

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



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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

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

1. Call to Order:

The meeting was called to order at 3:07 p.m. by Chairman Anthony Paige.

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

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

A Motion to adopt the September 23, 2019 Board Minutes was made by Commissioner Mangione, Seconded by Commissioner Button. All were in favor.

3. Report of Financial Budgets/Statements for September 30, 2019:

The Executive Director explained that two Certificates of Deposits were renewed. One C.D. was renewed for 35 months at an interest rate of 0.5% and one for 12 months at an interest rate of 0.35%. To date, the balance in all accounts including the Certificates of Deposit is \$861,799.50.

4. Report of Greenwoods Garden Apartments (North E-72), Interim Statement of Operations for three months ended September 30, 2019:

The Executive Director explained that we are three months into the budget and Winchester Housing Authority is below the budget for Administrative, utilities, operating and maintenance expenses.

5. Approve the Construction Manager At-Risk for the elevator addition:

The Executive Director explained that we received one bid from the Request for Proposal that was advertised twice in the Hartford Courant and Republican American Newspapers. The BID was from Burlington Construction in Torrington. The budget is approximately \$450,000. for the upgrade on the current elevator and additional elevator on the South side of Chestnut Grove. A Guaranteed Maximum Price will be performed half way through the project and 100% of any savings incurred will be given to the Winchester Housing Authority. The paperwork was sent to HUD as part of the procurement process. A Motion

to accept the Burlington Construction Request For Proposal was made by Commissioner Mangione, Seconded by Commissioner Button. All were in favor.

6. Update Rental Assistance Demonstration (RAD) Project:

The Executive Director explained that she is working on the Request For Proposal (RFP) for the RAD Consultant. The RFP is approximately 50 pages and must be advertised nationally. She hopes to advertise it in December or January.

7. Old Business:

a. Emergency Safety and Security Grant Status:

The Executive Director explained that we did not receive the grant that we had applied for in the spring. Apparently, Winchester Housing Authority did not have any one specific safety or security incident. The only Housing Authority in the State of CT that did receive the Grant was the Stratford Housing Authority.

b. Workers Compensation Insurance Premium Reduction

The Executive Director explained that an audit was conducted by the insurance company and the Winchester Housing Authority received a check in the amount of \$1,982.00 for a premium reduction as a result from the audit.

8. Executive Director's Report:

No comments were made regarding the Executive Director's Report.

9. Public Comments:

There were no public comments.

10. Adjournment:

A Motion was made by Commissioner Mangione, Seconded by Commissioner Button to adjourn the meeting at 3:38 p.m. All were in favor.

Respectfully Submitted,



Jayne Martigneni
Executive Director