

Winchester Housing

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

Betty Button, *Resident Commissioner*

Sally Mangione, Commissioner
Jayne M. Martigneni, Executive
Director

Amended Minutes
Winchester Housing Authority
Board of Commissioners Annual Meeting
August 26, 2019
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 2:55 p.m. by Chairman Anthony Paige.

In attendance were: Chairman Anthony Paige, Vice Chairman Neil Kelsey, Commissioner Sally Mangione, Resident Commissioner Betty Button, Linda Groppo, Board Liaison and Executive Director, Jayne Martigneni. Absent: Treasurer, Joseph Lemelin

2. Approval of the Minutes of the Regular Board Meeting of July 22, 2019:

A Motion to adopt the minutes of the July 22, 2019 Board Meeting, was made by Commissioner Mangione, Seconded by Vice Chairman Kelsey. All were in favor.

3. Report of Financial Budgets/Statements for July 31, 2019:

The Executive Director explained that we are into the first month of the 2019-2020 Fiscal Year budget and we are in good financial shape going into the recently approved budget. She explained that due to the excess number of vacancies in the 2018-2019 Fiscal Year we were over the budgeted line item amount for vacancy turnovers. The line item for vacancy turnover's (4430.25) has been increased substantially to accommodate an increased number of vacancy turnovers in the new fiscal year budget.

4. Report of the Connecticut Housing Finance Authority (CHFA) Semi-Annual Financial Statements for Greenwoods Garden (E-72) – 14 units for the period ending June 30, 2019:

The Executive Director explained that the Winchester Housing Authority has a revenue of \$8,694.00 on the current semi-annual financial statements for Greenwood Garden (E-72,) despite the extraordinary number of vacancies.

5. Update Elevator Project at Chestnut Grove:

The Construction Manager Request for Proposal was advertised two times in June in the Republican American Newspaper. We received one viable response from the advertisement.

The request for Proposal for the Construction Manager will be advertised a second time in the Hartford Courant on September 8, 2019 and September 15, 2019. The responses to the Request for Proposal are due October 7, 2019.

6. Update Capital Fund Grant for the Chestnut Grove Elevator Project:

The Executive Director explained that we are currently in the process of working with the U.S. Department of Housing & Urban Development (HUD) to get approval an extension of the 2017 Capital Fund Grant in the amount of \$114,469.00.

7. Old Business:

There was no old business to discuss.

8. Executive Director's Report:

No comments were made regarding the Executive Director's Report.

9. Public Comments:

There were no public comments.

10. Executive Session: To discuss personnel matters:

At 3:15 p.m. a Motion was made by Vice-Chairman Kelsey, Seconded by Commissioner Button to enter into Executive Session. All were in favor.

At 3:18 p.m. a Motion was made by Chairman Paige, Seconded by Commissioner Button to conclude the Executive Session. All were in favor.

11. Adjournment:

A Motion was made by Commissioner Mangione, Seconded by Commissioner Button to adjourn the meeting at 3:19 p.m. All were in favor.

Respectfully Submitted,



Jayne Martigneni
Executive Director