

Housing Authority of the Town of Plymouth
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Gosinski Park

Minutes

June 16, 2026

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled June 16, 2026, Housing Authority of the Town of Plymouth meeting to order at 5:00 p.m., in the Community Hall, Gosinski Park.

Roll Call: Present were Voting Members Housing Authority Resident Board Member Rich Bugnacki, Housing Authority Board Member Joseph Carey, Housing Authority Board Member/Chairperson Vinnie Klimas, Housing Authority Board Member/Treasurer Kathleen Mackiewicz and Housing Authority Board Member Elena Squires. Non-voting Staff in attendance: Executive Director Tracy Ciriello, CPA/Director of Finance Matt Fontaine, and Supervisor Maintenance and Director of Safety Walter Seaman.

Pledge of Allegiance, Invocation

Vinnie Klimas led the Housing Authority Board Members and the Public Audience in the Pledge of Allegiance. Vinnie Klimas stated "God Bless America on its 250th Anniversary, and God Bless everyone at Gosinski Park" for the record.

Minutes: Regular Minutes May 19, 2026 Regular Minutes and Special Minutes June 8, 2026

Vinnie Klimas made a motion, seconded by Joe Carey, to approve the May 19, 2026, Housing Authority Regular minutes with the following correction: Page 10, *\$30 million dollar renovations* should read "*\$5.6 million dollar renovations.*" This motion was approved unanimously.

Kathy Mackiewicz made a motion, seconded by Vinnie Klimas to approve the June 8, 2026, Housing Authority Special minutes with the following correction: Page 7, *Mackiewitc*" should read *Mackiewicz.*" Vote: Rich Bugnacki/yes; Joseph Carey/abstained; Vinnie Klimas/yes; Kathleen Mackiewicz/yes; Elena Squire/yes. Motion passed 4:1 (4 in favor/1 abstention).

Public Comments on any Topic

Gale Reno, Gosinski Park Resident, stated she didn't know what was happening with the shed; but her concern was that the Residents didn't get anything they were told during the renovations but now they have countertops peeling and floors coming up; their showers leak into the bathroom, they need windows and doors that they never got; people are paying \$300 a month on their electric bill because it's going out the windows and doors and she doesn't see anyone talking about that and she doesn't know where it is going to go.

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Vinnie Klimas requested Gale Reno make a list for a work order, noting this is how it gets documented and put into the system. Gale Reno stated she had given Vinnie Klimas a letter for the Board to read regarding her neighbor Paul Norton and questioned if anyone had seen the letter. She further stated he had never gotten a letter of reprimand. Gale Reno stated Paul Norton had left his unit on May 6th and put his radio, which was turned on, in the window facing out, and didn't come home until 7:30 p.m., and briefly elaborated. Gale Reno stated she has called the Police however they don't want to come out, noting that they had told her this issue was up to Management to handle.

Matt Fontaine stated a noise complaint is a Police matter, and if they refuse to come out the Resident should contact Management and they will reach out to the Town to identify they are not responding to calls. Vinnie Klimas stated that, if necessary, Management will bring it to the Police Chief. Tracy Ciriello stated she did call the Police on Gale Reno's behalf, and the Police did jot down a few sentences. She further stated she picked up the Police Report and there are more reports to get and any letters that she received from Gosinski Park Residents have all been scanned and forwarded to the Attorney. Vinnie Klimas stated Residents that contact the Police should also let Management know so they can request a copy of the report.

Walt Seaman requested Gosinski Park Residents get the name of the person they spoke with at the Police Department, noting he sits on the Police Commission and if the person at the Police Department is not doing their job he will address it through the Commission. Walt Seaman stated the Town of Plymouth does not have a Noise Ordinance; a brief discussion followed.

Vinnie Klimas stated the issue is in a court process and the Board is waiting for the next scheduled court appointment, noting the case had already been presented in a judicial hearing system. Vinnie Klimas stated Paul Norton is under probation with the State of CT, noting that is a lot worse than a reprimand. He further stated that the courts have legal authority that the Housing Authority doesn't have and Attorney Wrona has presented two multiple paged documents on where the Board stands. Vinnie Klimas stated the Board has voted to bring all the facets of problems with this Resident to court, noting Gale Reno's letter was included in the file. Vinnie Klimas stated the Board thanks everyone for their letters, noting they will be part of the case in the New Britain Superior Court. Vinnie Klimas stated Gosinski Park Attorney Mike Wrona has telephoned the court repeatedly and is trying to schedule a court date. Vinnie Klimas stated in another six months, the Board should be looking at another application for doing additional unit renovations, noting any issues should be put into the Work Order system.

Miriam Thom, Gosinski Park Resident, stated she was concerned about smoking regulations, noting she is allergic to smoke and has asthma. She further stated that she has a neighbor that smokes inside and outside by her front door which keeps her from opening her windows and front door. Miriam Thom stated that she had mentioned it to the front office. Miriam Thom stated something needs to be done to keep the person from smoking so closely to another person's unit.

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Vinnie Klimas stated smoking has been discussed in very broad terms but needs to be addressed and an updated policy needs to be established.

