

**NORWICH HOUSING AUTHORITY
REGULAR BOARD MEETING
WESTWOOD PARK COMMUNITY ROOM
10 WESTWOOD PARK, NORWICH, CT
JANUARY 12, 2022
4:30 PM**

I. Roll Call

II. Minutes

- A. Special Meeting, December 8, 2021.
- B. Regular Meeting, December 8, 2021.

III. Communications

- A. Community Comment / Public Comment.
- B. Memos dated January 4, 2022, from Joanne M. Drag, Finance Director, to Jeffrey S. Arn, Executive Director, regarding tenant's accounts receivable write-offs.
- C. State Elderly, State Moderate and State Affordable Management Plans for Fiscal Year 2023 (April 1, 2022 – March 31, 2023).
- D. Federal Low Income Public Housing Operating Budget for Fiscal Year 2023 (April 1, 2022 – March 31, 2023).
- E. Revised job descriptions for the Senior Property Manager and Property Manager.
- F. Job description for the Property Management Assistant (to be distributed).

IV. Report of the Executive Director

- A. Bills – December 2021
- B. Vacancy Report – January 3, 2022
- C. Modernization Report
- D. Section 8 Voucher Portfolio Report – January 1, 2022
- E. Procurement Log
- F. Other Items

V. Unfinished Business

VI. New Business

- A. Resolution R-22-01-1583 to write off vacated uncollectible tenants' accounts receivable in the Federal Program.
- B. Resolution R-22-01-1584 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program – Schwartz Manor.
- C. Resolution R-22-01-1585 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program – Eastwood Court.
- D. Resolution R-22-01-1586 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program – Rosewood Manor.
- E. Resolution R-22-01-1587 to write off vacated uncollectible tenants' accounts receivable in the State Moderate Program.
- F. Resolution R-22-01-1588 write off vacated uncollectible tenants' accounts receivable in the State Affordable Program.
- G. Resolution R-22-01-1589 to approve the State Elderly Management Plan – Schwartz Manor for Fiscal Year 2023 (April 1, 2022 – March 31, 2023).
- H. Resolution R-21-01-1590 to approve the State Elderly Management Plan – Eastwood Court for Fiscal Year 2023 (April 1, 2022 – March 31, 2023).
- I. Resolution R-22-01-1591 to approve the State Elderly Management Plan – Rosewood Manor for Fiscal Year 2023 (April 1, 2022 – March 31, 2023).
- J. Resolution R-22-01-1592 to approve the State Moderate Management Plan – Melrose Park, Sunset Park, John F. Kennedy Heights I, Hillside Terrace for Fiscal Year 2023 (April 1, 2022 – March 31, 2023).
- K. Resolution R-22-01-1593 to approve the State Affordable Management Plan – John F. Kennedy Heights II for Fiscal Year 2023 (April 1, 2022 – March 31, 2023).
- L. Resolution R-22-01-1594 to approve the Federal Low Income Housing Program Operating Budget for FY 2023 (April 1, 2022 - March 31, 2023).
- M. Resolution R-22-01-1595 to apply for the City of Norwich Community Development Block Grant funding for Program Year 48 to replace roofs, gutters and downspouts – phase II - at Rosewood Manor, 335 Hamilton Avenue, Norwich.
- N. Resolution R-22-01-1596 to adopt the revised job descriptions for the Senior Property Manager and Property Manager.
- O. Resolution R-22-01-1597 to adopt the job description for the Property Management Assistant.
- P. Commission Members
- Q. Community Portion of Meeting
- R. Other

VII. Executive Session

VIII . Adjournment