

Winchester Housing

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Equal Housing Opportunity

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

Helen Archer, Resident Commissioner

Joseph A. Forster, Commissioner
Jayne M. Martignoni, Executive
Director

Minutes

Winchester Housing Authority
Board of Commissioners Regular Meeting
September 24, 2018
3:00 p.m.
80 Chestnut Street
Winsted, CT 06098

1. Call to Order:

The meeting was called to order at 2:59 p.m. by Chairman, Paige.

In attendance were: Chairman, Anthony Paige, Commissioner Joseph Forster, Resident Commissioner Helen Archer, Board Liaison Linda Groppo, and Executive Director Jayne Martignoni. Absent: Vice-Chairman Neil Kelsey and Treasurer Joseph Lemelin.

2. Approval of the July 23, 2018 Board Meeting Minutes:

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the July 23, 2018 Board Meeting Minutes. All were in favor.

3. The August 27, 2018 Board Meeting was cancelled; therefore, approval of the Minutes is not required.

4. Report of Financial Budgets/Statements for July 31, 2018:

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the Financial Budget/Statements for July 31, 2018. All were in favor.

5. Report of Financial Budgets/Statements for August 31, 2018:

The Executive Director explained that she recently transferred \$150,000. from two checking accounts into the savings account after discussing it with the Certified Public Accountant.

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to accept the Financial Budgets/Statements for August 31, 2018. All were in favor.

6. Management Discussion and Analysis Year Ended June 30, 2018:

The Executive Director explained that the total overall net position of the Winchester Housing Authority increased from 2017 to 2018 by a total of \$60, 179.00.

A Motion was made by Commissioner Forster, Seconded by Commissioner Archer to approve the Management Discussion and Analysis Year Ended June 30, 2018. All were in favor.

7. New Business:

a. Request for Proposal for Modernization and Capital Fund Consultant:

The Executive Director explained that she published a Request for Proposal for a Modernization and Capital Fund Consultant and did not receive any proposals. Chairman Paige was not surprised that we didn't receive any proposals because Winchester is such a small town. Chairman Paige and Commissioner Forster suggested talking to Jay Case, our State Representative for this district. Upon further discussion with the Board of Commissioners it was determined that the Executive Director contact the Department of Housing & Urban Development to discuss which direction to go in regarding the elevator project.

b. Signed contract between the Winchester Housing Authority and Patrick Buel, CPA, P.C. for the 12 month period ending June 30, 2018 and June 30, 2019.

The Board of Commissioners approved the signed contract between the Winchester Housing Authority and Patrick Buel, CPA, P.C. for the 12 month period ending June 30, 2018 and June 30, 2019.

8. Old Business:

a. Eviction Updates:

The Executive Director explained that the resident in Unit 3, Greenwoods Garden, has moved out and left many personal belongings behind in the apartment. The Executive Director called the McCall Foundation as they were assisting the resident when he moved in because he was a veteran. She explained to them that when he moved in all that he owned were the clothes on his back. Our other residents gave him household items because he was a veteran and they wanted to help him. She explained to the staff at McCall that the Winchester Housing Authority does not have the manpower or a truck to dispose of personal items that are left behind by residents and she asked if he or they could come back to clean out the apartment of his personal belongings. She explained that if he did not want those items then perhaps they could be donated to other veterans who are starting out on their own and have nothing. They agreed and would get back to the Executive Director with a date.

The Executive Director explained that the other resident who is in the process of eviction in unit #25, Greenwoods Garden, has asked for two extensions with the court.

9. Executive Director's Report:

There were no comments regarding the Executive Director's Report.

10. Public Comments:

There were no Public Comments at this meeting.

11. Adjournment:

A Motion was made by Commissioner Joseph Forster, Seconded by Commissioner Helen Archer to adjourn the meeting at 3:45 p.m. All were in favor.

Respectfully Submitted,



Jayne Martigneni
Executive Director