

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



Public Housing (860) 379-4573

Fax (860) 379-0430

www.winchesterhousing.org

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

Betty Button, *Resident Commissioner*

Sally Mangione, Commissioner
Jayne M. Martigneni, Executive
Director

Winchester Housing Authority
Board of Commissioners Annual Meeting
May 26, 2020
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 2:55 p.m. by Chairman Anthony Paige.

In attendance were: Anthony Paige; Chairman; Neil Kelsey, Vice-Chairman; Joseph W. Lemelin, Treasurer; Sally Mangione, Commissioner; Betty Button Resident Commissioner; Linda Groppo, Board Liaison and Jayne Martigneni, Executive Director.

2. Approval of the Minutes of the Annual Board Meeting of February 24, 2020:

A Motion to adopt the February 24, 2020 Board Meeting Minutes, was made by Vice-Chairman Kelsey, Seconded by Commissioner Mangione. All were in favor.

3. Report of Financial Budget/Statements for February 29, 2020:

The Executive Director said that we are doing fine financially with the budget to date. A Motion was made by Commissioner Mangione, Seconded by Commissioner Button to approve the Financial Budget/Statements for February 29, 2020. All were in favor.

4. Report of Financial Budget/Statements for March 31, 2020:

The Executive Director explained that we are still doing fine budget-wise for March 31, 2020. We are within the budget for the majority of the line items. A Motion was made by Vice-Chairman Kelsey, Seconded by Commissioner Mangione to approve the Financial Budget/Statements for March 31, 2020. All were in favor.

5. Report of Financial Budget/Statements for April 30, 2020:

The Executive Director reported that we were still doing fine with the budget for the current period and to date we have over one million dollars in combination of all of the Winchester Housing Authority account and Reserves. A Motion was made by Commissioner Mangione, Seconded by Commissioner Button to approve the Financial Budget/Statements for April 30, 2020. All were in favor.

6. Board approval of the Winchester Housing Authority Federal Operating Budget for the fiscal year beginning July 1, 2020:

The Executive Director explained that the Federal Operating Budget for the fiscal year July 1, 2020 was complete. Some money was dedicated to the training line item and all of the employees will be getting a 3% increase. Vice-Chairman Kelsey asked why the budget was down for employee benefits by \$4,000.00 and we did not spend as much on maintenance. The Executive Director said that we did not have as many turn-over of apartments this year and that could be why maintenance was less. She also mentioned that the C.P.A. does the salary and employee benefits portion of the budget

A Motion was made by Commissioner Mangione, Seconded by Vice-Chairman Kelsey to approve the Winchester Housing Authority Federal Operating Budget for fiscal year beginning July 1, 2020. All were in favor

7. Board Resolution approving the Federal Operating Budget for the fiscal year beginning July 1, 2020:

**RESOLUTION
TO ADOPT
July 1, 2020 FISCAL YEAR ANNUAL
FEDERAL OPERATING BUDGET**

WHEREAS; On May 26, 2020, the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the 2020 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 2020 Fiscal Year Federal Operating Annual Budget, effective July 1, 2020.

ADOPTED this 26th Day of May 2020.

Anthony Paige, Chairman
Housing Authority Board of Commissioners

A Motion was made by Vice-Chairman Kelsey, Seconded by Resident Commissioner Betty Button to adopt the Resolution for the Federal Operating Budget for the fiscal year beginning July 1, 2020. All were in favor

8. Board approval of the State of Connecticut, Department of Housing (DOH) Projected Annual Operating Budget for the fiscal year 2020:

A Motion was made by Vice-Chairman Kelsey, Seconded by Resident Commissioner Button to approve the State of Connecticut Department of Housing Projected Annual Operating Budget for the fiscal year 2020: All were in favor.

9. Board Resolution, approving the State of Connecticut, Department of Housing (DOH) Projected Annual Operating Budget for the fiscal year July 1, 2020:

**RESOLUTION
TO ADOPT THE
2020 FISCAL YEAR ANNUAL
OPERATING BUDGET FOR THE
DEPARTMENT HOUSING STATE OF CONNECTICUT**

WHEREAS; On May 26, 2020 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the 2020 fiscal year of the Connecticut Housing Finance Authority Operating Budget.

