

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



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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
July 24, 2017
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 3:05 p.m. by Vice Chairman Neil Kelsey.

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

2. Reducing Community Planners, LLC Role in Administering the Capital Fund Grant (Jules Lefcowitz will be speaking):

The Executive Director explained that Jules Lefcowitz will be reducing the Role of Community Planners, LLC with the Winchester Housing Authority in administering the Capital Fund Grant. Community Planners, LLC. will continue with the elevator project as needed and for bidding purposes for future modernization projects but they will be reducing their administrative duties. Mr. Lefcowitz will be assisting the Executive Director while he reduces the administrative portion of the Capital Fund Grant. Most of the information regarding the Capital Fund has to be entered through the on-line system for HUD and he does not have access to the system. Mr. Lefcowitz was not present at the Board Meeting. A Motion was made by Commissioner Lemelin and Seconded by Commissioner Archer. All were in favor.

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

The Report of Financial Budgets/Statements for May was explained by the Executive Director and we were within the budget for 2016/2017 fiscal year. Janet Wortman, CPA, said that the Winchester Housing Authority is in pretty good financial shape and she doesn't see anything alarming regarding the budget. A Motion was made by Commissioner Lemelin, Seconded by Commissioner Kelsey to accept the Financial Budgets/Statements for May, 2017. All were in favor.

The Executive Director explained that the June 2017 Budget/Financial Statements would be distributed at the August, 24, 2017 Board Meeting. There was an issue at the bank and the Accountant could not access the online banking to get the amount of interest for the Winchester Housing Authority's investments.

4. Board approval to continue with Janet Wortman, C.P.A., L.L.C. Fee Accounting Services for the Winchester Housing Authority.

The Board of Commissioners have approved to continue with the services of Janet Wortman, CPA, LLC for the Winchester Housing Authority. Her fee remained the same as it was for 2016. A Motion was made by Commissioner Lemelin, Seconded by Commissioner Archer to continue with the services of Janet Wortman, CPA, LLC. All were in favor.

5. Board approval for Diamondback Property Management's Proposal to repair heaved asphalt on sidewalks at Greenwoods Garden.

A proposal was submitted to the Commissioners for their review and approval from Diamondback Property Management to repair heaved asphalt on the sidewalks at Greenwoods Garden. This was required by the Winchester Housing Authority in order to pass the Real Estate Assessment Center (REAC) of HUD's inspection. A Motion to accept the Proposal from Diamondback Property Management was made by Commissioner Archer, Seconded by Commissioner Lemelin. All were in favor.

6. New Business:

The Executive Director explained the process of the Federal Real Estate Assessment Center Inspection (REAC) that is performed by the Department of Housing & Urban Development (HUD). She indicated that we are extremely busy preparing for the upcoming inspection. Our funding is partially based on these inspections. If we score between 90 and 100%, the inspection is scheduled for every three years. If we score between 80 and 89%, the inspection is scheduled for every two years. If we score below 79%, the REAC Inspection is performed every year. The Executive Director explained that the REAC Inspections are very costly to the Housing Authority and the funding for REAC repairs comes from the Capital Fund Grant.

The Board of Commissioners agreed to hire the Pre-REAC Inspection Company, U.S. Housing Consultants, to prepare for us prior to and on the day of the REAC Inspections. The cost is \$10,507.25 for their services. A Motion was made to use and approve U.S. Housing Consultants by Commissioner Lemelin, Seconded by Commissioner Archer. All were in favor.

7. Old Business:

The Board of Commissioners will vote at the August 28, 2017 Board Meeting to review and approve the Financial Statements for June 2017.

Due to lack of a quorum at the June 26, 2017 Board of Commissioners Meeting, the following items were voted on and approved by the Board of Commissioners, by proxy on June 27, 2017:

- a. The Board of Commissioners unanimously approved the Operating Budget for the Fiscal Year beginning July 1, 2017.

- b. The Board of Commissioners unanimously approved the contract for Diamondback Property Management for snow removal and landscaping at Greenwoods Garden and Chestnut Grove starting July 1, 2017 for one year with the option to renew for up to three years.

8. Executive Director's Report:

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

9. Public Comments:

There were no public comments.

10. Adjournment:

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Archer to adjourn the Regular Board of Commissioners Meeting at 3:15 p.m. All were in favor.

Respectfully submitted,



Jayne Martigneni
Executive Director