

Housing Authority of the Town of Plymouth

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

Tel: 860-584-9355

Minutes

April 18, 2023

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled April 18, 2023, Housing Authority of the Town of Plymouth Regular meeting to order at 5:30 p.m., in Unit 24, Gosinski Park. Due to the renovations on the Community Room Unit 24 is a temporary site to hold the Meeting and it is properly posted.

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 and Treasurer Kathy Mackiewicz. Also present Non-Voting were Matthew Fontaine, CPA, Controllor, Consultant for DeMarco Management Corporation, Housing Authority Executive Director Janett Olivieri, and Part-time Maintenance Employee Hank Rasmussen, and Mike Wrona (via telephone), Housing Authority Attorney.

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.

Vinnie Klimas made a motion, seconded by Joe Carey, to amend the April 18, 2023, Housing Authority Agenda and to add "Executive Session to discuss Legal Issue at 6:00 p.m." This motion was approved unanimously.

Proclamation of Appreciation to Reverend Zachery Mabe, Pastor Terryville Congregational Church and their Educational/Social Committee by Mike Agey, Resident Commissioner and the entire Board and Residents. Vinnie Klimas stated Reverend Zack requested the Plaques be given to the church and the Outreach Committee at a Sunday morning service; a brief discussion followed.

Mike Agey made a motion, seconded by Vinnie Klimas, to approve approximately \$125.00 for six plaques for each member of the Outreach Committee. This motion was approved unanimously. Vinnie Klimas stated he would send out an email to let everyone know the chosen date/time, which would be held at church, and everyone was invited to attend.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2023 APR 18 PM 1:14
TOWN CLERK

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Acceptance of Minutes 3/21/2023 Regular Minutes. 4/6/2023 Special Meeting Minutes

Joe Carey made a motion, seconded by Mike Agey, to accept the March 21, 2023, Regular minutes as presented. This motion was approved unanimously.

Joe Carey made a motion, seconded by Mike Agey, to accept the April 6, 2023, Special Meeting Minutes as presented. This motion was approved unanimously.

Public Comments

Gosinski Park Resident Crystal Doyle questioned when the parking lot would be dug up and how long will it take.

Vinnie Klimas stated the parking lot was not on the schedule, noting the apartment units were the first priority, noting parking spaces would be assigned when we get to that point. He further stated that we were 50% complete with renovations.

When questioned by Gosinski Park Resident Crystal Doyle when the renovations would be done, Vinnie Klimas stated she would be getting a letter a couple of days before the move. He noted that the Executive Director has sent out numerous letters to residents regarding the moving. A brief discussion followed.

Gosinski Park Resident Crystal Doyle questioned when the renovations were done would it be possible to get handrails for some of the doorways with step-ups to make it easier for the elderly and disabled to get into their apartments.

Vinnie Klimas stated the answer would be yes and the resident(s) should put in an ADA request. He further stated there are six ADA units located in the various clusters, and the middle two units in the other clusters that are not in the ADA Bump Out Units have flat entrances at the doorsills, which will make entry into the apartments easier.

Gosinski Park Resident Crystal Doyle stated residents and the workers are still leaving heat and lights on and noted it is costing tenants money when the lights and heat are on and not needed.

Vinnie Klimas stated he would speak to the Contractors and noted sometimes the heat is left on so compound and paint can dry overnight.

When questioned by Mike Agey, Hank Rasmussen stated the six parking spaces would be gone only during renovations. Vinnie Klimas stated there would actually be additional spaces available after renovations are completed.

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When questioned by Gosinski Park Resident Laura, Vinnie Klimas stated even though the storage pods are currently filled, they would be emptied out for the next set of units being renovated so residents can utilize it.

When questioned by Crystal Doyle if a resident wanted to get their own pod, Vinnie Klimas stated every effort is made is to move residents into Units with the same square footage. Vinnie Klimas noted the contract stated the Pods are for "Outliers;" or units that have an exceptional amount of extra stuff. A brief discussion followed.

Vinnie Klimas stated the renovations are 50% complete and overall felt everything has been done pretty smoothly.

When questioned by Patty Speakman, Gosinski Park Resident, Vinnie Klimas stated the average stay in a temporary unit was two months; some stays shorter and some a little longer.

When questioned by Crystal Doyle regarding sending a "no smoking" notice around to residents, Vinnie Klimas stated that decision has not been made as yet however this issue would be taken up by the Board of Directors and briefly elaborated.

MaryJo Cassidy, Gosinski Park Resident, stated she was allergic to smoke and would need a smoke-free temporary unit when she is moved.

