

# Winchester Housing

80 Chestnut Street, Winsted CT 06098



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Equal Housing Opportunity

Anthony J. Paige, Jr., *Chairman*  
Neil R. Kelsey, *Vice-Chairman*  
Joseph Lemelin, *Treasurer*

Helen Archer, *Resident Commissioner*

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

## Amended Minutes

Winchester Housing Authority

December 27, 2016

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. Present were Chairman Anthony Paige, Commissioners Neil Kelsey, Helen Archer, Joseph Lemelin and Joseph Forster and Executive Director, Jayne Martigneni.

### 2. Approval of the Amended Minutes of the December 27, 2016 Meeting

Chairman Paige made a motion to accept the Minutes of the December 27, 2016 Meeting. A motion was made by Commissioner Lemelin, Seconded by Commissioner Forster to amend the minutes of the December 27, 2016 Board of Commissioners Meeting to *appoint Mr. Joseph Lemelin as the Treasurer of the Board of Commissioners of the Winchester Housing Authority and to appoint Mr. Joseph Forster as Commissioner of the Board of Commissioners of the Winchester Housing Authority. All were in favor.*

### 3. Report of Financial Budgets/Statements for November 2016

The Interim Executive Director stated that currently we are within budget on all line items. Our expenses continue to be for daily operations such as maintenance, unit turnover, utilities, professional services and inspection costs (RAP Program and Town of Winchester Fire Marshal), appliances, repairs, insurance, salaries.

A motion was made by Commissioner Kelsey, Seconded by Commissioner Lemelin to approve the Financial Budget/Statements for November 2016. All were in favor.

### 4. New Business

A Capital Fund update was given by the Interim Executive Director. There is money left in the Capital Fund Grant for 2015 that we will be using for Robert Seaver to assist in apartment turnovers. This will relieve Richard Farr (part-time maintenance) to concentrate more on small repairs and cleaning of Greenwoods Garden and Chestnut Grove.

The Interim Executive Director reported that the consultant for the Capital Fund, Jules Lefcowitz of Community Planners, LLC, will be starting the preliminary work for the elevator addition on the south side of Chestnut Grove. He received three quotations for soil borings and test logs at Chestnut Grove. The contractor that was chosen to perform the preliminary work was Site, LLC with the lowest quote of \$2,300.00.

Mr. Joseph Forster was appointed by the Board of Selectmen of the Town of Winchester to the Board of Commissioners of the Winchester Housing Authority on December 19, 2016. He will serve as the Treasurer and his term expires May 1, 2018.

5. The Board approved the annual submission of the Board Meeting dates for 2017 to the Town Clerk. A motion was made by Commissioner Kelsey, seconded by Commissioner Archer to approve the Board Meeting dates for 2017 and send the dates to the Town Clerk. All were in favor.

A copy of the completed annual Audit for 2016 was distributed to the Board of Commissioners along with a copy of the Management Letter as instructed by Buel, CPA, P.C. (Mr. Patrick Buel). The Winchester Housing Authority had no findings. The Interim Executive Director indicated that Mr. Buel noted that during the course of the audit we had not completed Annual Apartment Inspections due to health issues suffered by the previous Executive Director. Mr. Buel recommended that we implement procedures to ensure that all apartments are inspected on an annual basis in the future. Mr. Buel's Management Letter was dated November 9, 2016. The Interim Executive Director explained that the annual apartment inspections were completed on December 15, 2016. She also indicated that other than some minor repairs that needed to be made and some residents smoking in their apartments, the inspections went pretty well.

6. Interim Executive Director's Report

No comments were made regarding the Interim Executive Directors Report

7. Public Comments

Mr. John Nannery commented that Jayne Martigneni (Interim Executive Director) is doing a great job and that most of the residents felt the same way. He explained that with the help of the Resident Advisory Board and the Interim Executive Director, we are trying to start a Resident Services Committee again at Chestnut Grove. He explained that the Resident Advisory Board held three events for the residents of Chestnut Grove and they went very well.

A Motion was made to adjourn the regular meeting by Commissioner Kelsey, Seconded by Commissioner Archer, 3:10 p.m. All were in favor.

8. Executive Session

A Motion was made by Commissioner Kelsey, Seconded by Commissioner Forster to enter into Executive Session at 3:11 p.m. All were in favor.

The Board of Commissioners discussed personnel matters.

A Motion was made by Commissioner Kelsey, Seconded by Commissioner Archer to adjourn the Executive Session portion of the meeting at 3:19 p.m. All were in favor.

9. Adjournment

A Motion was made by Commissioner Kelsey, Seconded by Commissioner Archer to adjourn the open meeting at 3:20 p.m. All were in favor.

Respectfully submitted,



Jayne Martigneni  
Executive Director