

Winchester

Housing

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06098



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Equal Housing Opportunity

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

Betty Button, Resident Commissioner

Sally Mangione, Commissioner
Jayne M. Martigneni, Executive
Director

Minutes

Winchester Housing Authority
Board of Commissioners Annual Meeting
June 24, 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: Vice Chairman Neil Kelsey, Commissioner Sally Mangione, Resident Commissioner Betty Button, Linda Groppo, Board Liaison and Executive Director, Jayne Martigneni. Absent: Commissioner Joseph Lemelin.

2. Approval of the Minutes of the Annual Board Meeting of May 28, 2019:

A Motion to adopt the minutes of the May 28, 2019 Board Meeting, was made by Commissioner Kelsey, Seconded by Commissioner Mangione. All were in favor.

3. Report of Financial Budgets/Statements for May 31, 2019:

The Executive Director explained that the budget exceeded the budgeted amount for line item 4430.25, Unit Turnaround, at Chestnut Grove and Greenwoods Garden South due to an unusual amount of apartment vacancies which caused many apartment turnovers.

The Executive Director also explained that the Operating Budget for the Fiscal Year beginning July 1, 2019 was just completed and more money has been placed in the 4430.25 line items for Greenwoods Garden and Chestnut Grove.

A Motion was made by Commissioner Mangione, Seconded by Commissioner Button to accept the Financial Budget/Statements for May 31, 2019. All were in favor.

4. Approval of the Winchester Housing Authority Operating Budget for the fiscal year beginning July 1, 2019:

The Executive Director explained the large amount of money that Winchester Housing Authority has in reserves is to help defray the cost of the elevator addition; upgrade to the current elevator at Chestnut Grove and the costs involved with the Rental Assistance Demonstration (RAD) Conversion.

A Motion was made by Commissioner Kelsey, Seconded by Commissioner Mangione to approve the Federal Operating Budget for the fiscal year beginning July 1, 2019. All were in favor.

5. Board Resolution approving the Federal Operating Budget for the fiscal year beginning July 1, 2019:

The Board Resolution was read by Chairman Paige as follows:

**RESOLUTION
TO ADOPT
2019 FISCAL YEAR ANNUAL
FEDERAL OPERATING BUDGET**

WHEREAS; On June 24, 2019, the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the 2019 fiscal year of the Federal Operating Budget.

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

ADOPTED this 24th Day of June, 2019.

Anthony Paige, Chairman
Housing Authority Board of Commissioners

A Motion was made by Commissioner Kelsey, Seconded by Commissioner Button to approve the Resolution for the acceptance of the Federal Operating Budget for the fiscal year beginning July 1, 2019. All were in favor.

6. Approval of Connecticut Housing Finance Authority (CHFA) Projected Annual Operating Budget for the 2019 fiscal year:

The Executive Director explained that this budget is for the 14 Units at Greenwoods Garden.

A Motion to approve the Connecticut Housing Finance Authority (CHFA) Projected Annual Budget was made by Commissioner Mangione, Seconded by Commissioner Kelsey. All were in favor.

7. Board Resolution approving the Connecticut Housing Finance Authority (CHFA) Projected Annual Operating Budget for the 2019 fiscal year:

Chairman Paige read the Resolution to the Board of Commissioners as follows:

**RESOLUTION
TO ADOPT THE
2019 FISCAL YEAR ANNUAL
OPERATING BUDGET FOR THE
CONNECTICUT HOUSING FINANCE AUTHORITY**

WHEREAS; On June 24, 2019 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the 2019 fiscal year of the Connecticut Housing Finance Authority Operating Budget.

WHEREAS; the Connecticut Housing Finance Authority 2019 fiscal year Operating Budget is for 14 residential units located at Greenwoods Garden, Winsted, CT. The Rental Assistance Program (RAP) is financed by the Connecticut Housing Finance Authority and it is administered by J. D'Amelia & Associates, 37 Brookside Road, Waterbury, CT;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Winchester Housing Authority voted to approve the 2019 Fiscal Year Operating Budget for the Connecticut Housing Finance Authority (CHFA), effective July 1, 2019.

ADOPTED this 24th Day of June, 2019.

Anthony Paige, Chairman
Housing Authority Board of Commissioners

A Motion was made by Commissioner Kelsey, Seconded by Commissioner Button to approve the Resolution for the acceptance of the Federal Operating Budget for the fiscal year beginning July 1, 2019. All were in favor.

8. New Business:

- a. Board approval for the Fee Accountant's Contract for the 2019 fiscal year.

The Executive Director explained that Winchester Housing Authority has used the services of Janet Wortman for many years and that she is very knowledgeable in the U.S. Department of Housing's regulations and that she keeps us on the straight and narrow.

A Motion to approve the Fee Accountant's Contract for the 2019 fiscal year was made by Commissioner Mangione, Seconded by Commissioner Button. All were in favor.

- b. Board approval for the Annual Landscape/Snow Removal Contract for Greenwoods Garden and Chestnut Grove for the 2019 fiscal year.

The Executive Director explained to the Board that Diamond Back Property Management did not increase their price since they have been performing the landscaping for the past three years for the Winchester Housing Authority.

A Motion was made by Commissioner Kelsey, Seconded by Commissioner Button to approve the Annual Landscape/Snow Removal Contract for Greenwoods Garden and Chestnut Grove for the 2019 fiscal year. All were in favor.

9. Old Business:

- a. Eviction Update: The resident on the first floor of Chestnut Grove was served papers for the eviction regarding the violation of the Non-Smoking Policy. He does have an attorney as well.

10. Executive Director's Report for June 2019:

The Executive Director explained that the Federal Security Camera Grant that we applied for through the U.S. Department of Housing & Urban Development (HUD) was hand delivered to HUD in Washington, D.C. by the professional Grant Writer that was hired by the Winchester Housing Authority. Recipients will be awarded by a lottery drawing in either September or October of 2019.

The Executive Director explained to the Board that a resident owes the Housing Authority almost \$3,000.00 due to an increase in income that was never reported or adjusted for their rent. She explained that a letter was written to the resident explaining the calculation of the money owed and that he committed fraud for not reporting his change in income. If the resident does not make an effort to pay the Housing Authority in a reasonable amount

of time, the resident will have to be reported to the Office of the Inspector General for committing fraud.

Page 5 of 5

June 24, 2019

Board Meeting Minutes

11. Public Comments:

There were no public comments.

12. Adjournment:

A Motion was made by Commissioner Mangione, Seconded by Commissioner Button to adjourn the meeting at 3:45 p.m. All were in favor.

Respectfully Submitted,

Jayne Martigneni
Executive Director