

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. Palge, Chairman
Neil R. Kelsey, Vice Chairman
Joseph W. Lemelin, Treasurer

Betty Button, *Resident Commissioner*

Sally Mangione, *Commissioner*
Jayne M. Martigneni, *Executive Director*

Minutes
Winchester Housing Authority
Board of Commissioners Annual Meeting
May 28, 2019
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 3:00 p.m. by Vice-Chairman Kelsey.

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

2. Approval of the Corrected Minutes of the Regular Board Meeting of February 25, 2019:

A Motion to adopt the corrected minutes, of the February 25, 2019 Board Meeting, was made by Commissioner Lemelin, Seconded by Commissioner Button. All were in favor.

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

The Executive Director explained that the budget exceeded the budgeted amount for line item 4430.25, Unit Turnaround, at Chestnut Grove in the amount of \$2,313.00 due to the excessive amount of vacancies.

The Executive Director explained that the amount exceeded the budgeted amount for line item 4430.25, Unit Turnaround, at Greenwoods Garden South in the amount of \$1,589.00 due to the excessive amount of vacancies.

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Mangione to accept the Financial Budget/Statements for March 31, 2019. All were in favor.

4. Report of Financial Budgets/Statements for April 30, 2019:

The Executive Director explained that the budget exceeded the budgeted amount for line item 4430.25, Unit Turnaround, at Chestnut Grove in the amount of \$4,509.00 due to the excessive amount of vacancies.

The Executive Director explained that the amount exceeded the budgeted amount for line item 4430.25, Unit Turnaround, at Greenwoods Garden South in the amount of \$2,172.00 due to the excessive amount of vacancies.

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Mangione to accept the Financial Budget/Statements for March 31, 2019. All were in favor.

5. Report of Greenwoods Gardens (E-72/14 units) Interim Statement of Operations for the nine month period ending March 31, 2019.

The Executive Director explained that she discussed the Connecticut Housing Finance Authority (CHFA) budget for the period through March 31, 2019 with the Certified Public Accountant and the Winchester Housing Authority is below budget as of March 31, 2019.

The Vacancy loss is higher due to the eviction that took place at Greenwoods Garden North (E-72).

6. Approval of Commissioner, Sally Mangione, to fill the vacancy of Joseph A. Forster, on the Board of Commissioners of the Winchester Housing Authority as of March 18, 2019. Term expires: May 1, 2022.

Vice-Chairman Kelsey indicated that it is not required that the Board of Commissioners of the Winchester Housing Authority approves a new Commissioner's Appointment to the Board of Commissioners.

7. Approval of Resident Commissioner, Betty Button, to fill the vacancy of Helen Archer, on the Board of Commissioners of the Winchester Housing Authority as of April 15, 2019. Term expires: May 1, 2020.

Vice-Chairman Kelsey indicated that it is not required that the Board of Commissioners of the Winchester Housing Authority approves a new Commissioner's Appointment the Board of Commissioners.

8. Approval of the re-appointment of Joseph W. Lemelin to the Board of Commissioners of the Winchester Housing Authority as of May 1, 2019. Term Expires: May 1, 2024.

Vice-Chairman Kelsey indicated that it is not required that the Board of Commissioners of the Winchester Housing Authority approves a new Commissioner's Appointment the Board of Commissioners.

9. Presentation and Adoption of the Annual/Five-Year PHA Plans for Fiscal Year 2019.

A Motion to adopt the Annual/Five Year PHA Plans for the Fiscal Year 2019 was made by Commissioner Lemelin, Seconded by Commissioner Mangione. All were in favor.

10. Resolution Approving the Annual and Five-Year Plans.

Vice-Chairman Kelsey read the following Resolution to the Board of Commissioners:

**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 Commissioners have reviewed the Annual Plan, Capital Fund Budget and all supporting documents; and

WHEREAS; a Public Hearing was held on May 20, 2019 at 2:00 p.m.

NOW, THEREFORE, BE IT RESOLVED THAT on May 28, 2019 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the Annual/Five-Year Plan Plan for fiscal Year 2019 to the Department of Housing & Urban Development as required for their review and approval.

ADOPTED this 28th Day of May 2019 at the Winchester Housing Authority by the Board of Commissioners at their Regular Board of Commissioners Meeting.

Neil Kelsey, Vice Chairman
Housing Authority Board of Commissioners

A Motion to adopt the Annual/Five-Year Plan was made by Commissioner Lemelin, Seconded by Commissioner Mangione. All were in favor.

11. Update of the Capital Fund Grant for the Chestnut Grove elevator:

The Executive Director explained that and Request for Proposal for a Construction Manager will be advertised in June. Vice-Chairman Kelsey asked if the Construction

Manager will be taking care of the permits with the Town for the elevator Project. The Executive Director said the Construction Manager will be taking care of the permits with the Town and everything else pertaining to the project.

12. Update on the Rental Assistance Demonstration (RAD) Program through the U.S. Department of Housing & Urban Development (HUD).

The Executive Director explained that she will be advertising for a Consultant in June for the RAD Program.

13. New Business:

There was no new business to discuss.

14. Old Business:

a. Eviction Update:

The eviction of the tenant in Unit #25 Greenwoods Garden is finally complete and they are no longer residents of the Winchester Housing Authority.

15. Executive Session: To Discuss Personnel matters.

The Board of Commissioners entered into Executive Session to Discuss Personnel matters at 3:40 p.m.

The Board of Commissioners ended the Executive Session at 3:43 p.m.

16. Executive Director's Report:

There were no questions regarding the Executive Director's report.

17. Public Comments:

There were no public comments

18. Adjournment:

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Button to adjourn the meeting at 3:44 p.m. All were in favor.

Respectfully Submitted,



Jayne Martigneni
Executive Director

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Director

RESOLUTION APPROVING THE 2019 ANNUAL PLAN/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 and Capital Fund Budget Annual Plan for submission annually; and

WHEREAS; a Public Hearing was held on May 20, 2019 at 2:00 p.m.; and

NOW, THEREFORE, BE IT RESOLVED THAT on May 28, 2019, the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the Annual Plan for Fiscal Year 2019 to the Department of Housing and Urban Development as required for their review and approval.

ADOPTED this 28th Day of May 2019 at the Winchester Housing Authority by the Board of Commissioners at their Annual Board of Commissioners Meeting.

A handwritten signature in blue ink that reads 'Neil R. Kelsey'.

Neil R. Kelsey, Vice-Chairman
Housing Authority Board of Commissioners