

Winchester Housing



Public Housing (860) 379-4573

Fax (860) 379-0430

www.winchesterhousing.org

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity

Anthony J. Paige, Chairman
Neil R. Kelsey, Vice Chairman
Joseph W. Lemelin, Treasurer

Betty Button, *Resident Commissioner*

Sally Mangione, Commissioner
Jayne M. Martigneni, Executive
Director

Winchester Housing Authority
Board of Commissioners Regular Meeting Minutes
April 26, 2021
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 3:02 p.m. by Chairman Anthony Paige.

In attendance were: Anthony Paige, Chairman, Neil Kelsey, Vice-Chairman, Joseph Lemelin, Treasurer, Sally Mangione, Commissioner; Betty Button, Resident Commissioner; Linda Groppo, Board Liaison and Jayne Martigneni, Executive Director.

2. Board approval of the March 22, 2021 Meeting Minutes.

A Motion was made by Joseph Lemelin, Treasurer and Seconded by Commissioner Mangione to approve the Minutes of the March 22, 2021 Regular Board Meeting. All were in favor.

3. Report of Financial Budget/Statements for March 31, 2021:

The Executive Director reported the financial status of the Winchester Housing Authority, to date. She also reported to the Board of Commissioners that she and the CPA, are in the process of submitting the 2021/2022 Budget.

4. Report of Audit Financial Statements and Supplemental Data for 12 Months Ending June 30, 2020:

The Executive Director reported that there were no findings in the Audit ending June 30, 2020. The Auditor made a written comment that there was no back-up to one of the tenant's files upon performance of their Annual Renewal. It was proven to him that the Annual Renewal was performed but there was no back-up of paperwork in the file at the time of the audit.

5. Presentation and Adoption of the Annual/Five Year Plans for Fiscal Year 2021.

The Executive Director presented the Annual Plan and touched upon items that were contained in it like the painting of the Community Room at Chestnut Grove and replace flooring/carpeting; brick re-pointing; unit turnovers; replace appliances as needed, etc.. Greenwoods Garden: Paint and replace flooring and lighting in the Community Room; unit turnovers; replace appliances as needed, etc.

6. Resolution Approving the Annual/Five Year Plan. 2021:

Chairman Paige read the Resolution Approving the Annual/Five-Year Plan. A Motion to approve the Annual/Five-Year Plan was made by was made by Commissioner Kelsey and Seconded by Commissioner Button. All were in favor.

7. COVID-19 pandemic update at the Winchester Housing Authority.

The Executive Director explained to the Board that Community Rooms throughout Connecticut are still closed. It was discussed in a Zoom Meeting with other Housing Authorities throughout the State and every Housing Authority has reported that we are not able to ask residents and guests who has been vaccinated so we all agreed to continue to keep community rooms closed.

An Executive Director reported that she was told that if you open community rooms and someone should get Covid-19, there is a liability to the Housing Authority and they can be sued by the resident. Everyone in the meeting agreed that if we cannot ask who has been vaccinated and there is possible liability if we open the community rooms than they will remain closed until further notice.

8. New Business:

- a. Board approval of the re-appointment of Chairman Anthony Paige to the Board of Commissioners of the Winchester Housing Authority. Term: April 30, 2021, through May 1, 2026.

A Motion to approve the re-appointment of Anthony Paige as Chairman of the Board of Commissioners of the Winchester Housing Authority for the Term: April 30, 2021 through May 1, 2026.was made by Commissioner Leveling, Seconded by Commissioner Button. All were in favor.

9. Old Business:

- a. Chestnut Grove Elevator Project Update:

The permit process was delayed as the Construction Manager from Burlington Construction has Covid-19. He is back to work now and submitting the project for approval to Planning & Zoning this week. It will be on the P & Z Agenda at the April 26, 2021 Meeting.

b. Update on the Rental Assistance Demonstration (RAD) Program:

The Executive Director and CPA are still attending classes for the RAD Program. It is a new program developed by the U.S. Department of Housing & Urban Development and is very complicated and time consuming.

10. Executive Director's Report:

The Executive Director will submit the Annual Plan to HUD tomorrow. She is still waiting for the annual insurance quotes from the Insurance Agent and will be starting the budget process soon.

11. Public Comments:

Commissioner Lemelin told the Executive Director to keep up the good work. Several other Commissioners agreed with him. The Executive Director thanked all of them for their kind words.

12. Adjournment

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

Respectfully Submitted,



Jayne Martigneni
Executive Director

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RESOLUTION APPROVING THE ANNUAL/FIVE-YEAR PLAN

WHEREAS; the Housing Authority of the Town of Winchester administers the Public Housing Program funded by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS; HUD requires Public Housing agencies to develop an Annual Plan/Five-Year Plan for submission annually; and

WHEREAS; the Housing Authority of the Town of Winchester's Board of Commissioner has reviewed the Annual Plan/Five-Year Plan and all supporting documents; and

WHEREAS; a Public Hearing was held on April 22, 2021 at 2:00 p.m.

NOW, THEREFORE, BE IT RESOLVED THAT on April 26, 2021 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the Annual Plan for fiscal Year 2021 to the Department of Housing & Urban Development as required for their review and approval.

ADOPTED this 26th Day of April, 2021 at the Winchester Housing Authority by the Board of Commissioners at their Regular Board of Commissioners Meeting.

A handwritten signature in blue ink that reads 'Anthony Paige'.

Anthony Paige, Chairman
Housing Authority Board of Commissioners