

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 February 27, 2012

3:00 P.M.

A meeting of the Housing Authority was held on February 27, 2012 in the offices of the Housing Authority at 80 Chestnut Street, Winsted, CT.

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

Commissioner Mickley made a motion to accept the Minutes of the January 23rd, 2012 meeting, seconded by Commissioner Iacino and unanimously approved.

Under the Review of Financial Statements and investments for Chestnut Grove, Greenwoods Garden, (North & South), the Section 8 Program and the SRO program, Mr. Newman explained that the presentation would also include a review of the 2011 audit and a contract proposal from the auditor. Within his explanation of total income and total expenses for each entity indicating positive results, he pointed out disparities for the grounds keeping accounts and the snow removal accounts. Following a discussion Commissioner Iacino offered that the Authority might want to ask for a multiple year contract period in order to reduce costs. Mr. Newman said he would look into the current contract and report back to the Board. He then reviewed the Cash and Investments report where he noted for the Board the increase in the total as compared to one year prior. In addition he again showed the Board graphs illustrating reserve dollars for the Greenwoods North and Greenwoods South entities. He then distributed copies of the 2011 audit to all Board members.

Mr. Newman then read comments from the Management Letter supplied by the auditor in which he made comments regarding 1, the lack of repayment of the DECD Predevelopment loan. Mr. Newman explained that due to hold ups by the DECD involving receipt of the \$2.7MM that the loan could not be repaid yet. He explained that he had already explained this to HUD, and that they wanted to be alerted as soon as the project financing closed. 2, he covered the auditor's comments regarding some invoices not containing three signatures as stipulated by WHA in previous years. Mr. Newman explained that some invoices are routine such as water and sewer invoices. However, he said that a stepped up effort would take place for all invoices to receive the triple sign offs. Lastly 3, he read the comment concerning the Section 8 report where the auditor commented how well that entity had responded to formulate a report-like summary of quality control reviews.



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Mr. Newman then presented a two-year proposed contract with the Buel CPA, POC, the auditing firm. He remarked that they were not increasing their cost for this two year period, above the current costs. Commissioner Kelsey made a motion to accept the proposed contract, seconded by Commissioner Mickley and unanimously approved.

Mr. Newman provided a report on the Section 8 and Housing programs. He shared the listing of new Wait List clients who were being asked to report to the Housing Authority for vouchers. Under Housing, he reported that there remained 122 persons on the housing Wait List.

Under item #5 of the agenda, the Board instructed Mr. Newman to return to providing life insurance coverage for all full time employees.

Under item #6 Mr. Newman updated the Board on the most recent occurrences involving continuing smoking at Chestnut Grove. He shared with the Board that there remained three known smokers. He identified the first as having been removed by ambulance and continues to be in the hospital recuperating. A second smoker had been removed from her apartment to live with her daughter after falling. The third smoker, upon advice from Attorney D 'Andrea, had been sent a letter that her lease would not be renewed in April due to her non-compliance with her lease.

Under Old Business Newman distributed copies of a letter sent to an applicant under instructions by the Board denying his application to reside at any WHA facility. Also under Old Business he informed the Board that HUD had placed a cap on any individual's salary managing a Section 8 program.

Under New Business, Mr. Newman informed the Board that the WHA has been recorded by HUD that it has 100% occupancy. He also included that a resident of Chestnut Grove had notified the Torrington Health District that meal preparation was taking place at the kitchen of Chestnut Grove, and that there was no license to do so. He added that he had several conversations with an inspector and that certain food distributions were allowed. To better clarify the permitting process Mr. Newman said he had invited an inspector to share this information with the Resident Advisory Board. In addition, he mentioned that a news reporter was on site at a recent pizza party. He mentioned that he did not contribute to any news article and had no knowledge of the substance of the article.

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

Respectfully submitted, Fred W. Newman