

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



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Anthony J. Paige, 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
June 25, 2018
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 3:05 p.m. by Anthony Paige, Chairman.

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

2. Approval of the April 23, 2018 Board Meeting Minutes:

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the April 23, 2018 Minutes. All were in favor.

3. Approval of the May 29, 2018 Board Meeting Minutes:

Due to lack of a quorum for the May 29, 2018 Annual Board Meeting, there are no Minutes to be approved by the Board of Commissioners.

4. Report of Financial Budgets/Statements for May 31, 2018:

The Executive Director explained that after consulting with Janet Wortman our CPA, we are in good financial shape. Even though Greenwoods Garden South has a deficit of \$28,948.00 they are administered with federal funds and there is enough in the total federal budget to cover the deficit. A Motion was made by Joseph Lemelin, Seconded by Joseph Forster to accept the May 31, 2018 budget. All were in favor.

5. Approval of the Winchester Housing Authority Board Resolution, approving the Operating Budget for the Fiscal Year Beginning July 1, 2018:

Chairman Paige read the Resolution accepting and approving the 2018-2019 Annual Budget:

**RESOLUTION
ACCEPTING AND APPROVING THE
2018-2019 ANNUAL BUDGET**

WHEREAS; On June 25, 2018 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the 2018-2019 Annual Budget.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Winchester Housing Authority voted effective July 1, 2018 to approve the 2018-2019 Annual Budget of the Winchester Housing Authority.

ADOPTED this 25th Day of June, 2018.

Anthony Paige, Chairman
Housing Authority Board of Commissioners

The Executive Director explained that her employment contract stated that upon her husband's retirement, the Winchester Housing Authority would reimburse her for Medical Insurance starting in October or December 2018. The cost of COBRA through her husband's employer is over \$800.00 per month. Through the advice of Janet Wortman, CPA, the Executive Director checked with the Finance Department at the Town of Winchester to see if they would allow her to join their group insurance and the Winchester Housing Authority would pay the premiums. She was told that the Town of Winchester does not do that. Chairman Paige asked if Linda Groppo, Board Liaison, could follow-up with the Town Manager of the Town of Winchester to see if it would be possible to have the Executive Director participate in the Town of Winchester's Insurance program. Ms. Groppo said that she would talk to the Town Manager and report back to the Executive Director.

The Executive Director explained to the Board that the Winchester Housing Authority has \$600,000.00 in Reserves and we can use up to \$400,000.00. She explained that Winchester Housing Authority would be receiving \$114,000.00 from the Capital Fund Grant for 2017 and \$179,000.00 from the Capital Fund Grant for 2018 for a total of \$293,000.00. It is mandatory that the elevator at Chestnut Grove be replaced by the end of 2019. Rather than paying to relocate residents from three floors of Chestnut Grove the Winchester Housing Authority was exploring the addition of a second elevator for Chestnut Grove but it was determined they would not have enough funds to cover the cost. After discussion regarding the Winchester Housing Authority's finances going forward with Janet Wortman, CPA, it was determined that there should be enough money to complete the elevator project between the Capital Fund Grants and what they have in Reserves.

A Motion to accept the Operating Budget for 2019 was made by Neil Kelsey, Seconded by Joseph Lemelin. All were in favor.

6. New Business:

- a. Board approval of the Annual Landscape/Snow Removal Contract for Greenwoods Garden and Chestnut Grove.

Chairman Paige asked if we were satisfied with Diamondback Property Management? The Executive Director had no complaints and said they are very professional and are doing a great job. She explained that there was no price increase for the new contract.

A Motion was made by Joseph Forster, Seconded by Commissioner Helen Archer to accept the Annual Landscape/Snow Removal Contract for Greenwoods Garden and Chestnut Grove. All were in favor.

- b. Board approval for the Addendum to the Lease Prohibiting the use of Gas/Charcoal grills at Greenwoods Garden.

A Motion was made by Joseph Forster, Seconded by Joseph Lemelin to approve the Addendum to the Lease prohibiting the use of Gas/Charcoal grills at Greenwoods Garden. All were in favor.

- c. Board approval of the Resolution Prohibiting Gas/Charcoal Grills at Greenwoods Garden

Chairman Paige read the Resolution Prohibiting Gas/Charcoal Grills at Greenwoods Garden:

**RESOLUTION
PROHIBITING GAS/CHARCOAL GRILLS
GREENWOODS GARDEN**

WHEREAS; on June 25, 2018 the Board of Commissioners voted to prohibit gas/charcoal grills from being used at Greenwoods Garden, Winsted, CT;

WHEREAS; on June 25, 2018 the Board of Commissioners of the Winchester Housing Authority approve the change in the State of Connecticut Fire Code that prohibits the use and storage of Gas/Charcoal Grills and other cooking devices on decks, under overhangs or within 15 feet of a building at Greenwoods Garden, Winsted, CT;

WHEREAS; the State of Connecticut Fire Prevention Code states that other than one and two family dwellings, no hibachi grills or other similar devices used for cooking, heating or any other purpose shall be used or kindled on a balcony, under any overhanging portion, or within 10 feet of any structure.