Management Monthly Reports: Executive Director Tracy Ciriello, Part Time Supervisor Maintenance and Director of Safety Walter Seaman

Tracy Ciriello, Executive Director, gave the following Director's Report for June 16, 2026: Resident Activities: Daybreak came on June 10th to do Arts and Crafts and will be coming again to hold a BINGO event. The residents painted mini canvas. We had about 10 in attendance. Tracy Ciriello stated the Residents are planning the July 4th Picnic to be held on July 2nd. Management Priorities: Entering all applicants on the waitlist. The goal was originally to have it by the end of May. Training for the PHA web is \$280 per hour; so I have been teaching myself and reaching out to their support team. The focus on the receivables is still in process. About ten outstanding balance letters went out totaling \$6,863.11 in unpaid rent. Not including \$7,708.44 in payment arrangements to date totaling \$13,216.12. A second notice will go out this month to the tenants who did not respond. The continuation of updating the lease to meet state requirements. (A letter was distributed on this subject and available upon request) The security deposit changes were approved at the last meeting. Recertifications: The signing of recertifications went very well. No one is currently being phased in. Per my meeting with CHFA a letter will go out to all the residents with details and direction on what's expected and required during the recertification process. CHFA Meeting: At the end of the meeting with a lot of resistance CHFA agreed to allow a phase in of rents if necessary. But they made it very clear that it was a one-time thing due to administrative error. CHFA has also provided me with roles and responsibilities. I've provided a copy in case anyone is interested or unaware of Board responsibilities vs Executive Director. I was very confused on what I was allowed to do and what needed the board's approval. I found it to be very informative and wanted to share it with everyone. Maintenance: After speaking with IT; their recommendation for a computer for maintenance was to purchase a laptop. They said due to moisture issues and wiring the garage was not a suitable place to set up a computer. A laptop will be purchased under administrative expense since the office is under budget at this time.

Matt Fontaine stated separate from the question of the computer itself, posting it to administrative expense is really six of one and half dozen of the other; if we are over budget, then we are over budget. He further stated it is an administrative expense, but it would be more accurate to put it as a maintenance expense. He further stated the usefulness of a Windows tablet would be that is portable and wouldn't need a lot of software, and software licenses, etc., and maybe would be \$200 to \$300 dollars; would provide the portability that maintenance is looking for and would be better than something in an office anchored to a desk per se.

Tracy Ciriello stated IT gave some suggestions and requirements that would be needed for what maintenance needs to do. She further stated they had spoken to Vinnie Klimas, and they weren't going to go over \$500.00 Vinnie Klimas stated it is important that whatever is selected should first be presented to Matt Fontaine for his input on which one would be the best from a financial point of view. State Requirement: DOH Annual Reporting was submitted on 6/2/2026. This is a new requirement by the State of CT to do annual reporting on the property's demographics.

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This report also needs to be posted on the town's website no later than July 1st. From my understanding IT is creating an area or page for The Housing Authority. **In accordance with Section 44 of the House Bill No. 8002 and Public Act No. 25-1 must submit to DOH on town website yearly the Demographic Data.** **CONN NAHRO Trainings:** I received my certification in Mental Health First Aid on 5/28/2026 and attended my first PHA Small Roundtable meeting. Topic: what's required in leases. The Roundtable meetings are free and very informative. I've reached out to our Attorney since he wore the lease for his input and Matt Fontaine regarding Security deposit disclosure, So, we are working on changing a paragraph in the lease. I will be giving out a pamphlet on Security deposits in CT and be adding a bed bug policy and disclosure form as well. Vacants: I rented 3 apartments for June 1st. Unit 38 is now vacant due to one of the residents being transferred to an ADA unit and we also received confirmation on Unit 60 he will not be returning. JD'Amelia Voucher: We have received an increase of \$50 per unit on our SRAP vouchers. Currently we only have 14 SRAP vouchers left. SRAP vouchers remain with the unit not with the tenant. It appears that some of those units may have been rented in error to applicants who did not put in an application with JD'Amelia. The New Haven office has been very helpful in supplying me with a list of current apartments remaining in the program and those units are reserved for residents or applicants that qualify and provide an application to JDA. I will be requesting a \$50 increase per year on all vouchers until we reach the state cap. This increase does not affect the residents' portion.

Matt Fontaine stated when the vouchers were originally assigned to the Housing Authority they were project based or tenant based and briefly elaborated on their meaning, noting J. D'Amelia had no obligation to extend or continue the two new people who moved out and briefly elaborated. He further stated that he wanted to be clear the vouchers were not lost because of anything done incorrectly; it's just that the Housing Authority is not guaranteed to keep them in perpetuity.

Matt Fontaine stated it was meant because the Housing Authority was in the midst of undergoing a long term plan renovation and they wanted to protect the existing residents at the time, so that as rents went up those people were protected as opposed to the Housing Authority saying we need base rents of \$600 to stabilize the property and people who were here with such low incomes would have no ability to pay that and therefore would be forced out. He further stated there are many people still at Gosinski Park with the vouchers and there is a possibility they can be assigned to new tenants; a brief discussion followed.

