

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JANUARY 11, 2017**

The Board of Commissioners (“Board”) of the Norwich Housing Authority (“Authority”) met in regular session at the main office of the Norwich Housing Authority, 10 Westwood Park, Norwich, Connecticut, at 4:30 PM, Wednesday, January 11, 2017.

I. Roll Call

Vice-Chairman Gauthier called the meeting to order at 4:50 PM and the following answered present:

Marion Rucker
Wilma Sullivan
Paul Gauthier

Alice Cunningham was excused.

Also present was Charles C. Whitty, Executive Director.

II. Minutes

A. Ms. Sullivan moved and Mr. Rucker seconded the motion to adopt the minutes of the special meeting held on December 14, 2016. Motion carried unanimously.

B. Ms. Sullivan moved and Mr. Rucker seconded the motion to adopt the minutes of the regular meeting held on December 14, 2016. Motion carried unanimously.

Chairman Hector Baillargeon joined the meeting at 4:55 p.m.

III. Communications

A. Memo dated January 3, 2017, from Charles C. Whitty, Executive Director, regarding replacement of maintenance vehicles. Maintenance Supervisor Joe Keith, Sr. and Assistant Maintenance Supervisor Giuseppe Conte addressed the Board. The vehicles to be replaced are more than eleven years old and are in poor condition. Miss Drag noted that the funding for the new vehicles would come from the Section 8 New Construction, State Elderly and State Moderate reserves. Mr. Whitty stated that the motion on the Board’s agenda is to authorize the Authority to seek bids for the vehicles. The bid results would be brought to the Board and a resolution would then authorize the Authority to purchase or not purchase the vehicles. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

B. Memos dated January 3, 2017, from Joanne M. Drag, Finance Director, to Charles C. Whitty, Executive Director regarding tenant's accounts receivable write-offs. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communications. Motion carried unanimously.

C. State Quarterly reports for December 31, 2016. Mr. Whitty and Miss Drag reviewed the reports with the Board. Ms. Sullivan moved and Mr. Gauthier seconded the motion to receive the State quarterly reports. Motion carried unanimously.

D. State Management Plans for the State Elderly, State Moderate and State Affordable programs for FY 2018 (April 1, 2017 – March 31, 2018). Miss Drag reviewed the new forms with the Board. Mr. Rucker moved and Ms. Sullivan seconded the motion to receive the State Management Plans. Motion carried unanimously.

IV. Committee Reports

A. The Homeownership Committee did not meet.

B. Rent Review Committee did not meet.

V. Report of the Executive Director

A. Bills – Mr. Rucker moved and Ms. Sullivan seconded the motion to approve the bills for December, 2016. Motion carried unanimously.

V. Report of the Executive Director

B. Vacancy Reports – Mr. Whitty noted that the Authority had 7 vacancies as of January 3, 2017. Mr. Whitty noted that the State Elderly vacancies would continue to be difficult to fill due to the lack of State Elderly Rental Assistance Program funding. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the January 3, 2017 report. Motion carried unanimously.

C. Modernization Reports - John Mainville, Modernization Coordinator, prepared the report. Mr. Mainville and Mr. Whitty reviewed the same with the Board. The Oakwood Knoll Roof Replacement project is currently being designed by Capital Studio Architects ("CSA") and the first phase will be bid in the spring 2017. CSA is also working on the plans and specifications for the Eastwood Court Ductless Split Heating Upgrade at Eastwood Court. The Authority plans to apply for CDBG funding for this project. The Authority received an Assistance Agreement from the State of Connecticut Department of Housing for planning preconstruction capital improvements at its state elderly developments. The Authority applied on April 27, 2016 for two separate grants for interior and exterior renovations at Eastwood Court and Schwartz Manor, however, the State did not approve the aforesaid grants. CHFA and DOH will be scheduling a pre-application meeting with the Authority in advance of the next funding round in April.

The Authority was also awarded a predevelopment grant for Sunset Park. CSA is developing plans and specifications for the Sunset Park interior and exterior renovation project and Eagle Environmental has been conducting preliminary testing. A meeting with the residents was held in November and the Resident Participation Plan is being drafted. The Authority will have a Federal REAC (Real Estate Assessment Center) inspection within the next few months. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the report. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of January 1, 2017, the total portfolio was 518 Housing Choice Vouchers. Mr. Rucker moved and Mr. Gauthier seconded the motion to receive the report. Motion carried unanimously.

E. Other Items – None.

VI. Unfinished Business

There was no unfinished business to discuss.

VII. New Business

A. Motion authorizing the Executive Director to go to bid for three (3) vehicles as proposed by the Maintenance Supervisor. Ms. Sullivan moved and Mr. Rucker seconded the motion to authorize the Executive Director to go to bid for three (3) maintenance vehicles. Motion carried unanimously.

B. Ms. Sullivan moved to adopt Resolution R-17-01-1324 to write off vacated uncollectible tenants' accounts receivable in the Federal Program; C. Resolution R-17-01-1325 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program; D. Resolution R-17-01-1326 to write off vacated uncollectible tenants' accounts receivable in the State Moderate Program; E. Resolution R-17-01-1327 to write off vacated uncollectible tenants' accounts receivable in the State Affordable Program. Mr. Gauthier seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

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F. Ms. Sullivan moved to adopt Resolution R-17-01-1328 to approve the State Elderly Management Plan for Fiscal Year 2018 (April 1, 2017 – March 31, 2018); G. Resolution R-17-01-1329 to approve the State Moderate Management Plan for Fiscal Year 2018 (April 1, 2017 – March 31, 2018); H. Resolution R-17-01-1330 to approve the State Affordable Management Plan for Fiscal Year 2018 (April 1, 2017 – March 31, 2018). Mr. Gauthier seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon
Nays - None

Motion carried unanimously.

I. Commission Members – There was no comment.

J. Community Portion of Meeting – There was no comment.

K. Other – None.

VIII. Executive Session

No Executive Session was held.

IX. Adjournment

There being no further business to discuss, Mr. Rucker moved and Mr. Gauthier seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 6:05 PM.

Respectfully submitted,

Charles C. Whitty
Executive Director

Minutes approved on February 8, 2017

Hector R. Baillargeon
Chairman