the air conditioners but will schedule dates in the warmer weather for anyone that moves in and needs one.

When questioned by Vinnie Klimas, Hank Rasmussen stated the primary activities have been plumbing, cleaning appliances and making sure all the air conditioners are mold and dust free.

When questioned by Mike Agey, Vinnie Klimas stated all the floors in the units are cleaned.

Hank Rasmussen stated the floors are cleaned internally.

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Vinnie Klimas stated with rare exceptions the floors are cleaned for the most part by staff and that Clarence Atkinson, Town of Plymouth Building Inspector inspects them all, noting he is very thorough and very fair.

Joe Carey made a motion, seconded by Mike Agey, to accept the February-March 2023 Maintenance Report as presented. This motion was approved unanimously.

COMMITTEE REPORTS:

FINANCE: February 2023 Financials: Kathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Controller, DeMarco Company.

Referencing his attached January Financials, Matt Fontaine stated the following:

The bank statement has not been reconciled and estimates were entered for the February credit card statements along with Comcast meaning adjustments likely will be made in March. Legal bills through February have been posted along with actual electric bills which included some missing from January as well as a statement amount billed by the plumber with potential adjustments to move expenses into 2022 upon receipt of the detailed invoices. I've shown vacancy loss as \$0 for February, similar to January 2023 based on having received \$6,966/month grant funds for idle capacity from each month in March for the same 13 vacant efficiencies and 2 vacant 1 bedrooms. Despite the absence of vacancy loss, results for February are negative \$9,096 due to significant electricity and plumbing expenses noted above as well as quarterly water cots and higher maintenance payroll and electricity costs during winter on top of January's overage from the same seasonal factors, an annual software license, costs for tenants displaced for plumbing issue and a fire panel service call.

Although no grant funds were received in February, a total of \$608,219 were received in March, increasing year to date grant funds to \$1,485,744 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)

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1. Administrative expenses for the month are \$10,735, roughly the same as January without the annual software license and hotel costs.
2. Utilities include quarterly water as well as electricity of more than \$9k due in part to higher usage during winter as well as some invoices catching up after being missed in January.
3. Maintenance is \$9,767 with continued high payroll for snow removal and plumbing costs but down from January's \$11,434.
4. Other expenses are as expected under \$3k without quarterly trash.
5. Net ordinary income for the month is negative (\$9,096) and (\$12,010) year to date 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.

Vinnie Klimas stated the Board had talked about residential mortgage loans previously, and noted Thomaston Savings bank was processing all the paperwork, verbally approved the requested \$150,000, and that the Housing Authority could draw down what it needed; a brief discussion followed., verbally approved it, noting we would draw down what we need and briefly elaborated.

When questioned by Katie Rutkowski, Matt Fontaine stated unless a resident's income changed, their rent would not increase for the existing tenants.

When questioned by Crystal Doyle, Matt Fontaine stated there was currently a few tenants behind on their rent and briefly elaborated, noting collections is not necessary at this time.

Vinnie Klimas stated we will deal with the individual(s) sooner or later but at the current time we are busy with renovations. He further stated we will make sure everyone is caught up and/or they will sign an agreement, noting the issue has been and continues to be addressed.

Kathy Mackiewicz made a motion, seconded by Mike Agey, to accept the February Financial Report as presented. This motion was approved unanimously.

PHYSICAL PLANT: Vinnie Klimas, Chairperson and Joe Carey

Referencing his financial chart (see below) Vinnie Klimas stated we have received and disbursed 45% of the funds and we are at 55% as we draw down, noting the process was very complicated, and everyone signs off it, making it a very through process.

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Status X Capital ADA 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 AND AMENDMENT	\$ 5,371,070
Approximate Total Disbursed to Date	(\$2,381,156) 45%
#2 Advance Drawdown-Received	(\$47,259)
ESTIMATED REMAINING BALANCE	\$2,890,914 55%

PERSONNEL: Vinnie Klimas, Chairperson, Training for the Personnel and Policies; Chairperson had 2-hour Training Session with the Chairperson; Chairperson is meeting with the Maintenance Staff to complete; Grievance Log is drafted.

Vinnie Klimas stated the Board has done training and personnel policies with the Executive Director Janett Olivieri. He further stated Janett Olivieri was with working with Maintenance workers (Hank Rasmussen and Jeff) to do the training with them, as well. Vinnie Klimas stated the Board was also working on a grievance log.

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

Mike Agey stated he would be scheduling meetings and questioned if Crystal Doyle wanted to hold a meeting tomorrow.

Vinnie Klimas stated the meeting would have to be posted 24 hours prior to the meeting being held; a brief discussion followed.

Crystal Doyle stated it was a Resident election year.

Vinnie Klimas stated he was aware, and the Board would follow the process as stated in the bylaws.

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NEXT MEETING

Vinnie Klimas stated the next Regular meeting of the Housing Authority of the Town of Plymouth would be held on April 18, 2023, at 5:30 p.m.

Adjournment

There being no further business of the Housing Authority of the Town of Plymouth, Joe Carey made a motion, seconded by Mike Agey, to adjourn at 6:19 p.m. This motion was approved unanimously.

Respectfully Submitted,

Patricia A. Hale
Recording Secretary