

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 A. Lemelin, *Treasurer*

Helen Archer, *Resident Commissioner*

Joseph Lemelin, *Commissioner*
Jayne M. Martigneni, *Executive Director*

Minutes

Winchester Housing Authority
Board of Commissioners
Special Meeting
April 7, 2017
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The Meeting was called to order at 3:01 p.m. Present were Chairman Paige, Commissioners Neil Kelsey, Joseph Lemelin, Helen Archer, and Joseph Forster and Executive Director, Jayne Martigneni.

2. Approval of the preferences for the Winchester Housing Authority Admissions & Continued Occupancy Plan:

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the Revised Section 2.4 "The Preference System", Paragraph 2.4.1.1 of the Admission and Continued Occupancy Plan (ACOP) as presented to the Board of Commissioners of the Winchester Housing Authority. All were in favor.

3. Adjournment

A Motion was made by Commissioner Archer, Seconded by Commissioner Forster to adjourn the Special meeting at 3:15 p.m. All were in favor.

Respectfully submitted,

Jayne Martigneni
Executive Director

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Minutes

Winchester Housing Authority
Board of Commissioners Regular Meeting
March 27, 2017
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. Present were Chairman Paige, Commissioners Neil Kelsey, Helen Archer, and Joseph Forster and Executive Director, Jayne Martigneni. Absent: Commissioner Joseph Lemelin.

2. Approval of the Amended Minutes of February 27, 2017 Meeting:

A motion to adopt the minutes of February 27, 2017 was made by Commissioner Forster and Seconded by Commissioner Kelsey. All were in favor.

3. Presentation and Adoption of the Annual PHA Plan for Fiscal Year 2017:

Mr. Jules Lefcowicz of Community Planners, LLC, presented the Annual PHA Plan for Fiscal Year 2017. He explained that we have not received the Capital Fund amount yet for 2017. He also explained that we obligate funds within two years and expend funds within three years.

We had a scare last week with the elevator at Chestnut Grove. Oil was leaking into the elevator pit. Otis elevator came and cleaned up the oil that was in the pit and they added new packing to the cylinder. The elevator is original to Chestnut Grove and it's starting to show it's age. Chestnut Grove has only one elevator and if it should be down for any length of time we would have to do a costly relocation with many residents of Chestnut Grove.

Mr. Lefcowitz explained that we will Bid the new elevator at Chestnut Grove and the design portion will cost between \$25,000.00 and \$30,000.00. Both of the 2016 and 2017 Capital Fund Grants combined are \$220,000.00. The total cost to build the new elevator and repair the current elevator at Chestnut Grove will be approximately \$400,000.00. He suggested to the Board of Commissioners that Winchester Housing Authority apply for a loan to cover the elevator costs.

A Motion was made by Chairman Paige, Seconded by Commissioner Forster to approve applying for a loan at several banking institutions, the first one being Northwest Bank. All were in favor.

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the 2017 Capital Fund Grant and the Revised Annual Plan as presented to the Board of Commissioners of the Winchester Housing Authority. All were in favor.

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

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

5. Approval of the Lease for Chestnut Grove and Greenwoods Garden regarding the Smoke-Free Public Housing:

The Executive Director explained that the draft Leases were sent to Attorney Stedronsky for his legal opinion and approval. Attorney Stedronsky added the following paragraph *“Winchester Housing Authority representatives shall be permitted to enter a unit, during business hours, without notice, for the purpose of inspecting all fans and filters for evidence of smoking violations. If a fan, vent, or filter indicates the presence of tobacco smoke, it shall be conclusively presumed that the Tenant has been violating the non-smoking provisions of the lease and regulations and shall be grounds for termination of the lease.”*

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the new leases for Chestnut Grove and Greenwoods Garden. All were in favor.

6. Approval of the Smoke-Free Housing Policy for the Winchester Housing Authority:

A Motion was made by Commissioner Kelsey, Seconded by Chairman Paige to accept the Smoke-Free Housing Policy for the Winchester Housing Authority. All were in favor.

7. Approval of the Smoke-Free Housing Resolution for the Winchester Housing Authority:

A Motion was made by Commissioner Forster, Seconded by Chairman Paige to accept the Smoke-Free Housing Resolution for the Winchester Housing Authority. All were in favor.

8. New Business:

There was no new business to discuss.

9. Old Business:

There was no old business to discuss.

10. Interim Executive Director's Report

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

11. Public Comments:

Mr. John Nannery of Apt. 2A, Chestnut Grove, stated that he was very happy with the proceeds from the Bake Sale that was held at Chestnut Grove on March 17, 2017. They earned a total, to date, of \$284.00.

Commissioner Kelsey commented that it seems that the residents of Winchester Housing Authority seem to be doing more activities and he was pleased to see that.

12. Adjournment

A Motion was made by Commissioner Archer, Seconded by Commissioner Kelsey to adjourn the regular meeting at 3:48 p.m. All were in favor.

Respectfully submitted,



Jayne Martigneni
Executive Director