Housing Authority of the Town of Plymouth **Gosinski Park**

43 Ronald Road
Unit 31, Community Room
Terryville, CT 06786
Tel: 860-584-9355

Minutes **July 21, 2026**

Call to Order: Housing Authority of the Town of Plymouth Chairman Vinnie Klimas called the scheduled July 21 2026, Housing Authority of the Town of Plymouth meeting to order at 5:00 p.m., in the Community Hall, Gosinski Park.

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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: Town Councilwoman Sue Boilard, Executive Director Tracy Ciriello, CPA/Director of Finance Matt Fontaine, and Part-Time Maintenance and Director of Safety Walter Seamans.

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, everybody in Connecticut and everyone at Gosinski Park" for the record.

Vinnie Klimas made a motion, seconded by Joe Carey, to add "Terryville Fair Discussion" to this evening's Agenda as Agenda Item #2b. This motion was approved unanimously.

Vinnie Klimas made a motion, seconded by Joe Carey, to add "Executive Session for two/2 Legal Issues" to this evening's Agenda, as Agenda Item #8. This motion was approved unanimously.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to add "Action, as may be necessary, from Executive Session", to this evening's Agenda as Agenda Item #9. This motion was approved unanimously.

Minutes: Regular Minutes June 16, 2026 Regular Minutes

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to approve the June 16, 2026, Housing Authority Regular Minutes This motion was approved unanimously.

Terryville Fair Discussion

Vinnie Klimas stated every year the Housing Authority helps the Lions Club/Terryville Fair by lending three long tables, and the Gator machine for use as a Lions member use.

Terryville Fair Discussion Cont'd.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to loan three long tables to the Lions Club for the Terryville Fair usage on August 28th, August 29th, and August 30th. This motion was approved unanimously.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to transport the Gosinski Parak Gator to the Terryville Fairgrounds.

Discussion: Tracy Ciriello stated the Gator is in very poor condition, is on its last leg, and noted that Jeff Semon relies on it, so in her opinion it would not be a good idea.

Walt Seamon stated the mechanical issues with the Gator, which were brought to the Board in November 2025, were that one of the rear axles is not working; the shock is broken in the back and causes the machine to lean. He further stated that carburation-wise, it is not running as it should be, and he doesn't know the last time the air filter, the oil or sparkplugs were changed. Walt Seaman stated the Gator is on borrowed time and he doesn't feel it would be wise to bring it and use it for the whole weekend at the fair because if something happens to it then it would no longer be available for Gosinski Park. Walt Seaman stated he is advising that the Gator not be used for the Terryville Fair weekend.

Elena Squires stated she was in agreement with Walt Seaman, noting the priority of the Gator is for Gosinski Park use, not the Terryville Fair.

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to approve the Gator for usage at the Terryville Fair on August 28th, 29th, and 30th. Vote: Rich Bugnacki/no; Joe Carey/no; Vinnie Klimas/abstained; Kathy Mackiewicz/no; Elena Squires/no. Motion fails 4 nays/1 abstention.

Public Comments on any Topic

Gale Reno, Gosinski Park Resident, stated that she wanted to speak on comments that Matt Fontaine had spoken at the last few meetings as follows. Matt Fontaine had stated Residents need to realize these are not million dollar homes; he is not going to ask Residents for permission to raise rents; if Residents have a broken screen they get a patch, not a new screen; and Residents get what they need in the most cost effective way.

Gale Reno stated that in her opinion the remarks were insensitive to the residents, noting they have all had nice homes and good jobs in the past. She further stated they don't want to live at Gosinski Park; they are living at Gosinski Park because of circumstances, and that in her opinion Matt Fontaine's comments were very disrespectful.

Public Comments on any Topic Cont'd.

Matt Fontaine stated that he does not remember his words verbatim however they were in the context of discussing with Maintenance on how to address Work Orders. He further stated that he doesn't feel he was saying the residents need to realize this facility doesn't operate with a million dollar budget; what it does operate on is the majority of the rents being $460 or $493; and that on average they are approximately $600. Matt Fontaine stated in that context our budget does not allow us to do the same things that a budget based on $1,000 or $2,000 rents are and that is the reason that we don't have solid marble types of countertops or tile showers. Matt Fontaine stated we are on the same page in that regard and that no one is proposing those upgrades. Matt Fontaine stated what he was speaking to was the context that we need to operate the facility with an eye on the near term and long term in a financial discipline manner. Matt Fontaine stated although there may be money in the bank, any individual item that we identify needing to be done we need to consider what we can do to extend the useful life of materials and consider alternative options or work orders or repairs instead of full replacements because the board and myself, at their direction, need to be on the same page as CHFA, who anticipates this project being 30, 40, 50, 60 years and again in that context the property has not had rent increases for very many years and prior to him being with DeMarco and any involvement of the Board members currently here, the property did not have rent increases and for that reason it did not have money for needed repairs. Matt Fontaine stated that thankfully the Board was able to get rental assistance, which was able to supplement what the residents were paying so that many of them could continue paying 30% of their income without having to bear the increase and they also got a million dollar renovations. Matt Fontaine stated that he is sure he did not say that he or the Board were not going to ask residents permission for an increase, noting that he was speaking in terms of the regulatory framework which is that tenants are required to be given access to the budget they are given an opportunity to have comment prior to it being approved and implemented by CHFA who is the regulatory agency, and that there is no change in the procedure as it relates to calculating a household income or resulting rent based on anything we've talked about in recent months, so there is a distinction to paying more per month and a rent increase and briefly elaborated.