Vinnie Klimas made a motion, seconded by Joe Carey, to accept the June 16, 2026, Executive Director's Report as presented. This motion was approved unanimously.

Supervisor Maintenance and Director of Safety Walter Seaman June 16, 2026 Report

Walt Seaman stated May has been a busy month as always for Maintenance and provided the following written Maintenance Report for June 16, 2026, item by item in detail. General Duties and Responsibilities: Performed monthly inspections of fire extinguishers; Moved recycling and trash receptacles in and out weekly and biweekly; Cleaned the Community Hall, office area, foyer and bathrooms; Continued to clean and organize the sheds and garage; Delivered multiple announcement flyers to Residents.

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Maintenance and Repairs: Cleaned and prepared three units for June 1st move-in date; Removed glass and installed screens in storm doors in multiple units; Installed lock on a storm door. Replaced fan guard on condensing unit. Adjusted and lubed storm door per work order. Installed eyelet in curb for motorcycle security. Had plumber turn up heat on a hot water heater. Had outdoor spigot replaced on the side of unit 28 due to leak. Had condensate pump replaced in evaporator unit and cleared discharge line. Repair performed by Fontaine Mechanical in the amount of \$1,075.00. Applied poison Ivy killer behind unit. Unit 56 failed inspection by JD Amelia due to the floor. We have multiple units having issues with the flooring. Met with two flooring contractors who had theories of failure. Contacted flooring manufacturer. They will be coming out with the tech team to evaluate the floors and give recommendations and potential remedies. Will keep the board advised. Met with three Arborists to quote tree trimming/removal. We have many trees that are in contact with roofs or overhanging the roofs and briefly elaborated. We have some trees that are dying; quotations received. Walt Seaman stated that he knows the Arborist/Tree Trimming/Removal is not in the budget, but it is his responsibility to bring it to the Board and so they can make an educated and informed decision based on the information that he provides. Walt Seaman stated that the life of the roofs is also involved with the branches touching and overhanging on them and briefly elaborated. Walt Seaman stated he is still waiting on a third quote.

When questioned by Vinnie Klimas, Walt Seaman stated there is moss on a couple of the roofs, noting he needs to buy the special spray and that it is expensive.

When questioned by Elena Squires, Walt Seaman stated the majority of the trees at Gosinski Park need to be trimmed and a couple of them need to be taken down; a brief discussion followed.

When questioned by Rich Bugnacki if the branches brushing up against Unit 50 and 51 could just be trimmed, Walt Seaman stated he would take a look at it.

When questioned by Kathy Mackiewicz, Walt Seaman stated he received the distributed quotes from Bristol, Thomaston, and Burlington for tree trimming/removal. Kathy Mackiewicz stated she had received prices for tree removal that were much cheaper than the quotes Walt Seaman procured, noting she would give him the Arborist's information that she had used.

When questioned by Tracy Ciriello, Walt Seaman stated Maintenance has a manual pole saw for low and small branches.

Joe Carey requested Walt Seaman reach out to the Town's Public Work Director, noting he believes the Town has a contract with Harwinton Tree Service for tree removal and it might be beneficial and could provide him with standard rates.

Upcoming Goals and Areas of Concentration: Continue cleanup of sand on lawn edges. Drain in sidewalk needs to be rebuilt and repaired. Formulate list of repairs from the inspections and perform the repairs. Lawn care and maintenance (raking, loom, planting seed). Cover old bathroom vents not being utilized any longer. Inspect and make necessary repairs in vacant units and prepare for occupancy. Servicing of HVAC units.

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Tree trimming. Continue to clean the garage and surrounding area. Inventory all tools and equipment related to maintenance division. Pick up is due to service. Inventory and start working toward compliance in relation to O.S.H.A. 29 CFR 1910.1200 standard. Continue to identify areas of improvement. Continue to evaluate processes to maintain efficiency and fiscal responsibility. Referencing his report attachments, Walt Seaman reviewed the Cost Analysis for the Shed Rehabilitation/Shed Repair/Shed Replacement in detail, item by item; a lengthy discussion followed. A brief discussion took place between Walt Seaman and Resident Pam Rayder concerning the repair and condition of the gator.

Vinnie Klimas stated Capital items are in the budget on an annual budget and additional items cannot be added in during the year because the money is not allocated for them, noting that we must stay within the budget. He further stated emergencies do happen and can be addressed and evaluated and briefly elaborated.

When questioned by Joe Carey, Walt Seaman stated the manhours provided by him do not include moving the bank back. Joe Carey stated it doesn't abate the problem of the back of the shed rotting out and it also needs to be pushed back and cleaned up. Joe Carey stated that he thinks the cost for the repair would be a little higher if we do the job the way it should be done. Joe Carey stated during the renovations he had made the suggestion to get rid of the shed and have Public Works dig the bank out; abate the whole problem and put a new shed in place. He further stated now we are discussing it two years later where he had foreseen the problem a while back. Joe Carey stated that he would not be opposed to repairing it, noting it would probably be half the cost of a new shed. Joe Carey stated that he wonders if it would be more fiscally responsible to do the project in its entirety; abate the bank problem; the tree problem, put a new building with a proper base and control the moisture issue.

