

Vinchester Housing

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Equal Housing Opportunity

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
November 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 Chairman, Paige.

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

2. Approval of the September 24, 2018 Board Meeting Minutes:

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the September 24, 2018 Board Meeting Minutes. All were in favor.

3. Report of Financial Budgets/Statements for September 30, 2018:

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the Financial Budget/Statements for September 30, 2018. All were in favor.

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

The Executive Director explained that we are in good financial condition and will explain more regarding the Rental Assistance Demonstration Program and our finances.

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.

5. Capital Fund Grant for Chestnut Grove Elevator Update:

The Executive Director explained that the main item to complete with the Capital Fund is the elevator modernization and possible addition of a second elevator. She also indicated that in order to apply for the Rental Assistance Demonstration Program through the U.S. Department of Housing & Urban Development we are required to have a Physical Needs Assessment performed which may encompass the elevator project.

6. New Business:

- a. Explanation and approval to continue exploring the RAD (Rental Assistance Demonstration) Program under the (PBRA) Project Based Rental Assistance Program through the Department of Housing & Urban Development (HUD).

The Executive Director explained the Rental Assistance Demonstration (RAD) Program to the Board of Commissioners. The two types of RAD programs are Project Based Voucher (PBV) and the Project Based Rental Assistance (PBRA). Winchester Housing Authority would not be eligible to apply for the PBV Program because they no longer have a Housing Choice Voucher Program (Section 8).

Winchester Housing Authority does qualify to apply for the PBRA Program under the Department of Housing & Urban Development's (HUD) Multi-Family (mixed elderly and young disabled). She explained the worksheet given to the Board regarding the Financial Position of the Winchester Housing Authority if we are able to convert to the PBRA Program.

In discussing this program with Janet Wortman, C.P.A., she suggested that now would be a favorable time to try to apply for the RAD Program because of the amount of Reserves and the amount of the Capital Fund Grants.

The Executive Director and Janet Wortman, C.P.A. held telephone conferences with two consultants and an attorney to inquire as to how to start the application for the RAD process.

The Executive Director also explained the Pro's and Con's of the RAD Program to the Board of Commissioners and that a Physical Needs Assessment must be performed prior to applying to HUD for the program. HUD will then determine if we are able to convert to the RAD Program based on the results of the Physical Needs Assessment.

A Motion was made by Chairman Paige, Seconded by Commissioner Archer to start the Rental Assistance Demonstration (RAD) Process. All were in favor.

7. Old Business:

- a. Eviction Updates:

The Executive Director explained that the last eviction of a resident at Greenwoods Garden. The resident was evicted and will have to vacate the apartment by December 1, 2018. That is the last of the evictions at Greenwoods Garden.

8. Executive Director's Report:

Commissioner Neil Kelsey commented on the \$2,173.83 credit that Winchester Housing Authority received from the Town of Winchester's Water Department for 14 units at Greenwoods Garden North for excess water and sewer fees.

9. Public Comments:

Mr. Herbert Warner, Chestnut Grove, Apt. 4G asked if anyone has ridden the elevator lately? The Executive Director explained that it is State mandated that the elevator be replaced by the end of 2019. Winchester Housing Authority plans to modernize the current elevator and possibly add another elevator to the building. That will depend on the Capital Needs Assessment that has to be performed, the Rental Assistance Demonstration Program and the Capital Fund.

10. Adjournment:

A Motion was made by Commissioner Neil Kelsey, Seconded by Commissioner Helen Archer to adjourn the meeting at 3:37 p.m. All were in favor.

Respectfully Submitted,



Jayne Martigneni
Executive Director