Gale Reno stated she has no problem with a rent increase, noting the Residents went a long time without one, however, it was the way Matt Fontaine talked to people; i.e., "you get what you get."

Vinnie Klimas stated that since 2015, Matt Fontaine has been working for the Housing Authority for the bulk of that time, and feels he cannot say thank you enough to him, noting that Matt Fontaine has spent many hours, days, months and years trying to squeeze out a drop of water with the minimal budget and finds his comments were regulatory in perspective and can't thank him enough for the blood, sweat and tears he has given to the residents and everyone in the room, noting there hasn't been a rent increase in years. Vinnie Klimas stated he did not interpret Matt Fontaine's comments in the way that Gale Reno did, but Gale Reno is entitled to her opinion, which is why the Housing Authority has Public Comments.

Public Comments on any Topic Cont'd.

Matt Fontaine stated that again, it was not his intent to be disrespectful in the way that Gale Reno had read her comment. He further stated that in the future he will do his best when talking about budgets and rent increases to be more cognizant of the words he chooses. Matt Fontaine stated that his intention was to speak within the guidelines of what CHFA applies, noting that he thinks Gosinski Park is amazing. Matt Fontaine stated that in his 20 years of Housing experience working with CHFA, HUD and rural development, he has seen a lot of properties that have suffered and it is rare to see one come back the way Gosinski Park has. He further stated that is due to the Board and the residents who are a part of the community and part of the solution, noting that it takes everyone to work together.

Gale Reno stated that was all she wanted Matt Fontaine to recognize; that the Residents are important too.

Elena Squires thanked Gale Reno for speaking up and stated that the Board recognizes her and the residents.

Paul Pelke stated that he felt Matt Fontaine was overqualified for what he is doing at Gosinski Park and needs to keep his replies realistic. Vinnie Klimas stated the Housing Authority needs a CPA.

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 July 21, 2026:

Resident Activities: Fourth of July picnic was a great success. We had about 40 people in attendance, including Mayor Sekorski and his assistant Kevin Hayes, as well as Council person Engle and Boilard. Residents will be having their 1st Movie Night here in the community room on July 27th hosted by Crystal Doyle our resident.

Management Priorities: 1. I would like to sign the contract with MyHoopty for towing at no cost to the Plymouth Housing Authority. I emailed the contract on June 25th so board could review it ahead of time. As stated in my email I will set up days to distribute parking stickers to the residents. Registration and insurance will be required to park on the property. Towing will be done as needed. All residents will receive a detailed letter, and signs will be posted throughout the property. We will have to purchase post at about $6.00 each. (Noted the contract was attached to Tracy Ciriello's distributed report). 2. I received pricing from 3 background companies. They are all comparable to each other and I recommend to go with Online rental exchange.

Executive Director Tracy Ciriello Report Cont'd.

They are affiliated with PHA Web where I currently enter our applicants and draw the lottery. (Noted the Pricing was attached to Tracy Cirello's distributed report).

Recertifications: Letter went out to all residents per suggestion of CHFA with details and directions on what's expected and required during the recertification process. We have 2 households phasing in currently. I don't anticipate any more.

Vacants: Unit 38 needs a lot of work. (refer to maintenance report) Will rent for 8/1/2026.Unit 60 has a flooring and mold issue. (refer to maintenance report) Unit10 pending the keys. Tentative rental date 8/1/2026. Unit 5 returning keys on August 16th

JD'Amelia Vouchers: Unit 56 is being abated due to the floors. (refer to maintenance report)

Lease: Lease was updated and finalized with Attorney Wrona to meet State requirements regarding Security deposits. A security deposit and bed bug disclosure have been added to lease packet.

Maintenance: Jeff's review was completed and his new wages were calculated at 3% per his evaluation score of 96.657 % plus the cost-of-living state differential increase to minimum wage totaling $1.27 an hour and retro active to his last increase on 3/14/2025.

Walt's 90-day review will be completed this week.

1. Updated 2026 Affordable Housing appeals List per State of CT Dept. of housing. A couple of minor corrections were needed.

2. After a discussion with the residents; we decided to have a pizza Halloween Party instead of a catered Thanksgiving meal to keep cost down this year. A Christmas Party will still take place. Mr. Klimas stated the Thanksgiving Meal is a tradition and should not be eliminated. (Disusion late in the minutes)

Upon my proposed operating budget to the Board for next fiscal year, I will be proposing a revised budget for events next year as well as a new line item. After all the donations by staff and residents, the Fourth of July picnic still came in at $907.74. ($61.00 was spent replacing rolls.)

When questioned by Elena Squires, Tracy Ciriello stated off the top of her head she can think of at least three vehicles that shouldn't be parked on the property and briefly elaborated on their issues.

Executive Director Tracy Ciriello Report Cont'd.

A brief discussion took place concerning the regulations that cover handicapped parking spaces, including the dimensions and the location of the spaces, as well as having a second Handicapped parking spot next to the Office for visitors.