When questioned by Vinnie Klimas, Walt Seaman stated the trees belong to Gosinski Park, noting he asked Bob Green and he also has the A2 Survey.

Joe Carey stated he knows the sheds are self-contained with flooring with a crushed stone base but wonders if it would be more advantageous to put it on an asphalt pad, noting he was unsure what that would entail and what we would be able to get out of Public Works; a brief discussion followed. Joe Carey stated taking saving money into consideration, if this was a \$20,000 repair compared to a \$5,000 repair it may be worth looking at repairing it but purchasing a new unit and fixing the whole area the way it should be is his suggestion; a brief discussion followed.

Elena Squires stated it would be easier to do the work without the shed being there.

Matt Fontaine stated that he agrees with spending a few thousand now to get three to five more years verses doing it correctly for \$10,000 or a little bit more; that would provide a 20 year shed with no headaches then he would say we could relatively easily budget in Capital Improvements for 2027 and be able to do it from there as long as between now and the spring/summer of 2027 we have a way to mitigate whatever potential risk there is to the valuables in the shed, i.e., water leaching.

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Joe Carey stated with the tree issue and how it affects the roofs, along with the shed, is a concern of his and questioned how to prioritize this if we had to pick one. He further stated that he is unsure he could make that decision because they're both issues that should be addressed somewhat quickly. Joe Carey questioned if we want to swallow both projects in this fiscal year or prioritize one and do the other in Spring of next year; a brief discussion followed.

Vinnie Klimas stated he would like to recommend the Board go outside and look at the shed and have Walt Seaman explain it for the next 10 minutes.

Walt Seaman stated Gosinski Park had two new tenants move in and one transfer. He further stated that he had started a Fire Extinguisher Program and purchased a fire extinguisher for each of the three tenants at a cost of \$21.00 each and showed each tenant how to use them. He further stated he would like to see the Board have each new tenant that moves in receive a fire extinguisher when they move in and he will teach them how to use it. When questioned by Vinnie Klimas, Walt Seaman stated the money for the fire extinguishers came out of the Maintenance budget. Vinnie Klimas stated it was a great idea; it was thoughtful, and it is for safety but \$21.00 x 60 units will cost thousands. Walt Seaman stated he is not purchasing 60 fire extinguishers, noting his thought process is approaching Thomaston Savings Bank when they open up their Grant Program and applying for money to get one for everyone.

Elena Squires stated it was a great idea and that maybe during October's Fire Safety month Walt Seaman could get someone from the Fire Department to come to Gosinski Park. Walt Seaman stated Tony Orsini does an amazing job, noting he's been to Gosinski Park previously.

When questioned by Tracy Ciriello regarding another option to purchase spray cans, Walt Seaman stated they are not much cheaper.

Vinnie Klimas stated spray cans is another good idea as long as the finances are in place to do it. He further stated the demand can be greater than the funds, which is a daily challenge.

When questioned by Joe Carey regarding the timeline for a new shed, Walt Seaman stated the paperwork states it would be six to 10 weeks from the deposit; noting he would like to see the shed installed as soon as possible.

Vinnie Klimas stated we need to ask two questions; first question would be the funding availability and secondly, which option is best; the repair at a cost of \$3,300.00 or the \$8,220.00 price for the cost of the shed, the pad and disposal of the shed. Walt Seaman stated the trees were in the other bid and the three trees were not broken out. He further stated if the shed was removed, he felt he could probably take them down, cut them up, noting there is also a cost for his hourly wage. Walt Seaman stated he could not remove the stumps, noting Maintenance did not have the equipment to handle them.

Joe Carey stated he, or he and Walt Seaman, could approach the Public Works Highway Superintendent and Public Works Director, to ask for assistance with the tree issue.

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Joe Carey stated if they can't assist, then he would find a way to solve the issue (at no cost) with the debris, and the area; a brief discussion followed.

Walt Seaman stated that he wanted to recommend that the two figures be treated separately, so the amount wouldn't go over \$10,000, which would eliminate an RFP. He further stated it would also be very difficult to find shed contractors and excavation contractors bidding on the same RFP. Walt Seaman stated he feels they're two separate projects. Vinnie Klimas stated that he respectfully disagrees. Vinnie Klimas stated from a financial point of view that he did not want to separate the costs, however the RFP's could be separated. He further stated it was the Housing Authority's public duty to do an RFP because these are the federal guidelines of procurement due to some of the money being federal. Vinnie Klimas stated the Housing Authority needs to follow the law. Vinnie Klimas stated that a potential expenditure needs to be planned, but we won't know until we have the bids in front of us; a brief discussion followed.

Elena Squires noted if the shed will be done in the spring of 2027, why can't the three shed trees removal be tied into the whole tree removal arborist thing, noting that could be one job and then the shed could be the second job and that would be done first, and the shed would be second. She further stated the cleanup could be done at the same time and then the shed next.

Walt Seaman stated the quote for the three shed trees were included in the tree trimming quote he had presented.

