

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



Public Housing (860) 379-4573

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www.winchesterhousing.org

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

Betty Button, *Resident Commissioner*

Sally Manglone, Commissioner
Jayne M. Martigneni, Executive
Director

Winchester Housing Authority
Board of Commissioners Regular Meeting
October 26, 2020
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 2:53 p.m. by Chairman Anthony Paige.

In attendance were: Anthony Paige, Chairman, Neil Kelsey, Vice-Chairman; Joseph Lemelin, Treasurer, Sally Manglone, Commissioner; Betty Button, Resident Commissioner; Jayne Martigneni, Executive Director, Salvatore Vitrano, Esquire.

Absent: Linda Groppo, Board Liaison

2. Executive Session:

For the purpose of Discussing the Winchester Development Corporation.

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Button to enter into Executive Session at 2:54 p.m. All were in favor.

Attorney Vitrano explained in detail the documents and Board Resolution that he will be presenting to the Winchester Housing Development Corporation regarding the Developers Fees that are owed to the Winchester Housing Authority.

A Motion was made by Commissioner Button, Seconded by Commissioner Manglone to end the Executive Session at 3:14 p.m. All were in favor.

3. Take Any Action Necessary as a Result of the Executive Session:

Chairman Anthony Paige read the following Resolution that was presented to the Board of Commissioners for Approval:

**HOUSING AUTHORITY OF THE TOWN OF WINCHESTER
RESOLUTION NO: _____**

WHEREAS, the Housing Authority of the Town of Winchester (WHA) was the Developer in a transaction involving Low Income Housing Tax Credit financing for a project known as Laurel Commons located on Gay Street in the Town of Winsted;

WHEREAS, WHA as the Developer was entitled to a Developer's Fee in the approximate amount of \$535,000.00;

WHEREAS, the Limited Partnership, owner of Laurel Commons, Laurel Commons Housing Limited Partnership has paid to WHA approximately \$135,000.00, leaving an outstanding balance of approximately \$400,000.00 due on the Developer's Fee obligation;

WHEREAS, Laurel Commons LLC has assumed the obligation to make payment of the outstanding balance of the Developer's Fee to WHA;

WHEREAS, Laurel Commons LLC has proposed that it enter into a Promissory Note made payable to WHA in the amount of approximately \$400,000.00 with an annual interest rate of 4.5%, payable monthly commencing October 1, 2021 (Promissory Note); and

WHEREAS, W H Development Corporation has proposed and agreed to guaranty the repayment of the Promissory Note; and

WHEREAS, the Board of Commissioners believe it is in the best interest of WHA to enter into the proposed transaction by Laurel Commons LLC and W H Development Corporation.

NOW THEREFOR, IT IS HEREBY RESOLVED that the Housing Authority of the Town of Winchester shall accept a Promissory Note from Laurel Commons LLC in the approximate amount of \$400,000.00 at an annual interest rate of 4.5%, paid on a monthly basis for 25 years commencing October 1, 2021, as full payment of the outstanding Developer's Fee, and any and all other security documents deemed necessary and appropriate by the Executive Director and special counsel; and

IT IS FURTHER RESOLVED that the Executive Director, Jayne Martigneni, is hereby authorized to enter into and execute on behalf of WHA any and all documents, contracts and agreements in order to consummate the contemplated transaction.

Dated: _____

HOUSING AUTHORITY OF THE
TOWN OF WINCHESTER

Chairman

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Button to approve the Resolution that was read by Chairman Paige regarding the Low Income Housing Tax Credit Financing for Laurel Commons and the outstanding Developer's fees that are owed to the Housing Authority of the Town of Winchester. All were in favor.

4. Approval of the Minutes of the September 28, 2020 Regular Board Meeting:

A Motion was made by Commissioner Mangione and Seconded by Vice-Chairman Kelsey to approve the Minutes of the September 28, 2020 Regular Board Meeting. Commissioner Lemelin abstained. All were in favor.

5. Report of Financial Budgets/Statements for September 30, 2020:

The Executive Director reported that, to date, we are within the current budget. She also reported the total current assets of the Winchester Housing Authority.

6. Report of Quarterly Financial Statements ending September 30, 2020 for Greenwoods Garden Apartments, E-72:

The Executive Director reported on the financial status for Greenwoods Garden – E-72.

7. Old Business:

a. Update Elevator Project at Chestnut Grove:

The Executive Director reported that the preliminary paperwork was sent to the U.S. Department of Housing & Urban Development (HUD) and we are waiting for approval to start the project.

Burlington Construction is in the process of procuring sub-contractors for the elevator project once it is approved by HUD.

b. MERS Pension Plan:

It has been verified with the Municipal Employee Retirement Plan that Winchester Housing Authority cannot withdraw from the pension plan. To date, Janet Wortman, C.P.A. or the Executive Director have not been given an explanation as to why the Winchester Housing Authority is not listed on the Schedules of Employer Allocations and Pension Amounts by Employer.

8. Executive Director's Report for October 26, 2020:

Chairman Paige requested that we spend the money that we have in Reserves while we have it. The Executive Director explained that when we convert to the Streamlined Voluntary Conversion Voucher Program, a Physical Needs Assessment will be required at both developments and that process may use a large majority of the reserve funding.

9. Public Comments:

There were no public comments at this meeting.

10. Adjournment:

A Motion was made by Commissioner Lemelin, Seconded by Commissioner Mangione to adjourn the meeting at 3:28 p.m. All were in favor.

Respectfully Submitted,



Jayne Martigneni
Executive Director

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WHEREAS, Laurel Commons LLC has assumed the obligation to make payment of the outstanding balance of the Developer's Fee to WHA;

WHEREAS, Laurel Commons LLC has proposed that it enter into a Promissory Note made payable to WHA in the amount of approximately \$400,000.00 with an annual interest rate of 4.5%, payable monthly commencing October 1, 2021 (Promissory Note); and

WHEREAS, W H Development Corporation has proposed and agreed to guaranty the repayment of the Promissory Note; and

WHEREAS, the Board of Commissioners believe it is in the best interest of WHA to enter into the proposed transaction by Laurel Commons LLC and W H Development Corporation.

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IT IS FURTHER RESOLVED that the Executive Director, Jayne Martigneni, is hereby authorized to enter into and execute on behalf of WHA any and all documents, contracts and agreements in order to consummate the contemplated transaction.

Dated: 10-26-2020

HOUSING AUTHORITY OF THE
TOWN OF WINCHESTER



Chairman