Walt Seaman stated one of the handicapped parking spaces would need to be moved because it was directly in front of a fire hydrant. Walt Seaman stated there are Engineers that just design parking lots and he could get quotes to do the spaces by ADA regulation.

Vinnie Klimas stated the Housing Authority had already spent hundreds of thousands of dollars on Engineers and Architects as part of the overall plan for Architects and Engineers, including State Inspectors, all of whom had identified the spaces and meeting code requirements, but it could be looked at particularly if we need some for the visiting public, a brief discussion followed.

Matt Fontaine stated the Engineers that did the layout did it based on meeting the minimum number of handicapped spaces required for code and then they put additional handicap spots in, so they for use by people with handicapped stickers and designated as such but not counted as being one's we designated. He further stated that we had already met the required count, so the additional spaces do not have to meet code; a brief discussion followed.

When questioned by Elena Squires, Tracy Ciriello stated the residents will not be charged for the towing until someone picks up the vehicle and briefly elaborated. Tracy Ciriello stated this information will be outlined on the posted signage.

Paul Pelkey stated that he thought the whole Towing idea was asinine; noting it was harassing residents who can't afford to keep their cars in proper maintenance and forcing the impoverished residents to leave, noting that it takes them a little time to do that. He further stated that when they did the back driveway during renovations, Vinnie Klimas the ADA code called for a minimum of two ADA spots but we have 12 handicapped spaces which are identified for specific persons. Paul Pelkey stated the Director's goal was to provide safe housing and a place for the Residents to park their vehicles.

Tracy Ciriello stated that she is asking the Board if she can add a handicap spot for Visitors close to the office. The Board stated to bring in a proposal. vehicles, they can go to her and make the request, noting there are vehicles that have been sitting on the property for a couple of years with broken windows that allow the snow and rain to get in.

Paul Pelke stated this is the Office's fault, noting he always complained about it previously and that the Office should take the initiative and set an example. Mr. Klimas stated the Board took the initiative with the $5.6 million ADA Bump-Out project.

Executive Director Tracy Ciriello Report Cont'd.

When questioned by Joe Carey, Tracy Ciriello stated she is looking to purchase six to eight posts for the Towing signage, noting Myhoopty will supply the actual signs. She further stated Myhoopty is also responsible for installing the posts and signs; a brief discussion followed.

Joe Carey stated if we move forward with the proposal to be sure that the Executive Director and Maintenance contact Eversource's' "Call Before You Dig".

Vinnie Klimas requested that Tracy Ciriello check with the Plymouth Public Works Department to see if they had any available posts.

Vinnie Klimas stated the Housing Authority has always done National checks with the Office of the Inspector General, National Sex Offender, State Judicial Case Look-up {Housing, Small Claims, criminal, etc.) but not credit background checks; a brief discussion followed, which included fees for the one-time reports and when background should actually be run, and that this information would be included in the Tenant Selection Plan; a brief discussion followed.

Elena Squires stated that she agreed with Tracy Ciriello and also felt we should open it up to more than just the Connecticut background check.

Vinnie Klimas made a motion, seconded by Elena Squires, to accept Tracy Ciriello's recommendation for the new way of doing background check processing with Online Rental Exchange at an average of $37.00 per investigation and setup fee. This motion was approved unanimously.

Vinnie Klimas stated although the Halloween Pizza Party event was a suggestion by a handful of residents, he would like to have a campus-wide survey done before eliminating the annual Thanksgiving dinner. Mr. Klimas stated Thanksgiving Meal has beena tradition for several and enjoyed by the majority of the residents. A brief discussion followed.

Tracy Ciriello requested that Matt Fontaine provide her with the updated monetary figures for events so that she can plan them accordingly for the remainder of the year. She further stated she was only trying to save money with the Halloween Pizza Party, noting the updated figures might show the Halloween Party, the Thanksgiving Dinner and the Christmas ner may still be possible.

It was noted that the Housing Authority Board collectively agreed that a flier be distributed campus-wide surveying the Residents for their opinions on the Halloween Pizza Party in lieu of the Thanksgiving Dinner. And Richard Bugnacki, Resident Elected member will review everything.

Executive Director Tracy Ciriello Report Cont'd.

Vinnie Klimas requested Tracy Ciriello provide Rich Bugnacki with the flier, prior to it being sent out campus-wide, as he is the Resident Commissioner.

Supervisor Maintenance and Director of Safety Walter Seaman July 21, 2026 Report

Walt Seaman reviewed and detailed his July 21, 2026, Maintenance Report as follows:

General Duties and Responsibilities:

Performed Monthly Inspections of fire extinguishers. Held training with maintenance on how to perform inspections on fire extinguishers.

Moved recycling and trash receptacles in and out weekly and bi -weekly.

Cleaned Community room, office area, foyer, and bathrooms

Lawnmowing and weed whacking are continuous

Prepared for annual July 4th picnic, cooked for the picnic. Chairman Klimas approved extra hours.