Vinnie Klimas stated that any bids from \$2,500 to \$10,000 require three quotes and anything \$10,000 and over requires an RFP. Walt Seaman stated he will have the quotes for tree trimming ready for the next meeting.

When questioned by Vinnie Klimas if the tree trimming would be put in for this fiscal year and the shed for next fiscal year would work for him, Matt Fontaine stated yes.

Walt Seaman stated he didn't know what the costs for sheds would be in the next fiscal year; Vinnie Klimas said he realized that but the \$10,000 was an estimate. Kathy Mackiewicz stated she wants the dirt removed before a shed is put up and we should get a price for the removal.

Walt Seaman stated if the Board votes to repair the shed he is unable to remove the dirt because he can't get back there, noting it is landlocked. Walt Seaman stated if the Board votes to get a new shed, he can drive a Maintenance machine with a bucket into the area, however it wouldn't be an A-1 job. He further stated it would get the dirt away from the shed but then he will need a place to put the dirt and debris. Walt Seaman stated the dirt, and debris would need to be unloaded by hand at the brush dump; a brief discussion followed regarding the water issue and possible damage in the shed area, as well. Joe Carey stated if the consensus is to purchase a new shed maybe we could find a temporary place to put the materials from the shed into, so that the shed could be demolished and it would open up the area which would make the trees easier to come down and make it more visible to see. He further stated maybe we could also get Public Works (or some other support) at no cost and then the next step would be the available storage.

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Vinnie Klimas stated that a choice has to be made to either repair the current shed with the grading and tree removal per a schedule that matches our financial calendar or replace it with a new shed.

Rich Bugnacki stated that he was in agreement with Joe Carey and recommended getting a POD, dismantling the current shed, noting he doesn't feel it is worth fixing and that we would be throwing good money away.

Kathy Mackiewicz stated that she agrees; the area should be cleared of the dirt, and the water should be diverted.

Elena Squires stated that the shed would have to come down to do the work and excavation.

When questioned by Joe Carey as to how long it would take for Walt Seaman, another person and himself to knock the shed down and put it in a truck, Walt Seaman stated it would take about four hours.

Vinnie Klimas made a motion, seconded by Joe Carey, to have Walt Seaman come back to the next scheduled Housing Authority meeting with a cost schedule and a monthly rental price for a POD. This motion was approved unanimously.

Joe Carey stated that he understands Walt Seaman's enthusiasm for safety with the fire extinguishers purchase, as well as teaching people how to use them.

Joe Carey stated he has a concern and questioned if the Housing Authority really wants people to try to fight a fire or just get the hell out and let the firemen fight it. He further stated the concern he has he carries from the high school, noting that he is not trying to split hairs, but he just doesn't want to put people in harm's way and get hurt trying to extinguish a fire. Walt Seaman stated in his 36 years as a Fire Fighter Instructor one of the parts of the training is people should never put themselves between the door and a fire. He further stated this is told to them, as well as if they can hit it quickly and then get out to do so and then call 911, noting we have fire alarms that will go off any way. Walt Seaman stated he also tells people that the fire extinguisher is rated for 10 square feet and if it's beyond that they are to leave and shut the door behind them. He further noted that he has taught this at a National level, a State level and the local level for a long time and briefly elaborated. Walt Seaman stated most of the fires nationwide are kitchen fires, so he encourages the extinguishers be kept in the kitchen area and be readily accessible. Walt Seaman stated he had mentioned what he was doing to the Fire Marshal, noting that he was very happy about it.

When questioned by Vinnie Klimas, Walt Seaman stated that he doesn't think the Fire Service endorses fire blankets as a whole, noting a person would have to get up close and personal with a blanket and a person would stand back 10 to 15 feet with a fire extinguisher; a brief discussion followed noting the fire extinguishers would also help with insurance companies.

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Tracy Ciriello stated the insurance companies love to hear there are fire extinguishers in the units and questioned if fire cans would also be an option. Walt Seaman stated he did not know if they were UL rated or not. Vinnie Klimas stated Walt Seaman could get further information on these other options and present it to the Board when he has the information.

Finance Committee—May 2026-Financials: Kathy Mackiewicz, Treasurer and Matt Fontaine, CPA, Director of Finance

Cost Certification Status: Vinnie Klimas, Chairman. Awaiting second check from DOH, They have emailed approval awaiting State to cut the \$100,000+ HUD CDBG Change Order for additional work completed over Contract. A letter was distributed on this subject and available upon request. Housing Enterprises=substantial extra time and costs for Dave Berto, Certified State Housing Developer thus I recommend an end of contract bonus of \$15,000 to \$20,000=or a midpoint of \$17,500 when both checks have been received; of 50% if only SSHP \$106,000 has arrived. Vinnie Klimas, Chairperson; Draft Job description; Culinary Part Time

Matt Fontaine stated that he wanted to point out that the company, which was utilized by Maintenance, Fontaine Mechanical, was not related to him. Matt Fontaine stated that he wanted to thank Walt Seaman for pointing out that the Town does not have a Noise Ordinance.

