

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

JANUARY 14, 2013

4:00 P.M.

A meeting of the Housing Authority was held on February 14, 2013 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 Kelsey, Iacino, Paige and Newman. Also in attendance was Commissioner Candidate Joseph Forster. In addition, Attorneys Stedronsky and Yale were in attendance.

Commissioner Kelsey made a motion to accept the Minutes of the November 26, 2012 meeting, seconded by Commissioner Iacino and unanimously approved.

Commissioner Kelsey made a motion to enter executive session for the purpose of discussing pending litigation. This was seconded by Commissioner Iacino and unanimously approved.

Commissioner Mickley made a motion to leave Executive Session, seconded by Commissioner Kelsey.

Upon the closing of the executive Session, Chairman Paige made a motion to resolve that *"Whereas, the Housing Authority of the Town of Winchester (WHA) was established by statute and effectuated by the Town of Winchester for the purpose of serving the housing needs of families and individuals of moderate means within the Town of Winchester;*

And whereas WHA undertook to administer HUD Section 8 vouchers to serve its constituents in the Town of Winchester and improve the housing stock of the Town of Winchester;

and whereas WHA undertook by agreement to administer the HUD Section 8 vouchers for seventeen other towns in Litchfield County for the purpose of serving their constituents, and also enhancing the effective number of vouchers available for the constituents of the Town of Winchesters;

and whereas, because of the limited number of vouchers assigned under the HUD Section 8 voucher program to the towns served by WHA, and in order to assure that WHA would be principally serving its



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constituents and the constituents of towns it served, WHA instituted a policy of giving preference in its awarding of vouchers to residents of the towns it serves;

Now, Therefore, it is hereby resolved that:

- 1. Should for any reason it be determined that the policy of residential preference is determined to be illegal by HUD or court of law, then the Executive Director and Chairman is authorized to take any and all steps deemed proper, in his sole discretion, to terminate WHA's administering HUD's Section 8 voucher program.*
- 2. The executive Director and Chairman of the Winchester Housing Authority are authorized to settle the pending case brought by Ms. Crystal Carter on terms and conditions they deem proper.*

The motion was seconded by Commissioner Kelsey and unanimously approved.

Mr. Newman provided a brief overview of the financial statements, and the recent auditor's remarks, for which he added that HUD, Hartford had questioned. The primary comment by the auditor included the continued absence of notification of payoff of the WHADC of the pre-development loan for Carriage maker Place. Mr. Newman again explained that the DECD seemed to be dragging its feet. He further explained that the loan had been paid, but the paper trail was lacking. In addition, the auditor mentioned the apparent excess Section 8 payments, but that in reality the excess dollars were not spent. Mr. Newman explained to the Board that the WHA was looking at quotations for new and different software.

Under the Section 8 and Housing reports he informed the Board that an additional seven (7) applicants would be coming onto the Program. He also added that the Housing report indicated a total of a count of 152 on its waiting lists

Under Old Business Mr. Newman showed the schedule for developing the Annual Plan and budget for HUD for 2013/2014. Also under Old Business Mr. Newman re-introduced a proposal to update the employee vacation policy. He read to the Board the present policy for vacation (para. 7.2.2) of Section 7 "Absence from Work", and then the recommended changes to that para. and para's. 7.2.3, 7.2.4, and 7.2.8. He explained that because references to "calendar year" and "fiscal year" in describing the policy, a great deal of confusion was created. Following his reading the recommended changes, Commissioner Mickley made a motion to resolve that *"paragraph 7.2.2 of Section 7 should read "The amount of annual leave (vacation) to be granted to each employee during any fiscal year shall be computed according to the length of time of that employee's service on the first day of each fiscal year. Employees in good standing on the first day of the fiscal year, who have completed less than five (5) years of continuous service, shall receive, in each fiscal year, annual leave (vacation) of two (2) calendar weeks with pay. "*

7.2.3 Any employee with five (5) to Ten (10) years of continuous service shall receive three (3) calendar weeks annual leave (vacation) with pay.

7.2.4 Any employee with more than ten (10) years of continuous service shall receive four-(4) week's annual leave (vacation) with pay. Any employee with more than eleven (11) years of continuous service shall receive four (4) weeks and one-(1) day of annual leave (vacation) with pay.

7.2.8 Annual leave (vacation) can be carried over to the next, following fiscal year in the amount of five (5) working days, but must be taken prior to October 1 of that year. Any employee who has had his full annual leave (vacation) in any fiscal year shall receive no further annual leave (vacation) until after July 1 of the following year (fiscal year).

The motion was seconded by Commissioner Kelsey and unanimously approved.

Also involving the transition from calendar year to fiscal year changes, Mr. Newman informed the Board that a consideration must be made for allowing employees to know the Board's decision for each employee's vacation time for the period January 1st through June 30th. Following a discussion, Commissioner Kelsey made a motion to resolve *"that the WHA hereby grant a onetime allotment of vacation time from January 1, 2013 through June 30, 2013 for the purpose to correlate the vacation time with the fiscal year. This one time allotment must be used by no later than October 1, 2013 and is as follows: Fred Newman = 7.5 Days, Lynn Hayes = 11 Days, Jayne Martigneni = 7.5 Days, and Carol Henderson = 5 Days"* This motion was seconded by Commissioner Mickley and unanimously approved.

Also under Old Business Mr. Newman reviewed with the Board a Summary Report involving the November 3rd fire. In his review he informed the Board that there was a total of \$830.76 of loss of food stuffs, house and services cleaning materials. He also covered carpet, wall and ceiling stains that remained, and a carpet replacement. These totaled \$1,790.00. The Board instructed Mr. Newman to proceed with the corrections of these items.

Under New Business Mr. Newman offered for discussion, for later decision making, the topic of allowing shelter residents qualifications to apply for a Housing Choice Voucher program. He also mentioned that the Manager of Litchfield Heights had visited the office and inquired when we wanted to acquire their 32 Project Based Vouchers. Mr. Newman reminded the Board that he had spoken to and received a letter from the attorney representing Litchfield Heights concerning their refusal to continue to manage these vouchers. He read a letter of thanks from Ms. Hayes for the extra hours they permitted for the Christmas Holidays. In addition, he read a letter from HUD concerning their acknowledgement of the closing of the 2010 and 2011 Capital Grants. He also informed the Board that there was a \$38.00 invoice for snaking a bottle cap from a sewer line at Greenwoods.

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

Respectfully submitted,

Fred W. Newman, Executive Director