Assisted in moving items from the Director's Office including desks

Re-wired low voltage wiring in office for numerous components

Part-Time Supervisor Maintenance and Director of Safety July 21, 2026 Report Cont'd

Cleaned out unit and disposed of items left behind

Maintenance Request Tickets

6/1	38	Pick up trash in front of apartment	Picked up trash and disposed of it
6/3	15	Decorative board under counter needs clip / Floors in bathroom and hallway buckling	Replaced clip/ floor is ongoing issue, investigating
6/4	55	Need locking handle on screen door	
6/5	23	Spray and kill poison Ivy	Purchased spray and applied
6/8	47	Replace broken light switch plate	Replaced switch plate
6/9	49	Repair floor in laundry area with epoxy	
6/10	61	Needs help hanging large photographs	
6/15	55	Needs new shower curb	

6/16	34	Cracked window	Had window repaired at Ply. Glass and replaced
6/16	34	Screen needs to be repaired	
6/17	40	Tenant requested new storm door, door is damaged, and tenant gets locked out	Replaced handle on door (door in poor shape)
6/18	8	Gutters by front door are clogged with tree debris	Need to get contractor to clean gutters, trees need to be trimmed
6/19	49	Need to level lawn by road, and re-seed	
6/23	40	Wall switch doesn't work; light looks like smoke coming from it	Called electrician to evaluate and repair
6/23	23	Top window falls down, bugs and dirt gets in	Window was installed incorrectly, cleaned and installed correctly
6/25	46	Lock sticking on screen door	Cleaned and lubed lock
6/27	49	Need air purifier in the club house ASAP	Addressed concerns with resident
6/21	21	Cut and remove trees and rose bush by windows	Cut bushes
6/29	17	Heating and A/C unit not working	Evaluated, had HVAC tech come out, system needs replacement received quotes, awaiting decision to replace
6/29	17	Remove barrier from bathroom fan and replaced cover	Completed cover from vacant unit
6/29	17	Kitchen sink is clogged	Un clogged sink
7/1	27	Install filter fabric and stone on side of rear door	
7/1	32	Ac unit putting water on floor	Cleared discharge line
7/1	17	Kitchen stove is in poor condition and rotted	
7/1	38	Clean walls,ceilings,and repaint unit. Fix holes in walls and replace blinds	
7/2	29	Remove weeds and trees under windows	
7/6	11	Heating and A/C unit not working	Called HVAC tech, system was low, Recharged system
7/7	15	Broke key off in lock on front door	Tried to remove, called locksmith to remove and make new key
7/8	32	Kitchen door lock isn't working	
7/8	32	Cooking fire, oven not working	Oven replaced under warranty

	22	Evaluate walkway being blocked by unit 23	Investigated and notified resident walkway needs to be 36 inches
7/13	22	Chemicals being improperly stored	Investigated, letter attached
7/13	61	Need keys for front and rear door (lost)	Went and had new keys made
7/14	16	Touch up encapsulation on front and rear door	Encapsulated and repainted front and rear door
7/16	34	Need new toilet seat/ broken	Purchased and replaced toilet seat
7/18	46	Called in after hours broken toilet seat	Replaced toilet seat
7/18	31	Outside lights not working	
7/20	22	Please provide in writing dispositions of previous two work orders	
7/20	13	HVAC leaking into unit	Cleared discharge line/ have to call HVAC tech
7/21	61	Fins in A/C head are sticking	

Contract Services

6/3		Sanzeri locksmith	Rekeyed handle and deadbolt for front and rear doors(previous tenant didn't turn in keys)	$356.27
6/11	31	Sanzeri locksmith	Made 3 keys plus 4 7 total	$32.00
6/12	28	Fontaine Mechanical	No Air Conditioning/ changed condensate pump	$1,075.00
6/25	56&60	AeGis Consulting	Mold evaluation in unit 56 and 61 under flooring	$610.00
6/29	17	Fontaine Mechanical	No A/C system acting radical. System needs replacing, outdated cannot get parts	$450.00
7/7	11	Fontaine Mechanical	No A/C heard "pop" System low on refrigerant, evacuated system and recharged	$535.00
7/9	15	Sanzeri locksmith	Broke key off in door. Removed cylinder and key, made new key	$191.43
7/21	13	Fontaine Mechanical	Water coming from A/C appears condensate pump not working	T.B.D.
	31	Electro Services LLC	Fire alarm system in "trouble" strobes not working	

Supervisor Maintenance and Director of Safety July 21, 2026 Report Cont'd.

Card Debits/ Receipts

6/26	Amazon	Toilet paper holder	$16.14
7/2	Terryville Mobil	Fuel for mowers and truck	$50.00
7/7	BJs	Laptop computer approved by board	$414.74
7/9	Bjs	Rolls/iced tea for July 4th picnic	$61.11
7/16	Loews Home Improvement	Commercial toilet seats	$53.15
7/20	Home Depot	Toilet seats	$59.96
7/21	John Boyle	Paint for vacant units and office	$307.28
		Total	$962.38

Special Projects HVAC System replacement Unit 17

- Maintenance Request ticket filled out on June 29th, 2026
- Maintenance evaluated June 29th at approximately 9:00 am
- It was determined that a HVAC service technician would be needed
- Fontaine Mechanical responded on June 29th at approximately 3:30 pm They determined that the computer board was inoperable and due to the age of the unit, the entire system would have to be replaced.
- Fontaine Mechanical provided a quote and stated they could replace it the next day.
- Notified Director Ciriello and Chairman Klimas. Chairman Klimas stated he stated due to Procurement Procedures get three quotes are required..
- After calling numerous HVAC contractors, was able to obtain third quote on 7/8/2026.

