

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



Public Housing (860) 379-4573

Fax (860) 379-0430

www.winchesterhousing.org

Anthony J. Palge, Chairman
Neil R. Kelsey, Vice Chairman
Joseph W. Lemelin, Treasurer

Helen Archer, *Resident Commissioner*

Joseph A. Forster, Commissioner
Jayne M. Martigneni, Executive
Director

Minutes
Winchester Housing Authority
Board of Commissioners Regular Meeting
April 23, 2018
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 3:03 p.m. by Anthony Paige, Chairman.

In attendance were: Chairman, Anthony Paige, Vice-Chairman, Neil Kelsey, Commissioner Joseph Forster, Commissioner Helen Archer, Board Liaison Linda Groppo, and Executive Director Jayne Martigneni.

Absent: Commissioner Joseph Lemelin.

2. Approval of the March 26, 2018 Board Meeting Minutes:

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the March 26, 2018 Minutes. All were in favor.

3. Report of Financial Budgets/Statements for March 31, 2018:

The Executive Director explained, to date, Greenwoods Garden South is \$20,226.00 over budget mostly due to maintenance issues and new hot water heater installations. She also explained that, to date, Greenwoods Garden North is over budget by \$15,467.00. Both developments are still under budget for the year. A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the Financial Budgets/Statements for March 31, 2018. All were in favor.

4. New Business:

a. New Flooring on the first floor of Chestnut Grove – 2016 Capital Fund Grant

The Executive Director explained that we had to obligate and expend funds from the 2016 Capital Fund Grant within three days of being notified or we would have lost the money. Weigold Flooring will be replacing the flooring in the front foyer, elevator and entire hallway on the first floor. Weigold is the contractor who currently installs new flooring and carpeting in the apartments and we have used them for years.

Chairman Paige asked what was happening with the awnings at each end of the building that may require work. The Executive Director explained that they were examined and there are no rips or tears

but the water had settled in some spots on them and there is some mold, mildew and stains. The Executive Director received a proposal of \$750.00 to clean the awnings. A motion was made by Commissioner Archer, Seconded by Commissioner Forrester to accept the proposal. All were in favor.

5. Old Business:

a. New benches at Chestnut Grove

Chestnut Grove is in dire need of four new benches for the property. The Resident Service Council has agreed to purchase four new benches to be donated to Chestnut Grove.

The Executive Director explained that bed bugs have been discovered in another apartment at Chestnut Grove. Currently that is the only apartment that actively has them and the exterminator will be her on Saturday to treat the apartment.

6. Executive Director's Report:

The Executive Director explained to the Board of Commissioners that the Greenwoods Garden Tenant Services had over \$3,000.00 in their fund a few years ago. They purchased a new canopy and had some chairs reupholstered leaving a balance of over \$1,000.00. The person who was holding the bank book may have depleted those funds. They were left with a balance of \$12.00 and now they have to start over to try to build up the funds by holding fund raisers at their community.

They are already planning events to raise money for their community. Commissioner Forrester asked if the police were contacted. The Executive Director explained that those funds are not property of the Housing Authority so Winchester Housing cannot get involved and we do not have proof that the keeper of the bank book actually withdrew the money. It was a savings passbook.

The Executive Director held a meeting with the tenants at Greenwoods Garden and they elected a Treasurer and Asst. Treasurer so that they will have proper record keeping of their financials. They are opening a checking account that requires two signatures and will have a paper trail for all accounting of this funds.

7. Public Comments:

There were no public comments at this meeting.

8. Adjournment:

A Motion was made by Commissioner Neil Kelsey, Seconded by Commissioner Archer to adjourn the meeting at 3:35 p.m. All were in favor.

Respectfully Submitted,



Jayne Martigneni
Executive Director