WHEREAS; the State of Connecticut Department of Housing (DOH) 2020 fiscal year Operating Budget is for 14 residential units located at Greenwoods Garden, Winsted, CT. The Rental Assistance Program (RAP) is financed by the State of Connecticut Department of Housing 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 2020 Fiscal Year Operating Budget for the State of Connecticut Department of Housing (DOH), effective July 1, 2020.

ADOPTED this 26th Day of May, 2020.

Anthony Paige, Chairman
Housing Authority Board of Commissioners

A Motion was made by Vice-Chairman Kelsey, Seconded by Resident Commissioner Button to adopt the Board Resolution for the State of Connecticut, Department of Housing (DOH) Projected Annual Operating Budget for the fiscal year July 1, 2020: All were in favor.

10. Presentation and Adoption of the Annual/Five Year Plans for Fiscal Year 2020:

The Executive Director explained that in the 5-Year Plan more work items would be put into Greenwoods Garden due to the fact the several years of funding from the Capital Fund Grant (CFP) were used for the installation of the Elevator Tower and modernization of the current elevator at Chestnut Grove.

A Motion was made by Commissioner Mangione, Seconded by Resident Commissioner Button to approve the presentation and Adoption of the Annual/Five Year Plans for Fiscal Year 2020. All were in favor.

11. Resolution Approving the Annual/Five Year Plan 2020 – 2025:

**RESOLUTION
APPROVING THE 2020 ANNUAL/FIVE-YEAR PLAN
Winchester Housing Authority**

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/Five-Year Plan for submission annually; and

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

WHEREAS; a Public Hearing was held on March 17, 2020 at 2:00 p.m.

NOW, THEREFORE, BE IT RESOLVED THAT on May 26, 2020 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the Annual/Five-Year Plan Plan for fiscal Year 2020 to the Department of Housing & Urban Development as required for their review and approval.

ADOPTED this 26th Day of May, 2020 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 Mangione, Seconded by Resident Commissioner Button to adopt the Resolution approving the Annual/Five Year Plan for 2020 – 2025. All were in favor.

12. Board Approval for the Fee Accountant's Contract for the fiscal year July 1, 2020:

The Executive Director explained that the Fee Accountant's fee is \$1,220. Per month for a total of \$14,640.00 per year. There was an increase but it has been a while since she increased her rates.

A Motion was made by Commissioner Lemelin, Seconded by Vice-Chairman Kelsey to approve the Fee Accountant's Contract for the fiscal year July 1, 2020. All were in favor.

13. Board approval of the Contract between the Winchester Housing Authority and Patrick Buel, CPA, P.C. to conduct the Annual Audit for the year ending June 30, 2020:

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Button. All were in favor.

14. Coronavirus pandemic update at the Winchester Housing Authority.

The Executive Director explained that common areas at both developments are still closed until further notice. She also explained that only health care personnel are allowed to enter the buildings and apartments. Also, masks are to be worn by everyone upon entering Winchester Housing Authority buildings and apartments. Only emergency work orders are being done during this time and all other maintenance requests are being reviewed and performed as necessary. WHA is continuing to sanitize all common areas on a daily basis.

15. New Business:

a. Board approval of the Fixed Asset Capitalization Policy

The Executive Director explained that Janet Wortman, C.P.A. for the Winchester Housing Authority is recommending that the Board of Commissioners adopt the Fixed Asset Capitalization Policy to ease the cost of Administrative burden of compliance for the Housing Authority. Small leases that fall under the \$5,000. Capitalization threshold (office equipment, copiers, postage machines, etc.) are exempt from the new requirements of GASB 87.

A Motion was made by Commissioners Mangione to adopt the Fixed Asset Capitalization Policy, Seconded by Commissioner Lemelin. All were in favor.

b. Board Resolution Approving the Fixed Asset Capitalization Policy.