6/29/2026	Fontaine Mechanical	$8,970.00	
6/30/2026	Northeast Comfort Systems	$11,368.42	
7/8/2026	Elite Comfort	18,180.08	$17,094.57

Walt Seaman stated if an appliance/hardware is in a unit, then it has to be in working condition; Tracy Ciriello stated she was in agreement and a decision needs to be made; a brief discussion followed.

Fence Project:

- Fence project has begun
- Fence moved to property of the owner
- Didn't need to have stump ground

Supervisor Maintenance and Director of Safety July 21, 2026 Report Cont'd.

- Contractor had to order more panels
- Should be completed in a week or two

Tree trimming and removal

- Proposed to board at the June Meeting
- Obtained three quotes
-

6/17/2026	McLellan Tree Services	$9750.00
6/15/2026	A-1 Tree service	$9,800.00
6/12/2026	GM2 Tree Services	$12,300.00

Shed

- Proposed to the board at the April meeting
- Put together proposal for repair
- Received quote for new shed
- Board agreed new shed would be better option
- Discussion on removal of existing shed

Deep Cleaning of HVAC Systems

- Proposed to board at the April meeting
- Obtained three quotes
- Chairman Klimas advised He has basic RFP Guidelines and he needs the detail specification to insert to the RFP. **Flooring/ Mold Issues**
- Originally brought to the board by my predecessor in November of 2025
- As reported in the June report, Unit 56 failed inspection by JD'amelia
- Myself, Vice Chairman Carey, and Director Ciriello met with representative from Shaw. (the Manufacturer). He evaluated the flooring
- Had mold tests done, Came back positive
- Sent email correspondence asking how to proceed with mold on 7/1/2026, haven't received an answer. Noted AeGis recommended abatement and intervention in their report.

Part-Time Supervisor Maintenance and Director of Safety July 21, 2026 Report Cont'd.

When questioned by Walt Seaman as to how much money is in the Capital Budget, Matt Fontaine stated the budget, as detailed by CHFA, requires specific categories be budgeted, so generally we budget for broader things like appliances, water heaters, etc. He further stated that for this fiscal year $8,000 has been budgeted for hot water heaters. Matt Fontaine stated the budget is drafted in October for the upcoming fiscal year and staff will provide their input.

Vinnie Klimas stated we have a check coming in for $130,000 plus (CDBG Funds), noting the State has given the check to the Town, who is now processing transmission to us.

When questioned by Walt Seaman as to how much money is in the Capital Improvements account, Matt Fontaine stated the Capital budget for Fiscal Year 2026 is $8,000, noting it does not have a numerical answer because CHFA does not have funds set aside for specific purposes. He further stated Towns have different accounting guideline using government accounting standard board requirements and briefly elaborated regarding operating and account funds, noting that is not how housing authorities are set up. Mr. Klimas stated we are required to use GAAPP regulations.

When questioned by Walt Seaman if there is a separate bank account for capitals, Matt Fontaine stated that currently there is not.

Matt Fontaine stated that as of June 30, 2026, the Plymouth Housing Authority has $71,000 cash total, however it is not for capital improvements or for operating. He further stated that we are anticipating a $130,000 check (CDBG Funds) from the Town, of which the majority, if not all, will be deposited in a new account for future capital improvements. Matt Fontaine stated the way the Housing Authority is set up under CHFA's direction and regulations, each year an operating budget and capital budget must be submitted which would state the Housing Authority anticipates replacing flooring, purchase of refrigerators, etc.

When questioned by Walt Seaman, Matt Fontaine stated the $71,000 is in a general operations account; a brief discussion followed regarding the Housing Authority bank accounts. Matt Fontaine stated for clarity, he includes a balance sheet in his monthly Financial Report.

When questioned by Elena Squires, Matt Fontaine stated the primary account is at the Thomaston Savings Bank, as well as the previously discussed CD.

Vinnie Klimas stated that all the funds, every single penny, are shown in the annual audits. He further stated that every audit has been excellent, noting the audits have always been distributed to everyone, including the Mayor's Office and the Town Council.

Supervisor Maintenance and Director of Safety July 21, 2026 Report Cont'd.

At the request of Walt Seaman, Tracy Ciriello, Town Councilwoman Sue Boilard and Board Members, Vinnie Klimas stated he will get them copies of the audit. He further stated that he had just signed the engagement letter for the new audit for the coming fiscal year; a brief discussion followed.

Walt Seaman stated he had sent the following letter to a Gosinski Park Resident and briefly elaborated.

