

Winchester Housing Authority

80 Chestnut Street, Winsted CT 06098



Senior Housing (860) 379-4573

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www.winchesterhousing.org



THE WINCHESTER HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING MINUTES FOR OCTOBER 27, 2025

1. CALL TO ORDER

PRESENT: Peter Marchand, Chairman, called the October Regular Meeting of the Housing Authority to order at 3:00 pm. Attendance upon roll call:

PRESENT: Peter Marchand, Chairman, Candance Bouchard, Vice Chair, Anita Garnett, Commissioner, Ben Davis, Tenant Commissioner, Sally Mangione, Treasurer/Commissioner and Betsy R. Soto, Executive Director, PHM, VEM

ABSENT: NONE

2. MINUTES

On a motion made by Peter Marchand, Chairman, the Regular Meeting Minutes of October 27, 2025, were approved as read. Second by Anita Garnett. All present voted for the approval of the motion. Motion carried.

On a motion made by Peter Marchand, Chairman, the Special Meeting Minutes of October 1, 2025, were approved as read. Second by Candance Bouchard, Vice Chair. All present voted for the approval of the motion. Motion carried.

3. REVIEW OF FINANCIALS FOR THE MONTH OF SEPTEMBER 2025

After review and discussion of the September 2025 financial statements Peter Marchand, Chairman, made a motion to approve the financials as presented. Second by Candance Bouchard, Vice Chair. All present voted for the approval of the motion. Motion carried.

4. EXECUTIVE DIRECTOR REPORT

Chestnut Grove Security Cameras - Advance Video Security - All the proposed cameras from the contracted scope has been installed with the exception of the elevator. AVS is still coordinating with the elevator company. If there is no shipping delay, all the equipment for this site from the change order should be in by the end of next week (week of 10/27). There may be a delay with the antenna equipment, AVS is verifying. If there is a delay AVS will install temporary antennas in the interim at no extra cost. AVS will update us at our next job meeting.

Chestnut Grove Elevator Addition - Burlington Construction – All open punch list items are complete. A final walk-through has been requested.

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Chestnut Grove Elevator Rehab - JLY Construction - The project is complete, and the closeout review has been completed. JLY are now submitting the final pay reqs for payment. Once payment is received the contractor will close the bond and the project is officially complete.

Chestnut Grove Garage Roof – New roof installed 9/30/2025. *Project officially completed.*

Chestnut Grove Fresh Paint - The administrative offices, waiting area, corridor, and entryway on the first floor scheduled to begin November 2025.

Greenwoods Gardens Security Cameras - Advance Video Security - The security camera installation is still in progress on this site. All the current wiring is done. Camera installation was put on hold due to the change from the radio to the local recording server and the need of proper initial power-up equipment requirements. All equipment in the order changes should be in by the end of next week (week of 10/27). This site also has the same issue with the antennas, however, AVS will install temporary ones in the interim at no additional cost if needed. Internet access needed in the Greenwoods Garden Community Room for the camera server.

Greenwoods Garden Community Room Fob Door System – Installation completed on 10/10/2025. Fobs distributed to tenants on October 17, 2025. *Project officially completed.*

Greenwoods Garden Community Room Internet Access - IT company working with SPECTRUM for Internet installation.

Emergency Funding Grants - Field inspection of all bathrooms was completed. All bathrooms have been photo documented. The best photos to represent the need have . We are refining the estimated project budget and working on the scope of work letter.

Future Energy Saving Project – Exploring the Eversource rebates that are available or will be available in the future to see how we can incorporate them in future WHA capital funds projects.

5. 2026 SCHEDULE OF REGULAR MEETINGS OF THE BOC OF WHA

After review and discussion of the 2026 Schedule for the Regular Meeting of the Board of Commissioners of the Winchester Housing Authority, Peter Marchand, Chairman, made a motion to approve the 2026 Regular Meeting dates as presented. Second by Sally Mangione, Treasurer/Commissioner. All present voted for the approval of the motion. Motion carried.

6. OLD BUSINESS

NONE

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7. NEW BUSINESS

NONE

8. PUBLIC COMMENT

The residents and members of the public who attended this meeting had questions about the e-bikes inside the Chestnut Grove building. Peter Marchand, Chairman and Betsy R. Soto, Executive Director explained the fire hazards and safety concerns, amounts of water it would take to extinguish such e-bike, and the possible consequences due to the type and age of the building. The safety of residents is our primary concern. The residents understood and accepted the explanation.

9. EXECUTIVE SESSION

At 3:25pm A motion was made by Peter Marchand, Chairman, to enter Executive Session to discuss legal matters, second by Sally Mangione, Treasurer/Commissioner. All present voted for the approval of the motion. Motion carried.

10. ADJOURNMENT

The October 27, 2025, Regular Meeting was adjourned at 3:37 pm on a motion by Peter Marchand, Chairman; seconded by Candance Bouchard, Vice-Chairman. All present voted for Approval of the motion. Motion carried.

Respectfully Submitted,

Betsy R. Soto, PHM, VEM
Executive Director
Winchester Housing Authority