WHEREAS; Tenants are to comply with all obligations imposed upon tenants by applicable provision of Local, State and Federal, HUD Regulations and building and housing codes imposed upon the Tenants including laws, which materially affect health and safety;

WHEREAS; the current Greenwoods Garden Lease states that Tenants are not to use, possess nor bring explosives, guns ammunition, fireworks, air rifles or any other weapons into Landlord buildings or on or near Landlord property. Propane is an explosive and is not allowed on Winchester Housing Authority property.

WHEREAS; an Addendum to all current tenants Leases of Greenwoods Garden be signed and placed on file and Leases that are signed after June 25, 2018 are to include the Local, State and Federal (HUD) Fire Regulations regarding prohibiting gas/charcoal grills;

NOW, THEREFORE, BE IT RESOLVED THAT on May 29, 2018 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the use and storage of gas/charcoal grills be prohibited anywhere on Greenwoods Garden property.

ADOPTED this 25th Day of June 2018.

Anthony Paige, Chairman
Housing Authority Board of Commissioners

A Motion was made by Joseph Forster, Seconded by Neil Kelsey to accept the Resolution prohibiting gas/charcoal grills at Greenwoods Garden. All were in favor.

7. Old Business:

Chairman Paige asked about the resident that got an attorney because of the noise being made by a neighbor. The Executive Director explained that James Stedronsky, the Housing Authority attorney, responded to the complaint from the resident's attorney. The resident's attorney indicated that the noise level has gotten better for now.

8. Executive Director's Report for May 29, 2018:

No comments were made regarding the report for May 29, 2018.

9. Executive Director's Report for June 25, 2018:

No comments were made regarding the Executive Director's Report for June 25, 2018.

10. Public Comments:

There were no public comments.

11. Adjournment:

A Motion to adjourn the Meeting was made by Neil Kelsey, Seconded by Joseph Lemelin at 3:26 p.m. All were in favor.

The Executive Director explained that we had to obligate and expend funds from the 2016 Capital Fund Grant within three days of being notified or we would have lost the money. Weigold Flooring will be replacing the flooring in the front foyer, elevator and entire hallway on the first floor. Weigold is the contractor who currently installs new flooring and carpeting in the apartments and we have used them for years.

Chairman Paige asked what was happening with the awnings at each end of the building that may require work. The Executive Director explained that they were examined and there are no rips or tears but the water had settled in some spots on them and there is some mold, mildew and stains. The Executive Director received a proposal of \$750.00 to clean the awnings. A motion was made by Commissioner Archer, Seconded by Commissioner Forrester to accept the proposal. All were in favor.

12. Old Business:

- a. New benches at Chestnut Grove

Chestnut Grove is in dire need of four new benches for the property. The Resident Service Council has agreed to purchase four new benches to be donated to Chestnut Grove.

The Executive Director explained that bed bugs have been discovered in another apartment at Chestnut Grove. Currently that is the only apartment that actively has them and the exterminator will be here on Saturday to treat the apartment.

13. Executive Director's Report:

The Executive Director explained to the Board of Commissioners that the Greenwoods Garden Tenant Services had over \$3,000.00 in their fund a few years ago. They purchased a new canopy and had some chairs reupholstered leaving a balance of over \$1,000.00. The person who was holding the bank book may have depleted those funds. They were left with a balance of \$12.00 and now they have to start over to try to build up the funds by holding fund raisers at their community.

They are already planning events to raise money for their community. Commissioner Forrester asked if the police were contacted. The Executive Director explained that those funds are not property of the Housing Authority so Winchester Housing cannot get involved and we do not have proof that the keeper of the bank book actually withdrew the money. It was a savings passbook.

The Executive Director held a meeting with the tenants at Greenwoods Garden and they elected a Treasurer and Asst. Treasurer so that they will have proper record keeping of their financials. They are opening a checking account that requires two signatures and will have a paper trail for all accounting of this funds.

14. Public Comments:

There were no public comments at this meeting.

15. Adjournment:

A Motion was made by Commissioner Neil Kelsey, Seconded by Commissioner Archer to adjourn the meeting at 3:35 p.m. All were in favor.

Respectfully Submitted,

Jayne Martigneni
Executive Director