

Housing Authority of the Town of Winchester

80 CHESTNUT ST., WINSTED, CT 06098 - Phone: 860-379-4573 - Fax: 860-379-0430

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

February 28, 2011

7:00 P.M.

A meeting of the Housing Authority was held on February 24, 2011 in the offices of the Housing Authority at 80 Chestnut Street, Winsted, CT.

Chairman Paige called the meeting to order. Present were Commissioners Mickley, Kelsey, Sullivan, Iacino and Mr. Newman.

Before a review of the minutes of 1-24-11, Mr. Newman confirmed with the Board that the resolution concerning applicants with disabilities was reviewed by Attorney Stedronsky as well as the HUD Hartford Director and found to be acceptable. After further discussion Commissioner Kelsey made a motion to approve the Minutes of January 24, 2011, seconded by Commissioner Sullivan. This was unanimously approved.

Mr. Newman reviewed financials with the Board including the Performance to Budgets reports for the various entities. He pointed out irregular expenses and others that would be changed to capital expenses. He provided explanations for various expenditures including excessive snow removal costs. In addition, he explained that the auditor, Mr. Pat Buell, had just submitted a draft audit for fiscal year ending 6-30-10 and a letter of findings (Management Letter). He read the letter to the Board. Following a brief discussion the Board unanimously agreed to accept the audit as presented. Mr. Newman passed out a listing of all bank accounts to all Board members. He explained that he was continuing the changeover process to transfer all remaining accounts to the Northwest Community Bank as approved by the Board at a previous meeting.

Under the Section 8 and Housing reports Mr. Newman reported that a total of 216 clients were on the HCV program, and that up to five clients had been sent letter informing them that a voucher was available. He further noted that all had until March 21, 2011 to respond. He indicated that Ms. Martignini would be drawing ten additional applicants from the Wait List. He added that \$1,356,987.00 had been distributed to landlords in 2010. He reported that there were 283 on the Section 8 Wait List and that 120 were within the local preference area. Under Housing he mentioned that the total number of Wait List numbered 97 and that apartment turnovers were expected to increase due to known medical and other residents who it was indicated may be moving. In addition, he reported that an increase in disabled applicants was noted.



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Mr. Newman also brought to the Board's attention that a Section 8 client who they had previously recommended be removed from the program had written a lengthy letter asking to remain on the Program. After it was again explained to them why the client had been removed they again unanimously directed that the client remain removed from the Program and that no hearing need be offered.

Mr. Newman presented to the Board his recommended budget for the Housing Authority for the upcoming 2011/2012 fiscal year which had been distributed to them in the previous week's mailing. After presenting to the Board a listing of qualifying remarks concerning the budget, and following a discussion, Commissioner Sullivan made a motion *to resolve acceptance of the 2011/2012 budget as presented, seconded by Chairman Paige and unanimously approved.* Continuing, Mr. Newman reviewed with the Board the Annual Plan as to what had taken place, and what was planned to take place through their next meeting and following that meeting

Mr. Newman then provided an update on the non-smoking policy at Chestnut Grove. Included in his update he informed the Board that he had conducted three inspections of the hallways over the past two weeks, early morning and late at night. He informed the Board that he had detected cigarette smoke at four doorways in the building. He also told the Board that he had been in communication with Attorney Stedronsky concerning the next step in handling the residents who continued to smoke. The Board instructed Mr. Newman to proceed as Attorney Stedronsky recommended.

Mr. Newman updated the Board on the several attempts to resolve the rental rates for the fourteen units that have come to be referred to as Greenwoods North. He informed the Board that he had met with the group and that it was a most difficult meeting. He went over in detail all the attempts and corresponding agencies he had been working with to resolve the rent disparity. He informed the Board of the average rental rates for each of the two communities, i.e. the North and the South sections of Greenwoods Garden. He shared one last effort to temporarily resolve this issue which involved establishing a lottery for the residents of the North to choose from as vacancies develop in the South. The Board agreed with this step and directed Mr. Newman to proceed with the lottery. There being no Old Business, Mr. Newman proceeded to New Business

Under New Business, Mr. Newman informed the Board that he had delivered \$30,000+ in PILOT real estate taxes to the Finance Director the previous week. He informed the Board that he would be away on vacation during the later part of the Month of May and respectfully offered an earlier date within the month of May for a meeting. It was agreed that the May meeting would be held on Thursday, May 12th at 5:30PM. She informed the Board that the capital improvements were completed in the 3 Community Room of Chestnut Grove and that the steel folding chairs and cushions which were fully depreciated might be offered to the residents, staff or Board members. The Board fully agreed and instructed Mr. Newman to proceed with offering the chairs. Mr. Newman informed the Board that HUD had formulated a new Rules comprised of 40 pages. He told the Board that NAHRO had used two pages to say the same thing, and that a consulting firm had

used two paragraphs. The change involved the scoring of the various sized Housing Authorities on the basis of the financial facility and management. He informed the Board that a State legislative item which would require Housing Authorities to clear snow from their cars. He told the Board that CONN-NAHRO opposed this bill as it opened the Authorities for legal actions if the snow was not removed correctly, and that manning for this work would only add expenses to an already tight budget situation. Lastly, the Board observed a thank you note from the staff in gratitude for all the considerations that the Board offers the staff throughout the years. In addition, Mr. Newman provided a copy of a thank you letter from the son of a resident of Chestnut Grove expressing his gratefulness for the way the small staff at the Authority treated his mother.

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

Respectfully submitted,

Fred W. Newman