

Minutes

Winchester Housing Authority Board Minutes

February 23, 2016

3:00 PM

80 Chestnut Street

Winsted, CT 06098

Present were Commissioners Paige, Kelsey, Mickley, Iacino and Lemelin.

The meeting was called to order at 3:00PM by Chair Paige. All in favor.

A motion was made by Commissioner Mickley and seconded by Commissioner Lemelin to adopt the minutes of the Board meeting of January 25, 2016. All in favor.

The Executive Director provided an overview of the financial budgets and reports of January 2016 noting that the budget reflected increases in administrative salaries attributable to the two positions (part-time) of Housing Manager and Accounting Manager, audit fees, data processes sing, electricity, building materials, unit-turn around costs, plumbing and insurance premiums, office supplies, maintenance expenses, administrative costs reflecting an attempt to deal with work backlog increase previously deferred to lessen the impact on the Authority's reserves.

The Board was provided with a a copy and summary of the most recent draft audit report with minor specific procedural changes required. The auditor stated there was no difficulty in his performance of the Authority's audit. The draft indicated a net decrease of \$154,386 with a revenue increase from \$503, 770 (2014) to \$518, 315 (2015) but also indicated negatives in administrative costs, utilities, maintenance and depreciation as well a operating expenses from \$1,799,178 (2014) to \$968, 079 (2015). Extraordinary maintenance increase because of waterline and sprinkler pipe breaks. Maintenance costs continue to increase and as the facilities are aging. The auditor noted again that the Authority continues to be funded below demonstrated need.

The Board was provided with a copy of the Authority's Five Year plan and that the plan had been made in a presentation to both the Chestnut Grove and Greenwoods Gardens Advisory Board and that a public hearing, presentation to the Board, and adoption by the Board will be made at the regularly scheduled March 2016 Board meeting.

The Board was provided with a overview of the plans to address the capital projects of the elevator,

Tecogen and fourth floor repairs. In essence the Authority is now approaching preserving the reserves by a long-term maintenance contract as part of the Tecogen project a copy of which was provided to the Board as well as a recommendation for approval by the Authority. The Director noted that both the fourth floor repairs and elevator remain overdue and outstanding projects that need to be addressed as a means and method of bonding the elevator over a ten year period from yearly capital expenditures, repairing and modifying the damage on the fourth floor and thus attempting to extend the life of the Authority's reserves. On a related issue the plan to extend the reserves will allow the Authority to retain a Housing Manager and Accountant Manager on a part-time basis to address workload in the two critical areas of finance and rental and tenant affairs.

On a motion by Commissioner Mickley and seconded by Commissioner Kelsey copies of employment letters and for both the Housing Manager and Accounting Manager and an explanation of the terms included in each positions were approved with all in favor with the stipulation there was no salary increase involved, hours would be limited to nineteen hours and less, all other terms and conditions of the employment letters would remain in full force and effect and that a transition period between the two positions would be initially agreed to by the two specific positions approved based on a comprehensive list of identified position functions.

The Director proposed a policy consideration applying assessments to tenants found in violation of the Authority's No Smoking Policy and the proposed policy change has been forwarded to the Winsted Fire Chief for his review and recommendations.

The Board was informed of substantial damage to the Chestnut Grove Apartments heating system, sprinklers, north corridor, individual unit heating problems, extensive plumbing services required, and that a claim had been made for the damage to the insurance carrier. Costs associated with this damage are currently being assembled and will be subject to the recently reduced \$5000 deductible.

The board was informed by Commissioner Iacino of his decision to resign from the Board of Commissioners as both a Commissioner and Vice-Chair effective at the March 2016 regularly scheduled meeting. The Board voted to appoint Commissioner Kelsey as Vice-Chair.

On a motion by Commissioner Lemelin and seconded by Commissioner Mickley the following modifications were made to the contract between the Authority and the Executive Director March 1, 2016:

A 5% base salary increase from the current base salary of \$76,260;

An increase in vacation days from the 28 days to 35;

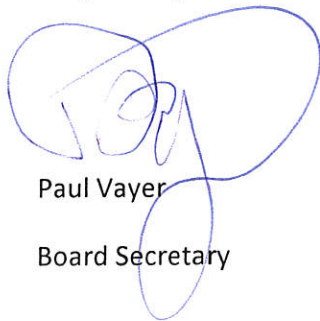
An increase in sick time from 14 days to 21.

All Commissioners voted in favor.

The Executive Director provided a review of the specifics of his report to the Board.

On a motion to adjourn made by Commissioner Kelsey and seconded by Commissioner Lemelin the meeting was adjourned at 3:50 PM. All in favor.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'P. Vayer', is written over the printed name and title.

Paul Vayer

Board Secretary