

Winchester Housing

80 Chestnut Street, Winsted CT 06098



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Equal Housing Opportunity

J. Paige, Jr., Chairman
Neil R. Kelsey, Vice-Chairman
Joseph A. Lemelin, Treasurer

Helen Archer, Resident Commissioner

Joseph Lemelin, Commissioner
Jayne M. Martigneni, Executive Director

Minutes

Winchester Housing Authority

January 30, 2017

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. Present were Chairman Paige, Commissioners Neil Kelsey, Helen Archer, Joseph Lemelin and Joseph Forster and Executive Director, Jayne Martigneni.

2. Approval of the Amended Minutes of December 27, 2016 Meeting

Chairman Paige made a motion to accept the Minutes of the December 27, 2016 Meeting. *A Motion was made by Commissioner Lemelin, Seconded by Commissioner Forster to amend the minutes of the of the December 27, 2016 Board of Commissioners Meeting to appoint Mr. Joseph Lemelin as the Treasurer of the Board of Commissioners of the Winchester Housing Authority and to appoint Mr. Joseph Forster as Commissioner of the Board of Commissioners of the Winchester Housing Authority. All were in favor.*

3. Report of Financial Budgets/Statements for January 2016

The Executive Director stated that currently we are within budget on all line items in our 6th month of our annual budget. Commissioner Forster asked if there were any funding cuts with the new administration. The Executive Director explained that she did receive an email from HUD indicating that any money currently in the pipeline at HUD is on hold and we'll have to wait to see what happens.

A motion was made by Commissioner Lemelin, Seconded by Commissioner Kelsey to approve the Financial Budget/Statements for December 2016. All were in favor.

4. New Business

- a. Capital Fund update was given by the Executive Director and copies of the Revised Capital Fund Grant for 2015 were distributed to all of the Commissioners. The Executive Director explained the revision. A & E Fees were increased for the projected elevator addition on the south side of the building at Chestnut Grove. Dwelling Structures was reduced by \$10,639.86 and \$56,140.16 was expended which leaves a balance of \$9,000.00 to be used for spare ranges and refrigerators and for Robert Seaver to turn over vacant apartments.

- b. Fire Protection Services – The Executive Director explained that Fire Protection Services is the company that we use for our sprinkler system at Chestnut Grove. They came in to inspect the main sprinkler system and determined that a valve on the main sprinkler system is leaking and needs to be repaired. The Executive Director received two price quotes for a double check valve; one from Fire Protection Services in the amount of \$2,932.87. The other quote was from John Mangione, plumber that we use in the amount of \$2,907.00. The difference in quotes was \$25.98. The Board agreed that for the amount of difference in the price quotes we should have Fire Protection Services replace the valve because they installed the sprinkler system and are more familiar with it. A motion was made by Commissioner Kelsey, Seconded by Commissioner Lemelin to approve Fire Protection for install the new valve on the sprinkler system. All were in favor.
- c. Pilot Program – The Executive Director explained to the Board of Commissioners the PILOT Program (Payment In Lieu of Taxes) that are paid to the Town of Winchester instead of taxes. The amount that we owe the Town of Winchester is \$37, 667.00. A motion was made by Commissioner Kelsey, Seconded by Commissioner Archer to approve the PILOT Payment. All were in favor.

Commissioner Lemelin stated that the flag at Greenwoods Garden is in bad condition and needs to be replaced. The Executive Director explained that a flag was on order and would be replaced when it came in.

5. Old Business:

Commissioner Lemelin indicated that the Town Clerk was not getting the Winchester Housing Authority Board Minutes. The Executive Director said that they are being sent monthly to the Town Clerk but she will be sure that they are sent to the Town Clerk.

6. Interim Executive Director's Report

No comments were made regarding the Interim Executive Directors Report.

7. Public Comments:

There were no public comments at this meeting.

A Motion was made to adjourn the regular meeting by Commissioner Kelsey, Seconded by Commissioner Archer at 3:10 p.m. All were in favor.

8. Executive Session:

Chairman Paige asked to go into Executive Session with the Board Members and the Executive Director regarding personnel matters. A Motion was made by Commissioner Kelsey, Seconded by Commissioner Archer to enter into Executive Session at 3:18 p.m. All were in favor.

Chairman Paige indicated to the Board members that there was nothing to discuss in Executive Session.

A Motion was made by Commissioner Kelsey, Seconded by Commissioner Archer to adjourn the Executive Session portion of the meeting at 3:19 p.m. All were in favor.

9. Adjournment

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Kelsey to adjourn the regular meeting at 3:20 p.m. All were in favor.

Respectfully submitted,



Jayne Martigneni
Executive Director