

# Winchester Housing Authority

80 Chestnut Street, Winsted CT 06098



Senior Housing (860) 379-4573  
Fax (860) 379-0430  
[www.winchesterhousing.org](http://www.winchesterhousing.org)



## THE WINCHESTER HOUSING AUTHORITY BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES FOR DECEMBER 4, 2025

### 1. CALL TO ORDER

PRESENT: Peter Marchand, Chairman, called the December Special Meeting of the Housing Authority to order at 1:05 pm. Attendance upon roll call:

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

ABSENT: NONE

Peter Marchand, Chairman made a motion to move item #6, New Business: Election of Vice Chairperson to item # 2. All other items to move down in order. Second by Anita Garnett, Commissioner. All present voted for the approval of the motion. Motion carried.

### 2. NEW BUSINESS: ELECTION OF VICE-CHAIRPERSON

Peter Marchand, Chairman, handed over the meeting to Betsy R. Soto, Executive Director/Secretary. Executive Director/Secretary requested nominations for the Vice-Chairperson. Peter Marchand, Chairperson nominated Linda Groppo for Vice Chairperson. Second by Anita Garnett, Commissioner. Betsy R. Soto, Executive Director/Secretary, called out for any other nominations. There were no other nominations. All present voted for the approval of the motion. Motion carried. Betsy R. Soto, Executive Director/Secretary, handed over the meeting back to Peter Marchand, Chairman at 1:08 pm.

### 3. 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. Linda Groppo, Commissioner, abstained. All present voted for the approval of the motion. Motion carried.

### 4. REVIEW OF FINANCIALS FOR THE MONTH OF OCTOBER 2025

After review and discussion of the October 2025 financial statements Peter Marchand, Chairman, made a motion to approve the financials as presented. Second by Linda Groppo, Commissioner. All present voted for the approval of the motion. Motion carried.

### 5. EXECUTIVE DIRECTOR REPORT

**Chestnut Grove Security Cameras - Advance Video Security** - All the proposed cameras and associated components from the contracted scope and the change orders have been installed with the exception of the elevators. Advance is still coordinating with the elevator company. Temporary wireless components will be exchanged for the project specific components and

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Equal Housing Opportunity

scheduled to be installed 11/24/2025.

**Chestnut Grove Elevator Addition - Burlington Construction** – Final sign offs and lien waivers received on 11/20/2025. Closing phase has begun.

**Chestnut Grove Elevator Rehab - JLY Construction** - The project is complete, fully paid and closed.

**Chestnut Grove** - Fresh Paint Project - The administrative offices, waiting area, corridor, unit hallway, and main entryway on the first floor scheduled to begin 11/21/2025.

**Greenwoods Gardens Security Cameras - Advance Video Security** - All the proposed cameras and associated components from the contracted scope and the change orders have been installed. Temporary wireless components will be exchanged for the project specific components and scheduled to be installed 11/24/2025.

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

**Emergency Funding Grants** - CMC energy will be performing their inspection for Chestnut Grove on 11/25 and 11/26. Followed by Greenwood on 12/1. These inspections are to identify any potential work that can be completed and rebates made available from Eversource.

## 6. OLD BUSINESS

NONE

## 7. PUBLIC COMMENT

NONE

## 9. EXECUTIVE SESSION

NONE

## 10. ADJOURNMENT

December 4, 2025, Special Meeting was adjourned at 1:38 pm on a motion by Peter Marchand, Chairman; seconded by Linda Groppo, Commissioner. All present voted for Approval of the motion. Motion carried.

Respectfully Submitted,

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