

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



Senior Housing (860) 379-4573

Fax (860) 379-0430

www.winchesterhousing.org

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

Helen Archer, Resident Commissioner

Joseph A. Forster, Commissioner
Jayne M. Martigneni, Executive
Director

Minutes

Winchester Housing Authority
Board of Commissioners Regular Meeting
October 23, 2017
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 3:23 p.m. by Chairman Paige.

In attendance were: Chairman Anthony Paige, Vice Chairman Neil Kelsey, Commissioner Joseph Forster, Commissioner Helen Archer and Executive Director Jayne Martigneni. Commissioner Joseph Lemelin was absent.

2. Approval of the Minutes of the September 25, 2017 Board Meeting Minutes:

A Motion was made by Vice Chairman Kelsey, Seconded by Commissioner Archer to approve the September 25, 2017 Board Meeting Minutes. All were in favor.

3. Report of Financial Budgets/Statements for September 30, 2017:

The Executive Director reported that there was an extraordinary expense from Otis Elevator due to an after- hours service call. Apparently, there was a power outage and it locked the elevator car down. A Motion was made by Commissioner Archer, Seconded by Commissioner Forster to accept the Report of Financial Budgets/Statements for September 30, 2017. All were in favor.

4. Approval to purchase a carpet extractor for Chestnut Grove:

The Executive Director explained to the Board that in order to reduce costs, she is requesting approval from the Board to purchase a carpet extractor to shampoo the carpets at Chestnut Grove. The extractor will be used in all in common areas and whenever an apartment is turned over to be leased. The cost for one year that we paid an outside contractor to shampoo the carpets was \$1,202.70. The cost of the carpet extractor was \$1,649.00, including shipping. We will be able to clean the common area carpets whenever they need to be cleaned and with pets in the building it can be quite often.

A Motion to approve the purchase of the carpet extractor was made by Commissioner Forster, Seconded by Commissioner Archer. All were in favor.

5. New Business:

The Executive Director explained that disabled veterans have been applying for housing from the McCall Foundation on North Main Street in Winsted. The Housing Authority has a preference for veterans as well as a preference for local people. When the disabled veteran applies they usually go to the top of the wait list because of the preferences.

6. Old Business:

There was no old business to discuss.

7. Executive Director's Report:

No comments were made regarding the Executive Director's Report.

8. Public Comments:

No public comments were made.

9. Adjournment:

A Motion was made by Vice Chairman Neil Kelsey, Seconded by Commissioner Forster to adjourn the Regular Board of Commissioners Meeting at 3:48 p.m. All were in favor.

Respectfully submitted,



Jayne Martigneni
Executive Director