

# Winchester Housing

80 Chestnut Street, Winsted CT 06098



**Public Housing** (860) 379-4573

**Fax** (860) 379-0430

www.winchesterhousing.org

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

Helen Archer, *Resident Commissioner*

Joseph A. Forster, Commissioner  
Jayne M. Martignoni, Executive  
Director

## Minutes

Winchester Housing Authority  
Board of Commissioners Regular Meeting  
February 25, 2019  
3:00 p.m.  
80 Chestnut Street  
Winsted, CT 06098

### 1. Call to Order:

The meeting was called to order at 3:00 p.m. by Chairman, Paige.

In attendance were: Chairman, Anthony Paige, Vice Chairman Neil Kelsey, Commissioner Joseph Lemelin, Resident Commissioner Helen Archer, Linda Groppo, Board Liaison and Executive Director, Jayne Martignoni.

### 2. Approval of the Minutes of the Regular Board Meeting of January 28, 2019:

A Motion to adopt the minutes, of the January 28, 2019 Board Meeting, was made by Chairman Anthony Paige. *Commissioner Joseph Lemelin made a Motion to correct the Minutes of the January 28, 2019 Board of Commissioners Meeting and to clarify that Vice Chairman Neil Kelsey was in attendance at the January 28, 2019 Meeting. Commissioner Kelsey made a Motion to accept the corrected Minutes of the January 28, 2019 Regular Board of Commissioners Meeting, Seconded by Commissioner Archer during the February 25, 2019 Regular Board Meeting. All were in favor.*

A Motion was made by Vice-Chairman Kelsey, Seconded by Commissioner Archer to accept the January 28, 2019 Board Meeting Minutes as corrected. All were in favor.

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

The Executive Director explained that Unit #25, Greenwoods Garden is a financial burden to the Winchester Housing Authority regarding the State Voucher side of the budget (Greenwoods Garden North). Winchester Housing Authority has been in the process of evicting the resident since September 2018 for non-payment of rent. Unfortunately, Winchester Housing Authority was involved in a double eviction for the original resident and then for the son.

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the Financial Budget/Statements for November 30, 2018. All were in favor.

4. Report June 2018 Audit Report and Financial Statements and Supplemental Data:

The 2018 Audit is complete. There were no findings for the Winchester Housing Authority. The Auditor recommended that we close-out the 2016 Capital Fund Grant on paper. The money in the 2016 Capital Fund Grant has been depleted.

5. Board Approval for the Resolution Increasing Flat Rent Schedules for one bedroom apartments at Chestnut Grove:

Chairman Paige read the following Resolution:

**RESOLUTION  
FLAT RENT SCHEDULES  
INCREASE ONE BEDROOM APARTMENTS  
CHESTNUT GROVE**

**WHEREAS;** in accordance with 24 CFR Section 960.253, Flat Rent Schedules should be reviewed at least once a year and changed when necessary;

**WHEREAS;** on February 25, 2019 the Board of Commissioners of the Winchester Housing Authority, Winsted, CT voted to increase the Flat Rent Schedule for one bedroom apartments at Chestnut Grove, Winsted, CT from \$610.00 to \$713.00 per month;

**WHEREAS;** on February 25, 2019 the Board of Commissioners of the Winchester Housing Authority approve the increase for the one bedroom apartments at Chestnut Grove based on an analysis performed by Janet Wortman, C.P.A., L.L.C. for the U.S. Department of Housing & Urban Development and the Winchester Housing Authority, Winsted, CT;

**WHEREAS;** the analysis was based on 80% of the Fair Marker Rents and the State of Connecticut Utility Allowance;

**WHEREAS;** the Winchester Housing Authority must give each family the opportunity to choose between the two methods of determining that amount of tenant rent payable monthly by the family. Except for Financial Hardship cases, the family may not be offered this choice more than once a year. Public Housing families, who choose Flat Rents, must have a reexamination of family composition as least annually and a reexamination of family income at least once every three years;

**WHEREAS;** the flat rent increase for the one bedroom apartments located at Chestnut Grove, Winsted, CT will go into effect as of February 25, 2019 and will be updated in residents files at the time of their Annual Renewal or at the time of their admission to a one bedroom apartment at Chestnut Grove, Winsted, CT;

**NOW, THEREFORE, BE IT RESOLVED THAT** on February 25, 2019 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the increase in the one bedroom flat rent schedules at Chestnut Grove.

**ADOPTED** this 25th Day of February 2019.

---

Anthony Paige, Chairman  
Housing Authority Board of Commissioners

The Executive Director explained that there are three residents at Chestnut Grove in one bedroom units that are currently on the Flat Rent Schedule and at each of their Lease Renewals the Flat Rents will go from \$610.00 to \$713.00 per month.

A Motion was made by commissioner Lemelin, Seconded by Vice-Chairman Neil Kelsey to approve the increase in the Flat Rent Schedules for one bedroom units at Chestnut Grove. All were in favor.