When questioned by Matt Fontaine, Walt Seaman stated he had used Grodecki Plumbing and Heating for the spigot replacement, which was done yesterday, and that he would send the invoice to him. Matt Fontaine stated that he didn't want to belabor the point, but Gosinski Park is significantly over budget five months in, noting it is clearly a trend that needs to be reversed. He further stated since we don't have full control over all of the expenses, we need to think twice about every purchase we do have a choice with. Matt Fontaine stated everyone needs to try to find ways to get by with what we have when we can, citing HVAC services as an example. He further stated the HVAC Technician should not be called if it is something simple that can be handled internally such as changing a battery; teaching Residents how to use a remote, etc. Matt Fontaine stated this property is not new; there are newer and better way to do things, but we still need to try to find ways to get by when we can with what we have. Matt Fontaine stated purchasing equipment or machinery we don't already have needs to be part of a larger conversation because Gosinski Park isn't a luxury resort as much as we'd like it to be. He further stated we are obligated to provide safe and affordable housing; we are not able to provide swimming pools, or a lot of other things, etc. Matt Fontaine stated we do have great Staff present; we're able to provide meals and a lot of other things, which people come to rely upon, however the bigger picture is that a lot of the money at Gosinski Park is State dollars with strings tied to them and we need to follow the regulations and be good stewards.

Matt Fontaine presented the following May 2026, Financial Report: I received access to Paychex reporting allowing me to adjust all payroll entries to date as needed and submit payroll information for the routine Workmen's Compensation audit that the carrier uses to determine the actual premiums through 5/1/26. I have also been in contact with the Geel audit firm for the year end financial audit.

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As mentioned in prior months, the board should coordinate setting up two interest bearing [fee free] bank accounts, one for security deposits and another for remaining grant funds set aside for future capital improvements. This month's results include the first full month of admin staffing along with maintenance and related health insurance. All debit card purchases have been recorded from the bank statement along with actual utility bills while an estimate for legal costs was recorded in lieu of actual bills being received. Other than service to the generator, no new electrical, plumbing, HVAC, exterminating or other contract related invoices were received for the month of May and no estimates have been recorded for them. Despite that and maintenance wages remaining below budget, R&M expenses in total were above budget again in May, increasing the year to date trend as further detailed below. Given overages in the maintenance category specifically, and overall budget, I recommend that HAP forego discretionary costs until results are back on track. Obviously work orders must be completed and units made ready for occupancy, while supplies may be needed in the office from time to time. However, training, non-essential tools/equipment and other costs should be deferred when possible.

Net Ordinary Income of (\$14,682) shown on the Profit & Loss accurately represents Gosinski Park's operating activity.

FINANCIAL SUMMARY (NON-DESIGNATED)	May, 2026	YTD, 2026
Revenue	\$30,592	\$ 156,345
Expenses	\$36,407	\$ 171,027
Net Ordinary Income	\$(5,815)	\$ (14,682)

Revenue has fallen more than \$3k behind budget through five months with higher laundry revenue not enough to offset higher vacancy loss and lower than budgeted Rental Income. Rental Income is lower than budget due in large part to the administrative error in calculating numerous annual Recertifications as discussed at past meetings. It's eventual correction along with J. D'Amelia increasing subsidy \$50/month on some units will improve revenue even though the budget shortfall will continue to grow through year end without a return to one vacant unit or less. The contribution of expenses to the negative bottom line is outlined below and controllable expenses will need to be minimized for the remainder of 2026 in an attempt to get back to breakeven or better operating results by 12/31/26: 1) Administrative expenses are above budget in multiple accounts for the month but still \$1850 better than budget year to date from savings in salaries. Those savings in salaries and payroll taxes are likely to decrease overtime now with full staffing and in particular in July when there are three bi-weekly pay periods. Additionally, actual health insurance costs for current employees are significantly higher than in the past and in the budget which was combined with the 401k fringe cost in account 4160. In light of limited enrollment and benefit to employees relative to high administrative cost to HAP, the board should consider terminating the 401k plan to balance payroll fringe costs. Meanwhile, higher legal and other services are hopefully temporary as the result of special meetings and legal review of documents related to correcting the error with

recertifications. 2) Utilities - Electricity expense benefitted from a month where there is minimal heating or cooling costs.

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Slightly lower rates will be more than offset by higher usage in coming months that is likely to keep savings from growing at the same rate. Meanwhile, although quarterly water bills were expected, usage came in higher than expected resulting in an overage of nearly \$800 in May and over \$3.6k the year to date

3) Maintenance Expenses are almost \$700 above budget for the month, worsening the year to date overage to nearly \$17k. The year's more than \$7k savings in maintenance wages was used up and then some with \$12k of snow removal/relocation costs. Significant alarm repairs beyond routine inspection as well as necessary plumbing work and deferred maintenance on the generator further contributed to overages in contractual services. The other half of the category's year to date overage comes from Vehicle Maintenance/Equipment (Account #6570) and Materials (acct #4420). Again, much of the work for snow blowers and the mower can be attributed to deferred maintenance, though \$1845 were significant and unbudgeted. Similarly, nearly \$1700 related to sweeper equipment rental/purchase were unbudgeted. May's \$1217 of appliance purchases along with April's \$2249 and, subject to receipt/review of detailed receipts, possibly HD purchases (\$1082.53 around 4/3 and \$562.14 around 4/28) could be considered non-operating expenses but even subtracting that full \$5111 from the line would leave a \$2832 budget overage year to date from supplies alone and \$11,843 for the maintenance category. Although alarm costs, equipment maintenance and many other costs are not expected to be recurring, it is reasonable to expect necessary plumbing, electrical, HVAC and exterminating service costs will be incurred throughout the remainder of 2026. Therefore, reducing the maintenance overage and overall budget shortfall will take a concerted effort of staff to consider whether every purchase is essential.

