

## Minutes

### Winchester Housing Authority Board Minutes

January 25, 2016

3:00 PM

80 Chestnut Street

Winsted, CT 06098

Present were Commissioners Paige, Kelsey, Mickley, Iacino. Absent was Commissioner Lemelin.

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

There were no approval of the minutes of the December 2015 because of a lack of a quorum.

The Executive Director provided an overview of the financial budgets and reports of both December 2015 and January 2016 noting that the budget reflected increases in office supplies, maintenance expenses, administrative costs due to increase workload and audit related tasks as well as periodic review of the Authority's financial performance and mandated costs. The board was provided with an overview of the current 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, 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 both positions were approved 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. All in Favor.

On a resolution introduced by Chair Paige and seconded by Commissioner Mickley current employees of the Executive Director and Housing Manager were allowed to carry over all accrued leave in 2015 into 2016. All in favor.

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

Chair Paige was absent from the meeting at 4:00 PM and Vice-Chair Iacino Chaired the meeting.

On a motion by Commissioner Mickley and seconded by Commissioner Kelsey the meeting was adjourned at 4:20PM.

Respectfully submitted



Paul Vayer

Board Secretary