July 14, 2026, Paul Norton, Unit 22, Gosinski Park, Re: Maintenance Request "Removal of Improperly stored Chemicals in front of #23, Mr. Norton: I would like to thank you for bringing a safety concern to my attention. Safety is our utmost concern and is not taken lightly. I investigated your request regarding improperly stored chemicals in front of unit 23. The trade name of the product is Spectracide® bug stop® home barrier. Upon my investigation, the following was found. The chemical name of the product is Gamma-Cyhalothrin (C.A.S. Number 76703-62-3) with a concentration of 0.025% with 99.975 % inert ingredients. The U.N. number is 3082 and categorized within D.O.T. Hazard class 9 and packing group III. The E.P.A. Pesticide Registration Number is 9688-298-8845. Gamma- cyhalothrin is a synthetic pyrethroid insecticide (IRAC Group 3A) used to control a broad range of insect pests. It disrupts insect nervous systems by affecting sodium channels, resulting in paralysis and death. It is considered a neuro-toxicant. The product is a ready to use liquid insecticide with a clear to slightly hazy, colorless to pale yellow appearance. It has a PH of 5.0-6.0 and extremely low vapor pressure. It bonds with soil and doesn't leach beyond the area of application. In regard to toxicity, this product has a dermal LD50 of less than 2000mg/kg. An OSHA permissible exposure limit has not been established, nor a NIOSH recommended exposure limit a NIOSH IDLH also has not been established either. The label possesses a signal word of CAUTION indicating the product is slightly toxic if eaten, inhaled, or absorbed through the skin. Caution is classified as far less toxic than other signal words such as DANGER or WARNING. In response to your concern about the product being improperly stored, according to the safety data sheet, the product should be stored in a cool, dry area away from heat and flame. I feel where the resident is storing the product falls in the parameters of safe storage and falls within the manufacturer's recommendations. I got together with the resident of unit 23 and informed and trained them on the proper use, storage, application, and record keeping procedures. In closing, I read the product bottle you are referring to, the product is suggested for indoor and outdoor use. With my research combined with the data, I do not feel there is any significant hazard present. Please feel free to contact me for any clarification or further information. Thank you again. Sincerely, Walter Seaman, Supervisor of Maintenance and Director of Safety, Housing Authority of The Town of Plymouth, References: Safety Data Sheet, Spectracide® Bug Stop® Home Barrier National Institute of Safety and Health (NIOSH) pocket guide, Department of Transportation (DOT) Emergency Response Guidebook, Center of Disease Control/ National Institute of Safety and Health IDLH database

Part-Time Supervisor Maintenance and Director of Safety July 21, 2026 Report Cont'd.

A brief discussion followed regarding the three quotations for repairing Unit 17's HVAC System.

Matt Fontaine stated there are funds available and once we have a firm number he will send it to CHFA. He further stated that he will tell CHFA what the situation is, what the need is, why it is being replaced instead of being repaired and then he will explain why we didn't budget for it. Matt Fontaine stated that moving forward we will budget for one replacement HVAC System.

When questioned by Joe Carey, Walt Seaman stated we currently have 52/53 Split HVAC Systems; a brief discussion followed.

Elena Squires made a motion, seconded by Joe Carey, to allocate up to $9,300.00 to replace the HVAC System in Unit 17. This motion was approved unanimously.

Per Vinnie Klimas request that Joe Carey be included in the process for replacing the HVAC System in Unit 17, Walt Seaman stated he was in agreement.

Per Vinnie Klimas' request, Walt Seaman will put the needed amount for the preapproved fencing in writing for the Executive Director Tracy Ciriello.

Walt Seaman the shed was proposed in April, and again at the last Board meeting and questioned the status of it.

Vinnie Klimas stated he had done some research and priced a 20 foot cargo unit/shipping container with a price range of $2,300 to $3,000, noting this would be a big savings

Walt Seaman stated his only concerns with the shipping container would be the aesthetics for the Residents and the end opening, noting a pathway would need to be kept open in the middle. He further stated that he would recommend purchasing the container that has the doors that open the long way and briefly elaborated.

Per Vinnie Klimas' request, Walt Seaman stated that he will procure quotations for the shipping containers that have end openings lengthwise. Vinnie Klimas stated at this point in time we will need the pricing reprinted and then a vote can be taken, noting it will also need ground preparation.

Vinnie Klimas stated there was a basic cleaning verses a deep cleaning of the HVAC units; a brief discussion followed.

Supervisor Maintenance and Director of Safety July 21, 2026 Report Cont'd.

Jeff Semon stated Maintenance was unable to finish the basic cleaning of the HVAC units, noting the work had only been 50 percent finished; a brief discussion followed.

Vinnie Klimas stated the deep cleaning, which should be done every three years per Walt Seaman, should be put into the Capital Budget starting in January 2027 or wait until the $130,000+ check (CDBG Funds) comes in.

Per Vinnie Klimas' request, Walt Seaman will check to see if AeGis is certified to do asbestos testing.

Walt Seaman stated there are floor issues in ten units, not just one, and briefly elaborated on the cause of the issues; a lengthy discussion followed.

When questioned by Elena Squires, Walt Seaman stated the units are slab on grade and the moisture is coming from out of the ground, through the slab and into the units and briefly elaborated, noting he is waiting for the Contractor to release his report this week. Walt Seaman stated a vapor barrier was never installed under the old flooring.

Walt Seaman stated he doesn't believe it's one fix or one problem, noting the application question becomes is this the wrong flooring for these types of units and read from a document outlining the problems. Walt Seaman stated that he has a document which outlines installation methods and options.