Vinnie Klimas stated she should speak to Janet Olivieri in advance of her move to make this request.

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

Executive Director Janett Olivieri provided her Executive Director's Report for April 18, 2023, as follows: We are nearing the completion of the renovations in Buildings three and eleven. As we continue to work on the project, we have received the appropriate CO approval from the town and are awaiting additional final inspections/approval. The residents continue to make progress in getting involved by collecting moving materials. I would like to personally thank each resident for their continuous cooperation. Those units will be receiving additional communication once we are ready to move those residents back to their original units and or assigned units. As a reminder to all the residents, they have made their selection for the new ADA bathroom showers and tubs as part of a survey conducted last year and they already have been paid for. Therefore, there will be no changes to their selection.

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 set aside for our relocation plan for the upcoming renovations and are paid for by the State as

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“Idle Capacity” units. 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. All leasing units will be rented after full completion of the ADA Bump Out renovation project.

Maintenance: The maintenance has worked diligently during the renovations ensuring proper and adequate transitioning from apartment to apartment. CWPM has delivered a 20 yard dumpster as of Monday, April 17, 2023. Eversource delivered a generator early in April and made some upgrades to the exterior wiring. The residents worked very closely with Management and each other until the upgrades were completed. An advertisement has been posted for our upcoming part-time Super position. We are actively accepting applications. A new contractor has been hired to do the turn overs as part of the Relocation project.

Office Issues/New Business: The Executive Director attended training on April 11, 2023 (see attached Agenda). There are several lease renewals for the month of April 2023. The Executive Director has met with at least six residents to update their files. The Executive Director participated in an outreach meeting SALT on Tuesday, April 18, 2023. The main office and Community Room continues to be in apartment 26, and the Board of Directors office apartment 24 will be utilized for relocation in the coming weeks. Management along with the Board are discussing legal singular issue. Referencing page 2, top of page, of the Executive Director’s Report, Vinnie Klimas stated the \$6,966.000 has already been deposited for Idle Capacity.

Kathy Mackiewicz made a motion, seconded by Joe Carey, to accept the Executive Director’s April 19, 2023, Report as presented. This motion was approved unanimously.

Maintenance Report—Hank Rasmussen stated that Hank Poulin has resigned, which was a huge loss, and noted he and Jeff have been trying to get as much done as possible. He further stated they have Certificates of Occupancy for Unit 24 and Unit 30. Hank Rasmussen stated there is a small list of items they continue to work on, and noted there is a contracted cleaning company that assists with COVID cleaning. Hank Rasmussen stated the sidewalks are outstanding but eventually will come about. Vinnie Klimas stated the COVID cleaning is required by the State and must be done prior to the Contractor going into the unit.

When questioned by Patty Speakman if the sidewalk near Unit 14 would be completed, Vinnie Klimas stated he would have to check which location it was in and what had been approved, noting every apartment has or will have ADA renovations and complete ADA renovations will be done on the six bump-outs and briefly elaborated.

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Vinnie Klimas stated Hank Rasmussen was leaving the Housing Authority and wished him the absolute best and thanked him for all of his hard work.

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

Vinnie Klimas made a motion, seconded by Joe Carey, to amend the April 18, 2023, to move into Executive Session at to discuss Legal Issue at 6:05 p.m. This motion was approved unanimously.

Present for the Executive Session were Board Members: Mike Agey, Joe Carey, Vinnie Klimas, Katy Mackiewicz. Others invited to attend as Experts were: Janett Olivieri, and Mike Wrona (via telephone) and Matt Fontaine, Trish Hale.

Vinnie Klimas called the April 18, 2023, Housing Authority meeting back into Regular Session at 6:21 p.m.

Action, as may be necessary, from Executive Session

No report.

COMMITTEE REPORTS:

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

Matt Fontaine noted the bank statement has not yet been reconciled and estimates were entered for Comcast and Frontier, though legal bills, utilities, and credit cards have been posted meaning little or no adjustment in April for March expenses unless there are missing bills for exterminating, plumbing, etc. I've continued showing vacancy loss as \$0, similar to Jan-Feb 2023 based on having received \$6,966/month grant funds for idle capacity from those months in March for the same 13 vacant efficiencies and 2 vacant 1 bedrooms. Despite the absence of vacancy loss, results for March are only positive \$567, with year to date still negative \$11,443 due to significant plumbing expenses along with higher electricity and maintenance payroll costs during winter on top of annual software license, costs for tenants displaced for plumbing issue and a fire panel service call in January.

