

# Winchester Housing Authority

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



Senior Housing (860) 379-4573

Fax (860) 379-0430

[www.winchesterhousing.org](http://www.winchesterhousing.org)

## THE WINCHESTER HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING MINUTES FOR SEPTEMBER 22, 2025.

### **1. CALL TO ORDER**

PRESENT: Peter Marchand, Chairman, called the September Regular Meeting of the Housing Authority to order at 3:17 pm. Attendance upon roll call:

PRESENT: Peter Marchand, Chairman, Candance Bouchard, Vice Chair, Anita Garnett, Commissioner, Betty Button, Tenant Commissioner and Betsy R. Soto, Executive Director, PHM, VEM

ABSENT: Sally Mangione, Treasurer/Commissioner

### **2. MINUTES**

On a motion made by Peter Marchand, Chairman, the Regular Meeting Minutes of July 28, 2025, were approved as read. Second by Candance Bouchard, Vice Chair. All present voted for the approval of the motion. Motion carried.

On a motion made by Peter Marchand, Chairman, the Special Meeting Minutes of August 15, 2025, were approved as read. Second by Candance Bouchard, Vice Chair. All present voted for the approval of the motion. Motion carried.

### **3. REAFFIRM OF MOTIONS FOR PRECUREMENT, TENANT COMMISSIONER AND VEHICLE PARKING POLICIES**

On a motion made by Peter Marchand, Chairman, reaffirming of motions, were approved as read. Second by Betty Button, Tenant Commissioner. All present voted for the approval of the motion. Motion carried.

### **4. REVIEW OF FINANCIALS FOR THE MONTH OF JULY AND AUGUST 2025**

After review and discussion of the July 2025 and August 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.

### **5. OLD BUSINESS**

NONE



## **6. EXECUTIVE DIRECTOR REPORT**

Chestnut Grove Security Cameras - All the proposed cameras from the contracted scope have been installed in the main building. The elevator cameras and garage cameras still need to be installed. Additional cameras were discussed at our 9/15/2025 meeting. Waiting on a change order.

Chestnut Grove Elevator Addition - The electrician is going to wrap up his work early next week. Full disclosure there is the roof light and a generator relay that must be installed. Completion dates have been requested. Once these are done, we will look to close this project.

Chestnut Grove Elevator Rehab - The project is complete and there are no open items on the punch list. We are now in the closeout phase. Contractor is preparing the closeout packet to be submitted for our review. Once that is complete and reviewed, he will submit for final payment which is his retainage.

Chestnut Grove Landscaping – Landscapers have been addressing all areas of concerns. Mums were purchased and installed throughout the property.

Greenwoods Gardens Security Cameras - The security camera installation is still in progress on this site.

Greenwoods Garden Community Room Fob Door System – Installation scheduled to begin on Monday, September 22, 2025.

Greenwoods Garden - New Property Smoking Receptacles were purchased and put throughout the property for residents.

Greenwoods Garden - Unit 39 - Exterior Ramp fixed on 9/10/2025. Work Complete.

Greenwoods Garden - Unit 19 - Screen Door-Installed on 9/10/2025. Work Complete.

Greenwoods Garden Landscaping - Landscapers have been addressing all areas of concern. Mums were purchased and installed throughout the property.

## **7. NEW BUSINESS**

PET POLICY: After review and discussion of the Pet Policy, Peter Marchand, Chairman, made a motion to approve as read, second by Betty Button, Tenant Commissioner. All present voted for the approval of the motion. Motion carried.

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2026 PUBLIC HOUSING FLAT RENTS FOR FEDERAL PROPERTIES: After review and discussion of the 2026 Public Housing Flat Rents for federal properties, Peter Marchand, Chairman made a motion to approve as read, second by Betty Button, Tenant Commissioner. All present voted for the approval of the motion. Motion carried.

CREDIT CARD POLICY: After review and discussion of the Credit Card Policy, Peter Marchand, Chairman, made a motion to approve as read, second by Commissioner Candance Bouchard. All present voted for the approval of the motion. Motion carried.

## **8. PUBLIC COMMENT**

The residents and members of the public who attended this meeting talked about the need for more services. There are worries about drug use, sales and strangers entering the premises at all hours of the night. In addition, they were pleased with the landscaping improvements and the installation of the new community room fob system.

## **9. EXECUTIVE SESSION**

Executive Session: At 4:22pm A motion was made by Candance Bouchard, Vice-Chair, to enter Executive Session to discuss legal matters, second by Betty Button, Tenant Commissioner. All present voted for the approval of the motion. Motion carried.

## **10. ADJOURNMENT**

The September 22, 2025, Regular Meeting was adjourned at 5:00 pm on a motion by Peter Marchand, Chairman; seconded by Betty Button, Tenant Commissioner. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Betsy R. Soto", is written over a horizontal line.

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