Joe Carey stated at the end of their meeting the conclusions were what Walt Seaman had paraphrased. He further stated he feels we need to get the Architect for the project involved because he has the documents and the knowledge for what he called out in the specs. Joe Carey stated that once the Architect is involved, we can determine if the specs were followed given the fact we have a moisture problem, noting it could have been a design problem. Joe Carey stated once they meet with us, they can visually see what the problem is and then we can get direction on what needs to be done to resolve the issue of moisture and controlling it. Joe Carey stated we don't know the extent, noting it might not have affected all 60 units. Joe Carey stated that he felt once we have discussion with the Architect, it will become very apparent if there is a design flaw, and if not, he will have in his specs which cite certain applications that needed to be done before the flooring was put down which should have been adhered to and briefly elaborated. When questioned by Joe Carey, Walt Seaman stated Unit 56 and Unit 60 are the most pronounced of all the units; a brief discussion followed.

When questioned by Town Councilwoman Sue Boilard, Vinnie Klimas outlined the listing of what was taken out of the units when asbestos was found; a brief discussion on capsulation and abatement followed.

Part-Time Supervisor Maintenance and Director of Safety July 21, 2026 Report Cont'd.

Walt Seaman stated he is waiting for guidance on how he should proceed with the mold issue.

Vinnie Klimas stated we need to have the issue evaluated; a brief discussion followed regarding a temporary unit and other options (Idle Capacity) for Unit 56.

Walt Seaman stated if the Contractor decides not to share his report with us, we will not have any documentation that states the installation was poor and the application was not, and if we fix it, we've lost that, noting it's going to be hit or miss. He further stated that his recommendation would be to meet with the Architect. Walt Seaman stated if we don't have the report by the end of this week it would be in the Board's best interest to hire an independent third party; a lengthy discussion followed.

Vinnie Klimas stated he would contact the Architect and set up a meeting and if needed, then we could decide if we need an independent third party to assess the problem.

When questioned by Tracy Ciriello whether she should contact J. D'Amelia and explain that we may have to relocate a resident because other issues were found in their unit (noting this will be a loss of rent in an ADA unit), Vinnie Klimas stated we should speak with the Architect first.

When questioned by Walt Seaman as to what the status was for moving forward with the tree work (trimming and removal) Vinnie Klimas stated he would like to wait until the Housing Authority receives the $100,000 check (CDBG Funds); a brief discussion followed.

Joe Carey made a motion seconded by Elena Squires, to authorize and proceed forward with the tree work with the lowest responsible bid and not to exceed $9,700.00, pending the $100,000 check from CDBG Funds through Town of Plymouth. This motion was approved unanimously.

Walt Seaman stated that he will need to make sure the quotes are still valid because it's been over a month since he presented them to the Housing Authority Board.

Finance Committee—Create Monthly Schedules

- **June Financials, Matt Fontaine, CPA, Director of Finance and Kathy Mackiewicz, Treasurer**
- **Cost Certification awaiting check from the Town, Vinnie Klimas, Chairman**
- **Cost Controls/Balanced Budget**
- **Annual Audit-Matt Fontaine, CPA, Director of Finance**

Vinnie Klimas stated hopefully we will receive the $130,000 Cost Certification check from the Town shortly.

June Financials Matt Fontaine, CPA, Director of Finance and Kathy Mackiewicz, Treasurer Cont'd.

Matt Fontaine presented the following June 2026, Financial Report: Please see attached financial reports ahead of an anticipated finance committee meeting.

As in past months, expenses continue to exceed revenue with a combination of large unexpected repairs (alarm/HVAC), commitments to payroll and other fixed costs as well as legal fees associated with multiple issues and smaller discretionary costs. Three units have recently been occupied but vacancies in #38 and 60 (with a retro adjustment for #60's May vacancy) combined with full staffing and those significant legal and repair costs resulted in a loss of $10,939 for June, increasing year to date's deficit to $26,626. There is adequate cash on hand to cover payables as a result of recovering past expenditures from the grant but breaking even by year end appears out of reach. With that said, efforts still should be made to skip or at least defer any discretionary costs until the new fiscal year to improve results through the remaining six months of this year. With pending receipt of $132,893 CDBG funds, the board should follow through on prior recommendations to open an interest bearing account for future capital improvements as well as a separate interest bearing account for security deposits. Although not reflected until the first payroll of July, I made a correction in Paychex to eliminate the incorrect health insurance benefit being paid to an employee. However, discussion is still needed with the Personnel Committee to determine the correct year to date over/under payment. On a side note, I filed the required annual form 5500 with the IRS related to HAP's retirement plan 2025 activity. The related Summary Annual Report is attached and I will take this opportunity to repeat my prior recommendation that the board consider terminating the plan in light of limited enrollment and benefit to employees relative to high administrative cost to HAP. All debit card purchases have been recorded, the bank statements reconciled and unbilled costs from the attorney and electrician have been entered along with appropriate utility costs. This month reflects a reclassification of year to date food prep salaries from the standard admin salaries line to a new Food Prep subaccount #4120.01. I've also started categorizing Food Prep supplies in a subaccount 4151.01 separate from Office Supplies. Despite savings in maintenance wages, overages in supplies, vehicle maintenance and contracts (snow $12k and $10.8k from ElectroService, mainly for alarm work, a small amount for monitoring and about $1k for electrical work) the category is the furthest above budget at almost $24k.

Net Ordinary Income of ($26,626) shown on the Profit & Loss accurately represents Gosinski Park's operating activity.

