

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Public Housing (860) 379-4573

Fax (860) 379-0430

www.winchesterhousing.org



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. Martignoni, Executive
Director

Winchester Housing Authority
Board of Commissioners Annual Meeting Minutes
May 24, 2021
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 3:10 p.m. by Chairman Anthony Paige.

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

Absent: Sally Mangione, Commissioner

2. Board approval of the April 26, 2021 Meeting Minutes.

A Motion was made by Neil Kelsey, Vice Chairman, and Seconded by Joseph Lemelin, Treasurer, to accept the April 26, 2021 Regular Meeting Minutes with a correction made on Page two to the correct spelling of Joseph Lemelin's name from Levelin to Lemelin. All were in favor.

3. Report of Financial Budget/Statements for April 30, 2021:

The Executive Director reported the financial status of the Winchester Housing Authority, to date. Up to the April 30, 2021 budget, the Winchester Housing Authority is within all budget line items for spending. She also reported to the Board of Commissioners that she and the CPA, are in the process of submitting the 2021/2022 Budget.

4. Board approval of the Winchester Housing Authority Federal Operating Budget for the fiscal year beginning July 1, 2021:

The Executive Director requested that she is waiting for the final insurance quotes from the insurance carrier and requested that the approval be tabled to the June 28, 2021 Board Meeting.

5. Board Resolution, approving the Federal Operating Budget for the fiscal year beginning July 1, 2021.

Tabled to the June 28, 2021 Board Meeting.

**RESOLUTION
TO ADOPT
2021 FISCAL YEAR ANNUAL
FEDERAL OPERATING BUDGET**

WHEREAS; On May 24, 2021, the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the 2021 fiscal year of the Federal Operating Budget.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Winchester Housing Authority voted to approve the 2021 Fiscal Year Federal Operating Annual Budget, effective July 1, 2021.

ADOPTED this 24th Day of May 2021.

Anthony Paige, Chairman
Housing Authority Board of Commissioners

6. Board approval of the State of Connecticut, Department of Housing (DOH) Projected Annual Operating Budget for the fiscal year 2021:

A Motion was made by Joseph Lemelin, Treasurer, Seconded by Neil Kelsey, Vice-Chairman, to approve the State of Connecticut, Department of Housing (DOH) Projected Annual Operating Budget for the fiscal year 2021. All were in favor.

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. Board Resolution, approving the State of Connecticut, Department of Housing (DOH) Projected Annual Operating Budget for the fiscal year July 1, 2021.:

Chairman, Anthony Paige read the following Resolution:

**RESOLUTION
TO ADOPT THE
2021 FISCAL YEAR ANNUAL
OPERATING BUDGET FOR THE
DEPARTMENT HOUSING STATE OF CONNECTICUT**

WHEREAS; On May 24, 2021 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the 2021 fiscal year of the Connecticut Housing Finance Authority Operating Budget.

WHEREAS; the State of Connecticut Department of Housing (DOH) 2021 fiscal year Operating Budget is for 14 residential units located at Greenwoods Garden, Winsted, CT. The Rental Assistance Program (RAP) is financed by the State of Connecticut Department of Housing and it is administered by J. D'Amelia & Associates, 37 Brookside Road, Waterbury, CT;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Winchester Housing Authority voted to approve the 2020 Fiscal Year Operating Budget for the State of Connecticut Department of Housing (DOH), effective July 1, 2021.

ADOPTED this 24th Day of May, 2021.

Anthony Paige, Chairman
Housing Authority Board of Commissioners

A Motion was made by Joseph Lemelin, Treasurer, Seconded by Betty Button, Commissioner, to approve the Resolution for the State of Connecticut, Department of Housing (DOH) Projected Annual Operating Budget for the fiscal year July 1, 2021. All were in favor.

8. Board approval for the Fee Accountant's Contract for the fiscal year 2021.

A Motion was made by Joseph Lemelin, Treasurer, Seconded by Betty Button, Commissioner, to approve/accept the Fee Accountant's Contract for the fiscal year 2021. All were in favor.

9. Coronavirus pandemic update at the Winchester Housing Authority:

The Executive Director explained that masks are still being worn in all common areas of the buildings. To date, the Community Rooms are not open to the public.

While attending a Small Housing Authority Zoom Meeting, the discussion came up of whether or not to open the Community rooms at housing authority developments. Two reasons why many are not opening is that due to the HIPPA Laws, we cannot ask who has been vaccinated and the second reason is that several directors were told by their insurance companies that we can open the housing authority up to a lawsuit. Apparently, if people use the community rooms and they were to contact Covid-19 the housing authority can be sued by the person/tenant.

10. New Business:

The Executive Director handed out flyers to the Board of Commissioners regarding a Freedom of Information Class for Commissioners to be held on July 8, 2021. All Board members are encouraged to attend.

11. Old Business:

a. Chestnut Grove Elevator Project Update:

The Executive Director reported that Burlington Construction submitted the Plans and Specs to the Planning & Zoning Committee of the Town of Winchester. The Planning & Zoning Public Hearing is scheduled for May 24, 2021 at 7:00 p.m.

Board Liaison, Linda Groppo, explained to the Board of Commissioner's that the elevator Project passed the Architectural Review Committee, for the Town of Winchester. She also informed the Board of Commissioners that Planning & Zoning will not stall regarding this matter. Joseph Lemelin, Treasurer, also spoke to the Chairman of Planning & Zoning and was assured that the elevator project at Chestnut Grove will not be stalled by the Planning & Zoning Commission of the Town of Winchester.

12. Executive Director's Report:

No comments regarding the Executive Director's Report.

13. Public Comments:

There were no public comments.

14. Adjournment

A Motion was made by Joseph Lemelin, Treasurer, Seconded by Vice-Chairman Neil Kelsey to adjourn the meeting at 3:35 p.m. All were in favor.

Respectfully Submitted,



Jayne Martigneni
Executive Director

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RESOLUTION TO ADOPT THE 2021 FISCAL YEAR ANNUAL OPERATING BUDGET FOR THE DEPARTMENT HOUSING STATE OF CONNECTICUT

WHEREAS; On May 24, 2021 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the 2021 fiscal year of the Connecticut Housing Finance Authority Operating Budget.

WHEREAS; the State of Connecticut Department of Housing (DOH) 2020 fiscal year Operating Budget is for 14 residential units located at Greenwoods Garden, Winsted, CT. The Rental Assistance Program (RAP) is financed by the State of Connecticut Department of Housing and it is administered by J. D'Amelia & Associates, 37 Brookside Road, Waterbury, CT;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Winchester Housing Authority voted to approve the 2020 Fiscal Year Operating Budget for the State of Connecticut Department of Housing (DOH), effective July 1, 2021.

ADOPTED this 24th Day of May, 2021.

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

Anthony Paige, Chairman
Housing Authority Board of Commissioners