

# Winchester Housing

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



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

Helen Archer, Resident Commissioner

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

Minutes  
Winchester Housing Authority  
Board of Commissioners Regular Meeting  
January 28, 2019  
3:00 p.m.  
80 Chestnut Street  
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 3:02 p.m. by Chairman, Paige.

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

1. Approval of the January 28, 2019 Board Meeting Minutes:

*Commissioner Lemelin made a Motion to correct the Minutes of the January 28, 2019 Board of Commissioner's Meeting to clarify that Commissioner Kelsey was in attendance at the meeting of January 28, 2019. Commissioner Kelsey made to motion to accept the corrected Minutes of the January 28, 2019 during the February 25, 2019 Regular Board of Commissioners Meeting and the Motion was seconded by Commissioner Archer. All were in favor.*

A Motion was made by Commissioner Forster, Seconded by Vice-Chairman Kelsey to accept the November 26, 2018 Board Meeting Minutes. All were in favor.

2. Report of Financial Budgets/Statements for November 30, 2018:

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.

3. Report of Financial Budgets/Statements for December 31, 2018:

The Executive Director explained that we are overall in good financial condition. There was some concern regarding the Government Federal Shutdown and how long it would last. Fortunately, we

were able to pay all of our operating costs during the shutdown without it having an impact on our reserves. The 2018 Audit is complete and the Reports will be distributed at the February Board of Commissioners Meeting. There were no findings in the Audit.

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the Financial Budgets/Statements for October 31, 2018. All were in favor.

4. New Business:

a. Federal Government Shutdown:

The Executive Director explained that due to the Federal Government shutdown the Winchester Housing Authority was basically at a standstill. We were unable to drawdown any funds from the federal system for operating costs and the Capital Fund Grant. We were unable to have any contact with any branch of the U.S. Department of Housing & Urban Development during the shutdown.

b. Schedule of Annual Winchester Housing Authority Meetings:

The Schedule of Annual Board Meetings was distributed to all of the Board of Commissioners.

c. Pension Increases:

The Executive Director explained that the Accounting Manager received a notice from the Connecticut Municipal Employees' Retirement System (CMERS) the actual contribution rates required to fund the pension system on an actuarial reserve basis. Apparently, the Retirement Commission has accepted the recommendation to lower the long-term expected return on assets assumption from 8.00% to 7.00%. In an effort to mitigate the immediate impact and to allow participating municipalities to incorporate the resulting rate increases into future budgets, the Retirement Commission has also accepted the recommendation to use direct rate smoothing to phase in the rate increases over the next five years. Employer contribution rates are anticipated to increase by 2.0% to 2.5% of payroll per year until the full funding rates are achieved within the next five years.

As a result, the required contribution rates that will be paid by MERS participating entities will increase significantly beginning in the next Fiscal Year (2019-2020). The forecast of future contribution rates with Social Security will be as follows: FYE 2020: 14.22% and will increase by 2% up to FY 2023. FY 2024 the expected rate increases by 1.57%.

The forecast of future contribution rate without Social Security will be as follows: FY2020: 14.72%, FY 2021: 17.22%; FY 2022: 19.72%; FY 2023: 22.22% and FY 2024: 24.78%.

d. Commissioner Joseph A. Forster announced to all attendees that he will be reigning from the Board of Commissioners of the Winchester Housing Authority as of this meeting. He stated personal reasons for his resignation and expressed well wishes to everyone at the Winchester Housing Authority.

5. Capital Fund Grant for Chestnut Grove Elevator Update:

The Executive Director explained that due to the Federal Government Shutdown, the Capital Fund Grant has been put on hold until further notice.

6. Update on the Rental Assistance Demonstration (RAD) Program:

The Executive Director explained that due to the Federal Government Shutdown, the RAD Program is temporarily on hold until further notice.

7. Old Business:

a. Eviction Updates:

The Executive Director explained that there has been an ongoing eviction process at Unit #25 Greenwoods Garden since September, 2018 for non-payment of rent. She also explained that Winchester Housing Authority did evict the original resident that lived in the unit but the son (who was not on the lease) had to be evicted as well. That delayed the eviction process. The eviction is in the court system and should be resolved soon.

The Executive Director also explained the situation of the resident in Unit #4, Greenwoods Garden, non-payment of rent as well. The resident made an agreement to pay the Housing Authority an additional \$100.00 extra on a monthly basis until she is caught up on the amount of rent that is in arrears.

8. Executive Director's Report:

There were no comments or questions regarding the Executive Director's Report.

9. Public Comments:

There were no comments made by the public at this meeting.

10. Adjournment:

A Motion was made by Commissioner Kelsey, Seconded by Commissioner Lemelin to adjourn the meeting at 3:33 p.m. All were in favor.

Respectfully Submitted,



Jayne Martigneni  
Executive Director