

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



Public Housing (860) 379-4573

Fax (860) 379-0430

www.winchesterhousing.org

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

Betty Button, *Resident Commissioner*

Sally Mangione, Commissioner
Jayne M. Martignoni, Executive
Director

Winchester Housing Authority
Board of Commissioners Annual Meeting
January 27, 2020
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 2:58 p.m. by Chairman Anthony Paige.

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

2. Approval of the Minutes of the Regular Board Meeting of December 23, 2019:

A Motion to adopt the December 23, 2019, Board Minutes, was made by Commissioner Lemelin, Seconded by Commissioner Kelsey. All were in favor.

3. Report of Financial Budgets/Statements for December 31, 2019:

The Executive Director explained that currently, we are doing fine financially. She reported to the Board that she did not account for advertising fees for the Request For Proposals that are being published in the newspapers for the current Rental Assistance Demonstration Program (RAD) and the Elevator Project.

The Executive Director reported to the Board of Commissioners that, to date, the total amount of money in all the Housing Authority accounts is: \$926,028.68.

4. Report of the year ended June 2019 Audit Report of the Financial Statements.

The Executive Director explained that there were no findings in the 2019 Audit. She did explain that a resident was overcharged on their rent due to the Flat Rent Fee being charged when it should not have been. The resident was issued a credit toward the next month's rent.

It was also noted that the 10 year historical pension information required was missing. The missing information is due to not being available from the State pension system. This is beyond the control of the management. The missing information does not affect the Auditors opinion on the basic financial statements. This issue will continue for several years until 10 years of historical pension information is available from the State pension information.

5. New Business:

a. Public Housing Assessment (PHAS) Score Report:

The Winchester Housing Authority scored a 96% on the PHAS Score for 2020. This is a Federal Housing & Urban Development score and is based on Physical, Financial, Management, Capital Grant fund and Late Penalty Points.

6. Old Business:

a. Chestnut Grove Elevator Project Update:

The Request For Proposal for the Architect was advertised in the Hartford Courant and Republican American on January 5, 2020 and January 12, 2020. RFP's are due to Winchester Housing on February 13, 2020. A site briefing meeting was held on January 24, 2020 and five Architectural firms showed for it.

Commissioner Kelsey asked if any local Architectural firms showed for the meeting. The Executive Director explained that there was one from Torrington (John Martin of JMA/Architects) but he decided not to submit a proposal. He explained that the project was too involved for him at this time and he did not have the time to devote to such a project.

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

The Request for Proposal (RFP) for the Rental Assistance Demonstration Consultant was advertised in the January 31, 2020 issue of the NAHRO Monitor (National Association of Housing and Redevelopment Officials) monthly publication. This gets published nationwide and is also advertised on their website. RFP's are due to the Winchester Housing Authority on January 27, 2020.

7. Executive Director's Report:

The Executive Director explained that now that the Holidays are over, more Resident Service Activities were being scheduled at Greenwoods Garden. She also explained that The Resident Service Committee would be starting back up at Chestnut Grove and is expecting more functions to be held at Chestnut Grove.

8. Public Comments:

Liaison Commissioner Groppo asked if Food Stamps were still being reduced for tenants. The Executive Director explained that some were still being reduced. Liaison Commissioner Groppo asked where we would refer them for food. The Executive Director explained tenants would be referred either to the Open Door Soup Kitchen in Winsted or the State Food Bank Truck that comes once a month to Winsted.

9. Adjournment:

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

Respectfully Submitted,

A handwritten signature in blue ink that reads "Jayne Martigneni". The signature is written in a cursive, flowing style.

Jayne Martigneni
Executive Director