

# 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 January 23, 2012**

**4:00 P.M.**

**A meeting of the Housing Authority was held on January 23, 2012 in the offices of the Housing Authority at 80 Chestnut Street, Winsted, CT.**

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

**Commissioner Kelsey made a motion to accept the Minutes of the October 24th, 2011 meeting, seconded by Commissioner Mickley and unanimously approved.**

**Under the Review of Financial Statements for Chestnut Grove, Greenwoods Garden, (North & South), the Section 8 Program and the SRO program, Mr. Newman explained the salient points of the various expenditures. He reviewed specific accounts and explained under and over expenditures. 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 an Increase of reserve dollars for the Greenwoods North and Greenwoods South entities. He explained that there was a trend showing an increase for these two projects thus far for the fiscal year. Mr. Newman informed the Board that the auditor had completed his on-site inspection and had no outstanding findings.**

**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 115 persons on the Wait List and that apartment turnovers had slowed.**

**While reporting to the Board the status of the Greenwoods communities, Mr. Newman introduced a new program that HUD was about to release called RAD, (Rental Assistance Demonstration). He explained to the board that the program was intended to replace the current subsidy and capital assistance support with Fair market Rents for the current Public Housing units. He asked the Board for their permission to apply for the RAD. Following further discussion, Chairman Paige made a motion, seconded by Commissioner Iacino to permit Mr. Newman to apply for the RAD program and to keep the Board informed as the process went forward. The Board voted unanimously to allow Mr. Newman to proceed.**



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Continuing under the Greenwoods discussion, Mr. Newman informed the Board that CHFA was intending to turn back over to the DECD the fourteen (14) units of Greenwoods Garden north, and that there was no real reason given. Continuing under Greenwoods he informed the Board that the heat pump installation in all units at Greenwoods was complete and working very well.

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 reported that HUD had acknowledged receipt of the several cost savings efforts as suggested by the WHA.

Under item #7 Mr. Newman explained the process by which HUD had captured a portion of NRA (net reserve assets) from Housing Authorities across the nation. He explained that WHA was just below the level of assets that would have required HUD to take funds from WHA.

Under item #8 Mr. Newman updated the Board on the continuing smoking by some few residents at Chestnut Grove. He shared various smoke – free illustrations of various states in the nation. In addition he asked the Board’s permission to purchase two smoke (chemical) detection units that would indicate the resident who was continuing to smoke in their apartment. The Board unanimously agreed to instruct Mr. Newman to purchase these units. Mr. Newman indicated to the Board that one resident was on the verge of being evicted for smoking within the facility.

Under item #10 as a point of information Mr. Newman showed the Board a quotation for installing shutters on the Chestnut Grove side of the Chestnut Grove facility. He explained that he would like their permission to install the shutters only as funds were available. The Board unanimously approved of the shutters being installed only as funding permitted.

Under Old Business, Mr. Newman introduced to the Board information relating to an applicant for housing who had an extensive criminal record. He informed the Board that he had already responded to the applicant that he could not be provided an apartment due to his criminal record, and that the applicant had asked for a hearing to discuss his refusal. Mr. Newman reviewed with the Board the various criteria for acceptance for admission. Among the many criteria was Administration Plan, Sec 2.7, para. 2.7.1.2 “No family member may have committed fraud, bribery or any other corrupt or criminal action in connection with any Federal housing program”, and Admissions and Continued Occupancy Plan, para. 2.5.2.8 “A history of crimes which would adversely affect the health, safety or welfare of other residents. Mr. Newman showed the Board the application where the applicant had falsified his application by checking “no” in answer to “Are you currently on probation or have you been on probation for a felony charge, drug charge or violent criminal activity?” In hearing all the evidence and following a discussion, the Board voted unanimously that the applicant was to not be permitted to reside in any WHA properties or participate in the Section 8 Program.

Under New Business, Mr. Newman informed the Board that he was in the process of preparing the 2012 / 2013 budget. He explained that due to the staff now having only two members (below the minimum of three), requiring medical insurance, that the rate had jumped 24% for these employees. He continued by telling the Board that he was investigating the possibility of joining the State employees group insurance.

Also under New Business he informed the Board the DECD had sent a letter that included instructions to Housing Authorities who managed State units that they were required to 1. Provide a copy of their lease, 2. Have a procedure for hearing resident complaints, 3. A procedure to hear resident comments, and 4. Encourage resident participation in the operations of State units. Mr. Newman informed the Board that the WHA was compliant with all requirements.

**Lastly under New Business, Mr. Newman included an update on the newer, improved software for managing all programs at the WHA was moving forward and that the costs \$12,000 would be covered by both expense and capital funds. He indicated that the staff, its IT support company (BizzNuzz) and the software company were working together to have the software installed by mid April.**

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

**Respectfully submitted, Fred W. Newman**