Grant funds 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	March, 2023	YTD, 2023
(NON-DESIGNATED)		
Revenue	\$ 28,497	\$ 85,711
Expenses	\$ 27,930	\$ 97,154
Net Ordinary Income	\$ 567	\$(11,443)

1. Administrative expenses for the month are \$1,221, roughly the same as the two month trend with an adjustment to other admin costs upon receipt of the credit card statements after prior month estimates. However, office expenses were high from charges on the credit card and an order of checks.
 2. Electricity is down significantly from the two month average with the house meter for 31 Ronald Road alone down 56% in March compared to February. Electricity should continue to decline with warmer weather until summer AC usage begins.
 3. Maintenance payroll declined slightly with less snow removal and the absence of contract costs but significant HD Supply purchases caused materials to be high.
 4. Other expenses are as expected under \$3k without quarterly trash.
 5. Net ordinary income for the month is positive \$567 and negative \$11,443 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.
- Kathy Mackiewicz made a motion, seconded Joe Carey, to accept the March 2023 Financial Report as presented. This motion was approved unanimously.

Vinnie Klimas stated he wanted to thank Kathy Mackiewicz and Matt Fontaine for their excellent work overseeing and monitoring the financials. He further stated he wanted to thank Janett Olivieri for her assistance in getting the rents caught up.

PHYSICAL PLANT: Vinnie Klimas, Chairperson and Joe Carey

Referencing his financial chart (see below) Vinnie Klimas stated we are approximately at 49 to 5 percent, noting the \$285,148 we submitted this past Monday was approved and deposited, noting we received confirmation email from the State Project Manager. He further stated that we take the money out for the Idle Capacity. Vinnie Klimas stated the renovations are on target and we are about 50% done and briefly elaborated.

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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 AND AMENDMENT	\$ 5,371,070
Approximate Total Disbursed to Date	(\$2,674,053) 45%
Invoices submitted to STATE DOH & CHFA but have not been received funds as of today	(285,148) 6%
ESTIMATED REMAINING BALANCE	\$2,411,869 49%

When questioned by Joe Carey, Vinnie Klimas stated he has the Contractor's update of their substantial completion for the entire project and will give it to him tomorrow.

Joe Carey stated the Community Room had only minimal work done to it in the last three months and stated he was unsure of the reason. Vinnie Klimas stated the sheetrock had been put up in the Community Room and they are 65 to 75% complete. He further stated he thought the kitchen items had held them up but believes that is finished now. Vinnie Klimas stated the Community Room was not on the critical list because no one is housed there, and noted he hoped it would be finished by Thanksgiving so a dinner can be held in the room.

Mike Agey stated because there is only one washing machine and one dryer operating it does impact the residents.

Vinnie Klimas stated he felt the heating and wiring also held the completion up a little, noting they had come to an agreement at the last meeting and briefly elaborated. When questioned by Joe Carey, Vinnie Klimas stated we had two more bump-outs to finish, noting two clusters were previously done, and noted we changed the order to get them finished faster so they can't be dragged out, noting the bump-outs are a lot more time consuming.

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Joe Carey stated that he felt we were doing okay; and Vinnie Klimas stated he was in agreement.

Mike Agey stated a lot of stuff goes through the area of Unit 41 which is small, noting a neutral line goes through and fire alarms, noting the space was jammed up; a brief discussion followed.

PERSONNEL: Vinnie Klimas, Chairperson, Training for the Personnel and Policies, Executive Director is meeting with the Maintenance Staff/Jeff and new person, to complete. Vinnie Klimas stated because Hank Rasmussen would be leaving he did not require the two-hour training any longer.

RESIDENT AND HUMAN RELATIONS: Mike Agey, Resident Elected member, stated he would need access to a computer so he can make a schedule for the Resident meetings. Janett Olivieri stated she would assist Mike Agey with the schedule.

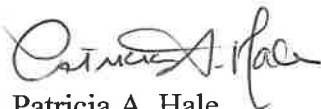
Mike Agey stated he would try to get more volunteers to fill the flowerpots and then he would reimburse them.

Vinnie Klimas requested Matt Fontaine find out the amount of last year's check, issue another one and send it to Janett Olivier for Mike Agey for the Beautification Program. Per standard accounting practices Vinnie Klimas reminded Mike Agey he needed to keep the receipts.

NEXT MEETING--Vinnie Klimas stated the next Regular meeting of the Housing Authority of the Town of Plymouth would be held on May 16, 2023, at 5:30 p.m. Due to the renovations it is uncertain at this point but the exact room location will be posted as we get closer to the posting date of 5/15/2023.

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

Respectfully Submitted,



Patricia A. Hale
Recording Secretary