**RESOLUTION
APPROVING THE
FIXED ASSET CAPITALIZATION POLICY**

WHEREAS; the Governmental Accounting Standards Board (GASB) Statement Number 87, the Winchester Housing Authority will regard fixed assets as capitalized when all criteria in the Fixed Asset Capitalization Policy are met;

WHEREAS; in order to ease the cost and administrative burden of compliance, the Fixed Asset Capitalization Policy has been adopted by the Board of Commissioners of the Winchester Housing Authority for Leases effective for fiscal years beginning July 1, 2020 or later;

WHEREAS; small leases that fall under the \$5,000 capitalization threshold (office equipment, copier, postage machines, etc. are exempt from the new requirements of GASB 87;

WHEREAS; 1.) Assets purchased, built or leased have useful lives of one year or more; amended 2.) The cost of the asset is \$5,000 or more. Multiple assets whose cost is less than \$5,000 but the aggregate total is \$5,000 or more are capitalized; 3). The cost of renovating the asset is \$5,000 or more and prolongs the life of the asset as stated in the Capitalization Policy;

WHEREAS; other considerations such as 1.) Repair; 2.) Improvements 3) For administrative efficiency, assets that benefit more than one program or development will be recorded on the program/development with the largest portion of usage. Other programs/developments using the shared asset will reimburse for their portion as stated in the Capitalization Policy.

WHEREAS; the Straight-Line Depreciation Method as stated in the Fixed Asset Capitalization Policy will be adopted;

NOW, THEREFORE, BE IT RESOLVED THAT on February 24, 2020 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the Designated Housing Plan, as amended by the Winchester Housing Authority, and approved by the U.S. Department of Housing & Urban Development.

ADOPTED this 26th Day of May 2020.

Anthony Paige, Chairman
Housing Authority Board of Commissioners

A Motion was made by Commissioner Lemelin, Seconded by Vice-Chairman Kelsey to adopt the Resolution approving the Fixed Asset Capitalization Policy. All were in favor.

C. Board approval of the re-appointment of Betty Button to the Board of Commissioners of the Winchester Housing Authority as of May 1, 2019. Term Expires: May 1, 2025:

Commissioner Groppo reminded Commissioner Button to be sworn in at the Town Clerk's office.

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Mangione to approve the re-appointment of Commissioner Betty Button to the Winchester Housing Authority Board of Commissioners. All were in favor.

16. Old Business:

a. Chestnut Grove Elevator Project Update:

The Executive Director explained that the bids came back for the actual elevator itself and they are as follows: Otis - \$143,000; Kone - \$138,500. and Schindler - \$123,800. Burlington Construction, the Construction Manager for the project, suggested accepting the Bid from Schindler as they came in the lowest and they have had experience with Schindler in the past and it has always been good. The tower elevator at the south side of Chestnut Grove should be installed and running by January 2021. After that date, the current elevator will be put off-line and modernized.

A Motion was made by Commissioner Lemelin to approve the bid from Schindler for the actual elevator, Seconded by Vice-Chairman Kelsey. All were in favor.

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

The Executive Director explained that the RAD Program had been put on hold due to the Coronavirus Pandemic and the extra amount of work that it has caused for everyone.. She reported that the RAD Program would begin again in the near future.

Vice-Chairman Kelsey asked about the Winchester Housing Development Corporation and reported that he signed paperwork to remove the Limited Partner, 1st Sterling and Winchester Housing now owns Laurel Commons.

17. Executive Director's Report:

The Executive Director explained that WHA was awarded \$198,202.00 for the 2020 Capital Fund Grant. This was the highest award of money in the Capital Fund Grants in the history of WHA

18. Public Comments:

There were no public comments.

19. Adjournment:

A Motion was made by Commissioner Mangione, Seconded by Commissioner Button to adjourn the meeting at 3:22 p.m. All were in favor.

Respectfully Submitted,



Jayne Martigneni
Executive Director