

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



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www.winchesterhousing.org

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
March 26, 2018
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. by Anthony Paige, Chairman.

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

Absent: Vice Chairman, Neil Kelsey.

2. Approval of the February 26, 2018 Board Meeting Minutes:

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Forster to accept the February 26, 2018 Minutes as corrected: Commissioner Forster was missing from the Attendance portion but he did attend the February 26, 2018 Board Meeting. All were in favor.

3. Report of Financial Budgets/Statements for February 28, 2018:

The Executive Director reported that there are three months to go for the 2017/2018 Budget. Some of the budget line items are over the budgeted amount due to more than average hot water heaters being installed at Greenwoods Garden North and Greenwoods Garden South. The check for the electrical Grant money was not applied yet for Greenwoods Garden North and Greenwoods Garden South. A Motion was made by Commissioner Lemelin, Seconded by Commissioner Archer to accept the Report of Financial Budgets/Statements for February 28, 2018. All were in favor.

4. Presentation and Adoption of the Annual PHA Plan for Fiscal Year 2018:

The Executive Director reported that because we are rated as a "High Performer" the only form that we are required to submit to the U.S. Department of Housing & Urban Development (HUD) for the Annual Plan is the Civil Rights Certification, Form # 50077-CR.

There was no attendance from the public for the Public Hearing regarding the Annual PHA Plan for Fiscal Year 2018 that was scheduled for March 26, 2018 at 2:00 p.m.

The Executive Director also explained that Winchester Housing is going through a transition and that we are no longer using a consultant to administer the Capital Fund Grant and therefore, we should be able to use the Administration Funds from the Grant for a future Grant Writer.

A synopsis was given by the Executive Director for the PHA Annual Plan for 2018.

The following Resolution was presented to the Board of Commissioners:

**RESOLUTION
APPROVING THE ANNUAL PLAN**

WHEREAS; the Housing Authority of the Town of Winchester administers the Public Housing Program funded by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS; HUD requires Public Housing agencies to develop an Annual Plan and Capital Fund Budget Annual Plan for submission annually; and

WHEREAS; the Housing Authority of the Town of Winchester's Board of Commissioner has reviewed the Annual Plan, Capital Fund Budget and all supporting documents; and

WHEREAS; a Public Hearing was held on March 26, 2018 at 2:00 p.m.

NOW, THEREFORE, BE IT RESOLVED THAT on March 26, 2018 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the Annual Plan for fiscal Year 2018 to the Department of Housing & Urban Development as required for their review and approval.

ADOPTED this 26th Day of March 2018 at the Winchester Housing Authority by the Board of Commissioners at their Regular Board of Commissioners Meeting.

Anthony Paige, Chairman
Housing Authority Board of Commissioners

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Archer to accept the Presentation and Adoption of the Annual PHA Plan for Fiscal Year 2018 and the Resolution was adopted approving the Annual Plan. All were in favor.

5. New Business:

- a. The Executive Director explained that time is of the essence and we had to obligate funds by April 14, 2018 from the Capital Fund Grant for 2016. One of the items was for a contract with Onion Electric to install ARC Fault protected circuit breakers in every apartment (80) at Chestnut Grove for safety reasons \$39,280.00.

6. Old Business:

- a. The Executive Director gave an update regarding the lighting upgrade grant from Eversource. She explained that we did receive the check for Greenwoods Garden and we are waiting for the check from Eversource for Chestnut Grove. The work has been completed and the new lighting is wonderful and hopefully reduces our electric bill.

7. Executive Director's Report:

The Executive Director explained that tenants are aging in place and need extra care at this point. The Resident Service Coordinator and Executive Director have been working with families to get these residents extra care that they may need through the Northwestern CT Area on Aging.

The Executive Director explained that there is a balance \$10,000.00 left in the 2016 Capital Fund Grant. Both Chestnut Grove and Greenwoods Gardens need outside benches and picnic tables, they are old and falling apart. That is a possibility to replace them with the balance of the money from the grant.

A resident at Greenwoods Garden has an illegal occupant. Apparently, he decided to have his nephew move in with him. He has until March 28, 2018 to move him out of there.

Chairman Paige asked about an update on putting gazebos on both properties. He will get us prices. He said that a 12' X 12' gazebo would cost about \$7,000.00. Maybe we can get the boy scouts to build them for us.

8. Public Comments:

There were no public comments at this meeting.

9. Adjournment:

A Motion was made by Commissioner Archer, Seconded by Commissioner Lemelin to adjourn the meeting at 3:36 p.m. All were in favor.

Respectfully Submitted,

Jayne Martigneni
Executive Director