FINANCIAL SUMMARY (NON-DESIGNATED)	June, 2026	YTD, 2026
Revenue	$31,145	$ 187,491
Expenses	$42,085	$ 214,117
Net Ordinary Income	$(10,939)	$ (26,626)

June Financials Matt Fontaine, CPA, Director of Finance and Kathy Mackiewicz, Treasurer Cont'd.

1) Revenue has fallen almost $4k behind budget through six months with higher laundry revenue not enough to offset higher vacancy loss and lower than budgeted Rental Income. July will reflect increased subsidy from J. D'Amelia on some units while August will reflect the start of incremental revenue from recertification of unsubsidized tenants though the shortfall to budget is likely to continue to grow until the increases are fully phased in. 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 to improve results through 12/31/26:
2) Administrative expenses are better than budget in multiple categories this month and year to date, though higher payroll and related costs, including unbudgeted health insurance (based on no eligible employees at the time of the budget's preparation), significant legal fees and the cost of a new desk put the category almost $6.5k over budget for the month reversing year to date savings from the vacant ED position. The timing of three bi-weekly pay periods in July, continued unbudgeted health insurance and cost of the holiday picnic are likely to keep the category overbudget.
3) Utilities - Electricity expense benefitted from a month where there is minimal heating or cooling costs. 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, the overage from water remains, though Tracy reached out to the water company to ask that they check a meter that seemed to generate an unexpectedly high reading.
4) Maintenance Expenses are almost $7k above budget for the month, worsening the year to date overage to nearly $24k. As previously mentioned the $12k of snow removal/relocation costs has used up the more $8k savings in maintenance wages. Meanwhile significant new alarm repairs related to corrosion and a possible power surge or lightning strike put contractual services over budget almost $7k for the month with HVAC over more than $1k for a condensate pump replacement overshadowing small purchases like a tool organizer and power strip issue in the office Those added to significant year to date overages from earlier alarm repairs, deferred maintenance on the generator and snow/lawn equipment as well as costs for sweeping and appliances for which as much as $5111 might be considered non-operating costs.
5) "Other expenses" are in line with budget as insurance and loan costs were consistent with expectations and year to date trend. However, July's refuse removal will include the expected quarterly cost and the roll off rental whereas the roll off rental was budgeted in May and essentially 'used' to cover the cost of emptying personal items from a vacant unit.

Matt Fontaine stated that he had emailed Vinnie Klimas an affidavit along with the semi-annual reporting (which includes explanations) noting that it will be submitted to CHFA. Vinnie Klimas stated he will bring the affidavit to the Plymouth Town Hall tomorrow and have the document notarized.

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

June Financials Matt Fontaine, CPA, Director of Finance and Kathy Mackiewicz, Treasurer Cont'd.

When questioned by Joe Carey regarding CHFA flagging, Matt Fonaine stated that when he submits his report to CHFA he has to explain anything that is more than $500.00 or 5% over budget. Matt Fontaine stated that timing issues, such as lower electricity for cooling when it is not summertime are another example. Matt Fontaine stated the biggest true flag is if CHFA does not like his explanation(s) and/or they don't feel a level of comfort with the explanation(s) which results in a property being put on the watchlist. Matt Fontaine stated that CHFA wants to see the property succeed but they also want to make sure the money we are getting is spent wisely. Matt Fontaine stated there is program, which the Housing Authority can apply to with CHFA, whereby we can say we have a capital needs assessment, i.e., $300,000 for heat pumps. He further stated CHFA does a competitive analysis of all the housing authorities that applied and then decides who will receive the approval, noting the watchlist properties are on thinner ice. Matt Fontaine stated the watchlist doesn't happen for a one-time incident; it's when it occurs quarter after quarter.

When questioned by Elena Squires, Vinnie Klimas stated the $100,000+ check will be put into the regular Operating Account, so that it is in the bank.

Matt Fontaine stated that the check will be deposited into the existing Thomaston Savings Bank account and then we will identify items that need to be paid with some of the money. He further stated we can also open an interest bearing account for the majority of the money.

When questioned by Walt Seaman, Vinnie Klimas stated the CDBG check was approximately $132,000 and change.

When questioned by Elena Squires, Vinnie Klimas stated a portion of the $130,000 check can be used towards the $10,000 HVAC system problem; a brief discussion followed.

Resident and Human Relations, Rich Bugnacki, Chair Next Meeting

No report.

Next Regular Meeting will be on Tuesday, August 18, 2026, Gosinski Park Community Hall at 5:00 p.m.

Executive Session

Vinnie Klimas made a motion, seconded by Kathy Mackiewicz, to move into Executive Session at 7:29 p.m., to discuss two Legal issues per the Executive Director's request. This motion was approved unanimously.

Present for the Executive Session were Rich Bugnacki, Tracy Ciriello, Joseph Carey, Matt Fontaine, Vinnie Klimas, Kathleen Mackiewicz and Elena Squires.

Executive Session Cont'd.

Vinnie Klimas called the Housing Authority's July 21, 2026, meeting back into Regular Session at 7:34 p.m.

Action, as may be necessary, from Executive Session

No action taken.

Adjournment

There being no further business of the Housing Authority of the Town of Plymouth, Kathy Mackiewicz made a motion, seconded by Vinnie Klimas, to adjourn at 7:35 p.m. This motion was approved unanimously.

Respectfully Submitted,

Patricia A. Hale
Patricia A. Hale
Recording Secretary