

Housing Authority of the Town of Winchester

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*Anthony J. Page, Jr., - Chairman
John R. Sullivan, - Vice-Chairman
Neil R. Kelsey, - Treasurer
June D. Mickley, - Assist. Treasurer
John Iacino, - Commissioner*

Fred W. Newman, - Executive Director

MINUTES August 22, 2011

7:00 P.M.

A meeting of the Housing Authority was held on August 22, 2011 in the offices of the Housing Authority at 80 Chestnut Street, Winsted, CT.

Chairman Paige called the meeting to order. Present were Ms. Mickley, and Messer's, Iacino, Kelsey, Sullivan and Newman.

Mr. Newman apologized for not including the minutes in the pre meeting packages. After a review of the Minutes of the meeting of July 25, 2011, and comments by Mr. Newman that included mention of all highlights of the Minutes, Vice Chairman Sullivan made a motion to accept the Minutes, Seconded by Ms. Mickley, and unanimously approved.

Mr. Newman provided a detailed review of year-end (2010/2011) financials with the Board. He pointed out over expenditures and the reasons for over expenditures for each of the projects. The over expenditures included electricity, publications, gas, snow removal, electrical repairs, janitorial expenses, and marketing costs among several others. In most cases it was beyond the control of the management of the Housing Authority and provided explanations concerning the publication and marketing expenses. These he explained, involved upgrading the web site, and advertising in the local newspaper. He further informed the Board that maintaining a sound "Waiting List" was especially important when involving seniors. He explained further the conversations that he had with Ms. Wortman, CPA involving the loss of High Performer status due to falling below a four – month operating reserve balance. The board asked to be provided the details of when during the year that this evaluation is made, and what dollars are included in the operating reserve. He told the Board that he would get these answers from Ms. Wortman.

In addition, Mr. Newman read a list of curtailed expenses from a distributed letter to all residents. He also explained to the Board that aging facilities require increased maintenance which impacts the bottom line. Lastly, to illustrate this point he provided a listing of monthly maintenance costs for the Chestnut facility which totaled \$16,149.

Under investments Ms. Rose Rovero of NWCB provided an offering of various investments options. They included Sweep Accounts, MMDA, and CD's. The Board favored CD's and asked that they receive advice from Ms. Wortman on them.



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Lastly, under financials, Mr. Newman briefly reported on the financial results of July for all projects indicating above budgeted incomes, and below costs on expenses.

Mr. Newman provided a report on the Section 8 and Housing programs. He shared a listing of information concerning the Section 8 activities. He reported there was a total of 290 applicants on the HCV Wait List, with a total of 128 local persons. Under Housing, he reported that there were 113 persons on the Wait List and that apartment turnovers had been relatively light. He also reported that a court hearing involving a landlord's claim versus a Section 8 client's experience with him had been heard. He read Attorney Stedronsky's report of the hearing which included a likely verdict by the judge in two – three weeks.

Under the Greenwoods North update Mr. Newman provided an update on the process to have Project Based Vouchers (PBV), (14) at Greenwoods North. He reminded the Board that they had approved, through resolution at the recent July meeting, the adoption of a policy entitled "Chapter 20: Project Based Section 8". He informed the Board that there had been some refinements to this new policy during the past month. He read to the Board each of the recommended changes made throughout the policy including the number of advertisement days, the addition of "Any other criterion the PHA deems necessary and/or important to meeting its objectives", the PHA will not make vacancy payments"

Following a presentation of the proposed PBV policy and an ensuing discussion, "the establishment of separate waiting list", and "Family rights to move". Commissioner Kelsey made a motion to resolve that *"the Housing Authority of the Town of Winchester adopt a policy for Project Based Vouchers entitled PROJECT BASED SECTION 8, and introduced as Chapter 20 of the Administrative Plan which entails HUD regulations and PHA policies related to the Project Based Vouchers (PBV) in nine parts"*. This motion was seconded by Vice Chairman Sullivan and unanimously approved.

Under Old Business Mr. Newman informed the Board that the WHA continued to await the results of the FEMA application. Also under Old Business he informed the Board that he had written a response letter the Connecticut Legal Rights Project who had represented a client on the Section 8 Program at an informal Hearing. The client had ignored letters from the office and was to be removed from the Voucher Program. As a result of the Hearing and subsequent correspondence from the Connecticut Legal Rights Project he had responded to the Project that the client would be permitted to remain on the program.

Under New Business Mr. Newman handed out copies of the quarterly publication Commissioners Connection.

There being no other business, Commissioner Iacino made a motion to adjourn, seconded by Commissioner Kelsey and unanimously approved.

Respectfully submitted, Fred W. Newman