6. New Business:

No new business was discussed.

7. Capital Fund Grant for Chestnut Grove Elevator Updates:

The Executive Director explained that she contacted the Architect/Engineer, Rose-Tiso & Company, LLC that the Winchester Housing Authority had when we were using consulting services through Community Planners, for the Capital Fund Grant regarding the elevator project. She explained that she contacted Mr. Tiso to explain that the consultant is no longer being used by the Winchester Housing Authority and we would like to continue to contract them for the elevator project. Mr. Tiso said that he would have to get a release from Community Planner because the contract with them was between Community Planners and Rose-Tiso & Company, LLC. He said that he would get back to me regarding this matter.

Chairman Paige suggested that we refer this to the Winchester Housing Authority's attorney for legal advice regarding a release from Community Planners in order to continue with the elevator project for the Winchester Housing Authority.

8. Old Business:

a. Eviction updates:

The Executive Director reported that the residents in Unit #25 Greenwoods Garden are finally gone, they have both been evicted. Their apartment was destroyed and very costly to the Housing Authority to turn-over.

- b. Commissioner Archer asked about the installation of a generator at Greenwoods Garden in the community room. The Executive Director explained that it would be very costly to the Housing Authority and the elevator and RAD projects take precedence over the generator at Greenwoods Garden. She explained that Greenwoods Garden residents can go the Chestnut Grove community room if there is a power outage. Commissioner Archer said that they would not do that during a power outage. When asked why, she said because they just won't do that and how would they get there?

Chairman Paige suggested that the Executive Director talk to the Chief of Police to perhaps get one from the military service then the Housing Authority would just have to pay for the installation. The Executive Director said that she would contact the Winsted Police Chief.

9. Executive Director's Report:

The Executive Director explained to the Board of Commissioner's that the Real Estate Assessment Center (REAC) inspection Program is a Federal Inspection program that is performed every three (3) years at Public Housing Authorities. The U.S. Department of Housing & Urban Development is changing the regulations regarding the inspections. Previously, from the time that a Housing Authority was notified that the inspections is due, the authority had 120 days to schedule the inspection. Under the new regulations, from the time that an authority is notified of the inspection, the inspection can be performed anytime within 14 days of the notification.

10. Public Comments:

There were no public comments.

11. Adjournment:

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Archer to adjourn the meeting at 3:25 p.m. All were in favor.

Respectfully Submitted,



Jayne Martigneni  
Executive Director

# Winchester Housing

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



Public Housing (860) 379-4573

Fax (860) 379-0430

www.winchesterhousing.org

Anthony J. Palge, Chairman  
Neil R. Kelsey, Vice Chairman  
Joseph A. Lemelln, Treasurer

Helen Archer, Resident Commissioner

Joseph A. Forster, Commissioner  
Jayne M. Martignoni, Executive  
Director

## RESOLUTION FLAT RENT SCHEDULES INCREASE ONE BEDROOM APARTMENTS CHESTNUT GROVE

**WHEREAS;** in accordance with 24 CFR Section 960.253, Flat Rent Schedules should be reviewed at least once a year and changed when necessary;

**WHEREAS;** on February 25, 2019 the Board of Commissioners of the Winchester Housing Authority, Winsted, CT voted to increase the Flat Rent Schedule for one bedroom apartments at Chestnut Grove, Winsted, CT from \$610.00 to \$713.00 per month;

**WHEREAS;** on February 25, 2019 the Board of Commissioners of the Winchester Housing Authority approve the increase for the one bedroom apartments at Chestnut Grove based on an analysis performed by Janet Wortman, C.P.A., L.L.C. for the U.S. Department of Housing & Urban Development and the Winchester Housing Authority, Winsted, CT;

**WHEREAS;** the analysis was based on 80% of the Fair Market Rents and the State of Connecticut Utility Allowance;

**WHEREAS;** the Winchester Housing Authority must give each family the opportunity to choose between the two methods of determining that amount of tenant rent payable monthly by the family. Except for Financial Hardship cases, the family may not be offered this choice more than once a year. Public Housing families, who choose Flat Rents, must have a reexamination of family composition as least annually and a reexamination of family income at least once every three years;

**WHEREAS;** the flat rent increase for the one bedroom apartments located at Chestnut Grove, Winsted, CT will go into effect as of February 25, 2019 and will be updated in residents files at the time of their Annual Renewal or at the time of their admission to a one bedroom apartment at Chestnut Grove, Winsted, CT;

**NOW, THEREFORE, BE IT RESOLVED THAT** on February 25, 2019 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the increase in the one bedroom flat rent schedules at Chestnut Grove.

**ADOPTED** this 25th Day of February 2019.

A handwritten signature in blue ink that reads 'Anthony Paige'.

Anthony Paige, Chairman  
Housing Authority Board of Commissioners