

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Senior Housing (860) 379-4573

Fax (860) 379-0430

www.winchesterhousing.org



Equal Housing Opportunity

Anthony J. Paige, Jr., *Chairman*

Neil R. Kelsey, *Vice-Chairman*

Joseph W. Lemelin, *Treasurer*

Helen Archer, *Resident Commissioner*

Joseph Lemelin, *Commissioner*

Jayne M. Martigneni, *Executive Director*

Minutes

Winchester Housing Authority Board of Commissioners Regular Meeting

April 24, 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 Commissioner Joseph Lemelin. Also present were Commissioner Helen Archer, Commissioner Joseph Forster and Executive Director, Jayne Martigneni. Absent: Chairman Anthony Paige and Vice-Chairman Neil Kelsey.

2. Approval of the Minutes of the Special Board Meeting of April 7, 2017:

A motion to adopt the minutes of Special Board Meeting of April 7, 2017 was made by Commissioner Forster and Seconded by Commissioner Archer. All were in favor.

3. Approval of the Minutes of the Regular Board Meeting of March 27, 2017:

A motion to adopt the minutes of Special Board Meeting of March 27, 2017 was made by Commissioner Forster and Seconded by Commissioner Archer. All were in favor.

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

The Executive Director explained that we were over on a few line items in the budget but not by much, the accountant was not too concerned about it. Also in talking with the Accountant she explained that Greenwoods Garden South budget looks worse on paper than it actually is. The Accountant explained to the Executive Director that the method of accounting that they are required to use looks worse on paper than it actually is.

A Motion was made by Commissioner Archer, Seconded by Commissioner Forster to approve the Financial Budget/Statements for March 2017. All were in favor.

5. Review and Approval of Investments for the Winchester Housing Authority:

The Executive Director explained that we were not earning as much money as we could on the Housing Authority Investments. She suggested that some of the money be invested in Certificate of Deposits from an interest rate of 0.400% to 1.65% and from an interest rate of 0.100% to 1.40%. Some of the money will remain in a more liquid account.

A Motion was made by Commissioner Archer, Seconded by Commissioner Forster to proceed with the investment plan. All were in favor.

6. Capital Fund Update:

The Executive Director explained that we are in the process of getting elevator quotes to repair the current elevator as well as for the addition of a new elevator on the south side of the building. The additional elevator project should go out to bid sometime in May or June of 2017.

Tecogen is the company that currently services/maintains the Cogen machine. They are based out of Mass. Our consultant is working with them to upgrade our system. Currently, none of the mechanicals in the machine room are working together, which is not saving us any money. The Cogen runs on natural gas and the Executive Director negotiated a contract with Direct Energy, the supplier of the natural gas, to reduce the amount of the natural gas supply from \$10.3 (variable) to \$5.15 (fixed) per unit which is based on our 2016 consumption. The reduction is an approximate annual savings of \$6,642.00. While talking with the Tecogen technician he said that he would be able to get a reduction in the cost of the natural gas itself from Eversource because the Cogen was installed initially to reduce the Winchester Housing Authority's utility costs and conserve energy.

A Motion was made by Commissioner Archer, Seconded by Commissioner Forster to accept the Capital Fund update. All were in favor.

7. New Business:

The contract for the office copier is being reviewed. The Executive Director is considering changing copier vendors from Network Imaging out of Rhode Island to Ryan Business Systems, Inc., a family owned company in South Windsor, CT. The Winchester Housing Authority will be saving \$73.00 per month for the copier.

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to approve the new contract for the office copier. All were in favor.

8. Old Business:

There was no old business to discuss.

9. Executive Director's Report:

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the Executive Director's Report . All were in favor.

10. Public Comments:

Mr. John Nannery a resident of Chestnut Grove invited the Commissioners to join the residents for their Pasta Sauce Cook-off and dinner.

Mr. Adrienne Therrien of Chestnut Grove expressed is dismay with the resident that lives next to him regarding noise. He said that it sounds like a bowling ball is being dropped on the floor all hours of the day and night. He explained that he complained to HUD, Mayor's Office, Planning & Zoning, the Executive Director and most of the Commissioners of the Winchester Housing Authority. Commissioner Forster explained that the Winchester Housing Authority offered him a vacant apartment at Chestnut Grove and one at Greenwoods Garden and he refused both of them. Commissioner Forster explained to Mr. Therrien that we will monitor the situation and for him to report the noise to the Executive Director if it continues. He also said that perhaps if an efficiency apartment becomes vacant in the future he will be offered it. Mr. Therrien said that it's been quiet for the past week or so.

The Executive Director explained to Mr. Therrien that he is on the one bedroom waiting list along with many other residents of Chestnut Grove. She also explained that if there is a couple from the outside on the waiting list they would be given a one bedroom apartment before anyone who is a current resident of Chestnut Grove that resides in an efficiency apartment.

11. Adjournment

A Motion was made by Commissioner Archer, Seconded by Commissioner Foster to adjourn the regular meeting at 3:55 p.m. All were in favor.

Respectfully submitted,

Jayne Martigneni
Executive Director