

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



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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
August 28, 2017
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 3:15 p.m. by Chairman Paige.

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

2. Approval of the Minutes of the July 24, 2017 Annual Board Meeting Minutes:

A Motion to approve the July 24, 2017 Minutes was made by Commissioner Forster, Seconded by Commissioner Archer. All were in favor.

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

The Report of Financial Budgets/Statements for June was explained by the Executive Director and we were within the budget for 2016/2017 fiscal year. The Executive Director explained that the June 2017 Financial Budgets were approved at the August 28, 2017 Board Meeting because Janet Wortman, CPA could not access the investment account information with the bank online in order to add it to the monthly report in time for the June 2017 Board Meeting. Since then, the online access problem has been resolved. A Motion was made by Commissioner Archer, Seconded by Commissioner Forster to accept the Financial Budgets/Statements for June 2017. All were in favor.

4. Report of Financial Budgets/Statements for July 2017:

The Report of Financial Budgets/Statements for July was explained by the Executive Director and there are no pressing issues this month with the budget. Janet Wortman, CPA informed the Executive Director that we were in pretty good shape financially for the end of the 2016/2017 fiscal year. A Motion was made by Chairman Paige, Seconded by Commissioner Forster to accept the Financial Budgets/Statements for July 2017. All were in favor.

5. Review and approval of the Real Estate Assessment Center (REAC) Invoices regarding the 2017 REAC Inspections that were held on August 16th and August 17, 2017. The funds to pay the invoices will be coming from the Capital Fund Grant (\$36,489.94).

The Executive Director explained the various invoices from contractors that we used in order to get Chestnut Grove and Greenwoods Garden ready and to pass the Real Estate Assessment Center (REAC) Federal Inspection by the U.S. Department of Housing & Urban Development. The total cost of those contractors was \$36,489.94. The Executive Director also explained how she consulted with Janet Wortman, CPA for the Winchester Housing Authority regarding the finances in order to pay the contractors. Ms. Wortman agreed with the Executive Director that she had to do whatever it took to pass the REAC Inspection. The Operating Budget had been reduced \$56,000.00 so the money came from the 2015 and 2016 Capital Fund Grants.

A Motion to pay the contractors from the 2015/2016 Capital Fund Grants (\$36,489.94) was made by Commissioner Archer, Seconded by Commissioner Forster. All were in favor.

6. New Business:

There was no new business to discuss.

7. Old Business:

- a. Executive Director spoke to the Board of Commissioner regarding a resident who is in the process of an eviction at Greenwoods Garden. The Court Hearing was held on August 22, 2017. A Stipulated Agreement of the Parties was reached with a stay of execution through February 28, 2018 on the conditions that he will fill his obligations under the Winchester Housing Authority Lease and program guidelines and comply with Housing Authority rules and regulations.

The resident also acknowledged that he owes \$1,956.00. Maura O'Hara, State Social Worker said that she would assist the resident through local agencies to pay down his debt with the Winchester Housing Authority. If he complies with the above he will be reinstated as a tenant in good standing on March 1, 2018. All were in favor.

- b. The Executive Director explained to the Board of Commissioners that the elevator project for Chestnut Grove has been temporarily suspend partially due to the REAC Inspection expenses that had to come from the 2015/2016 Capital Fund Grants. The Executive Director explained that the Winchester Housing Authority does not have the money to build the second elevator at the south entrance and felt that it was a waste of money at this time to keep paying A & E fees from the Capital Fund Grants. The Executive Director will continue to research Grants and other means to leverage funding for the second elevator. A Motion to temporarily suspend work on the new elevator was made by Commissioner Archer, Seconded by Commissioner Forster. All were in favor.

8. Executive Director's Report:

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

9. Public Comments:

Mr. Vincent Ferrante from Greenwoods Garden complimented the Executive Director for her hard work and dedication and persistence with the residents of the Winchester Housing Authority in order to pass the REAC Inspection.

10. Adjournment:

A Motion was made by Commissioner Archern, Seconded by Commissioner Forster to adjourn the Regular Board of Commissioners Meeting at 3:45 p.m. All were in favor.

Respectfully submitted,



Jayne Martigneni
Executive Director