4) Other expenses are in line with budget as insurance and loan costs were consistent with expectations and year to date trend. However, the refuse removal cost related to emptying personal items from a vacant unit rather than the budgeted roll off rental which is an expense still on the horizon.

Vinnie Klimas requested Matt Fontaine explain some of the overages in the Budget that need correcting barring the snow removal which couldn't be helped. He further stated he would like Matt Fontaine's professional advice on correcting some of the overages. Matt Fontaine stated that for housing regulated by CHFA, changing a budget is not permitted and is not part of the process. He further stated that when a budget is submitted to CHFA it is the budget we are held to. Matt Fontaine stated he has to do quarterly reporting to CHFA and explain any variances greater than 10 percent, including below budget and individual lines. Matt Fontaine stated CHFA wants to know why we couldn't predict the overages, excepting emergencies such as the Alarm System needing a \$2,000 repair. Matt Fontaine stated their understanding, in terms of things happening, is more about the trend, noting the more dollar amount that we are over the more questions and scrutiny they will have. Matt Fontaine stated what happens is that if we are running a deficit; if we are over budget, we can get on their list of flagged properties and CHFA can require monthly reporting resulting in more frequent inspections. Matt Fontaine stated that in the event of a significant issue that goes unresolved for a long time, CHFA could determine that the Housing Authority doesn't have the capacity to self-manage and they will require the Housing Authority to hire a third party management company.

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Matt Fontaine stated he doesn't mean to imply these things will happen this month, next month, etc., but given where we are through five months, he knows that when he does the quarterly reporting for the six months ending quarter there will be a lot of questions. Matt Fontaine stated that he will do his best to be prepared with answers and then we will revisit it in September. Matt Fontaine stated that obviously, the audit for 2025 will be done by then and that CHFA will see that overall, the Housing Authority is stable and able to meet its obligations. He further stated CHFA is in the business of long term stability so they're happy to know that we may have \$150,000 or \$200,000 in the bank now but if we're running a \$15,000 dollar deficit through six months they are going to say is that going to turn into \$30,000 for 2026, \$60,000 for 2027 and that in five years from now we would have \$10,000 in the bank and no ability to meet whatever is down the road. Matt Fontaine stated CHFA takes a very long term view, and they try to get ahead of problems before they're a big deal. Matt Fontaine stated this is why he and Vinnie Klimas have had such a good relationship with CHFA for so long. He further stated that knowing where the project came from 15 to 20 years ago, it's important that we steer back on track and see where the deficits have been through the past five months. Matt Fontaine stated that we are not necessarily saying we need to have a spending freeze but we need to carefully consider all our purchases, because \$50.00 here and \$100.00 there is not much but \$50.00 to \$100.00 a month for six months adds up to be noticeable when we are only collecting \$400 or \$600 a month on a rent unit. Matt Fontaine stated these are the things we need to think about. Matt Fontaine stated that the Board and the Staff are obliged to the Housing Authority and CHFA to provide safe, decent and affordable housing, so we need to work within the timeframe we are given. Matt Fontaine stated that we need to address work orders but not necessarily "aim for the stars" while still providing good customer service and housing people safely and comfortably. Matt Fontaine stated that we can't meet everyone's expectations regarding the budget that we have, noting that nobody is looking to change the type of housing this is. Matt Fontaine stated our housing serves a purpose and it fills a great need in this area; a brief discussion followed.

Vinnie Klimas stated work orders have to be fixed within our budget and in the most cost effective way, noting we have had too many months of being over budget. Vinnie Klimas stated emergency work orders will have to be addressed, noting we will not leave anything unsafe. Vinnie Klimas stated we've done it for 10 years and there is no reason we can't do it now. Vinnie Klimas stated that moving forward we will be holding monthly Finance Committee meetings every month to monitor expenditures due to the many months that we have been over budget. He further stated we need to challenge ourselves to having a more cost effective approach while continuing to meet the needs of our Residents.

When questioned by Tracy Ciriello, Matt Fontaine stated that there is a limit to what can be done by Maintenance, noting some items should and do require a licensed contractor. He further stated installing a toilet would require a plumber, however installing new guts for a toilet could probably be done in house; a brief discussion followed.

Vinnie Klimas stated the Housing Authority has had many years of maintaining proper maintenance in making everything safe and sound within its budget, so we just need to go back to safely getting the job done within our budget; brief discussion followed.

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Kathy Mackiewicz made a motion, seconded by Vinnie Klimas, to accept the May 2026 Financial Report as presented. This motion was approved unanimously.

Cost Certification Status: Vinnie Klimas, Chairman. Awaiting second check from DOH, They have emailed approval awaiting State to cut the \$100,000+ HUD CDBG Change Order for additional work completed over Contract

Vinnie Klimas stated the Housing Authority is still awaiting the other \$100,000+ check from DOH, noting they will begin cutting checks on July 1, 2026, because checks are not issued during the month of June. He further noted that DOH had stated the \$100,000+ had been approved.

A letter was distributed on this subject and available upon request. Housing Enterprises=substantial extra time and costs for Dave Berto, Certified State Housing Developer thus I recommend an end of contract bonus of \$15,000 to \$20,000=or a midpoint of \$17,500 when both checks have been received; of 50% if only SSHP \$106,000 has arrived. Vinnie Klimas, Chairperson; Draft Job description; Culinary Part Time

Vinnie Klimas stated this agenda item had been discussed at length at the last Housing Authority meeting, and distributed copies of Dave Berto's Invoice for a Change Order payment. He further stated this Change Order will be paid with the second \$100,000+ check the Housing Authority will be receiving from the DOH; a brief discussion followed.

Elena Squires made a motion, seconded by Vinnie Klimas, to approve, pay and implement the Change Order documentation in the amount of \$17,500. This motion was approved unanimously.

Draft Job description-Culinary Supervisor Part Time

Vinnie Klimas stated the distributed draft Job Description is for the At Will Employment Agreement, Title: Culinary Supervisor (Part Time) is managing the kitchen during the Food Program, noting we had the program years ago, but it was stopped by COVID and restarted six months ago. Vinnie Klimas stated at the last Housing Authority meeting it was noted the Office Administrative Duties would be taken out. The Department of Labor market information and statistics distributed show the State of CT's median wage for this position is \$32.22 hourly, with a range from \$29.00 to \$36.00. and the figure the Housing Authority is using is \$30.00 per hour. Vinnie Klimas stated this position was originally 12 hours, but it actually requires 15 hours per week, so that number was also changed.

Elena Squires stated she liked the new job description, however she felt the procedure for hiring was backwards, noting Trish Hale was hired and has been working in the position. She stated it was vague with the wording 10 to 15 hours, noting we should say 15 hours and questioned how her hours were tracked. Vinnie Klimas stated Trish Hale has a time sheet to track her hours

including prorated paid holidays, which had been budgeted. Vinnie Klimas stated she is licensed and certified.

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When questioned by Elena Squires, it was noted eight Residents are served on the average, with up to 13. It was further stated that the program is being offered to the Town churches, so the room has the potential to be filled. Elena Squire stated we're counting every penny and this seems like a lot.

Vinnie Klimas questioned what Elena Squires' recommendation would be. Vinnie Klimas stated the current \$30.00 per hour salary was low on the salary listing when they looked at the State of CT Department of Labor's Market and Wage Averages for the position for all the geographical areas. Elena Squires stated she saw the numbers, noting Gosinski Park is serving eight Residents and questioned why. Vinnie Klimas stated the Licensing and Certification goes with serving one or 100 Residents a day.

Gale Reno, Resident, stated she felt the low attendance was due to the fact the program was started in the wintertime, noting she felt it has gotten larger with the better weather; a brief discussion followed.

Vinnie Klimas stated the Job Description also included Miscellaneous Agency Support which states that on unusual occasions, this person may help out in other agency tasks.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to accept the revised Job Description for the At Will Employment Agreement Title: Culinary Supervisor (Part Time) as discussed and distributed. This motion was approved unanimously.

Resident and Human Relations, Committee: Rich Bugnacki, Resident

Vinnie Klimas stated Rich Bugnacki had to leave tonight's meeting earlier this evening. Vinnie Klimas stated everyone did a beautiful job on the flowerpots which are located throughout the Gosinski Park grounds. Vinnie Klimas stated that he wanted to thank everyone, including the Beautification Committee, for the flowers. He further stated noting the flowerpots are beautiful and make the grounds more cheerful.

Gale Reno stated several of the Residents, including herself, did the plantings. She further stated Brenda "Sunshine" does the daily/nightly watering.

When questioned by Vinnie Klimas, Walt Seaman stated he purchased the flowers at Foster's in Thomaston.

New or Old Business--NEXT REGULAR MEETING WILL BE JULY 21, 2026, Gosinski Park Community Hall, 5:00 p.m.

Vinnie Klimas stated the next Regular meeting of the Housing Authority of the Town of Plymouth will be held on July 21, 2026, at 5:00 p.m. Vinnie Klimas stated that he wanted to remind everyone that the Independence Day picnic would be held on July 2nd at noontime and all Staff and the Board were invited.

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Adjournment

There being no further business of the Housing Authority of the Town of Plymouth, Kathy Mackiewicz made a motion, seconded by Joe Carey, to adjourn at 8:23 p.m. This motion was approved unanimously.

Respectfully Submitted,

Patricia A. Hale

Patricia A. Hale, Recording Secretary