

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JANUARY 13, 2016**

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 13, 2016.

I. Roll Call

Vice Chairman Gauthier called the meeting to order at 4:30 PM and the following answered present:

Marion Rucker
Wilma Sullivan
Paul Gauthier
Alice Cunningham

Hector Baillargeon 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 9, 2015. Motion carried unanimously.

B. Mr. Rucker moved and Ms. Sullivan seconded the motion to adopt the minutes of the regular meeting held on December 9, 2015. Motion carried unanimously.

III. Communications

A. FY 2016 HUD Final Fair Market Rents (FMR) effective December 11, 2015. Mr. Whitty noted that the FMRs will affect the Housing Choice Voucher payment standards and the Federal Flat Rent calculations due to the increase in the FRMs from last year. Ms. Sullivan moved and Ms. Cunningham seconded the motion to receive the communication. Motion carried unanimously.

B. Memos dated January 4, 2016, from Joanne M. Drag, Finance Director, to Charles C. Whitty, Executive Director regarding tenant’s accounts receivable write-offs. Ms. Cunningham moved and Mr. Rucker seconded the motion to receive the memos. Motion carried unanimously.

C. State Quarterly reports for December 31, 2015. Mr. Rucker moved and Ms. Cunningham seconded the motion to receive the reports. Motion carried unanimously.

D. State Management Plans for the State Elderly, State Moderate and State Affordable programs for FY 2017 (April 1, 2016 – March 31, 2017). Ms. Cunningham moved and Ms. Sullivan seconded the motion to receive the reports. 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, 2015. Motion carried unanimously.

B. Vacancy Reports – Mr. Whitty noted that the Authority had 3 vacancies as of January 1, 2016. Ms. Sullivan moved and Ms. Cunningham seconded the motion to receive the January 1, 2016 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 Schwartz Manor exterior painting project is being prepared and will be bid in the spring. The Sunset Park Roof Replacement is out to bid with a bid opening date of February 3, 2016. The Oakwood Knoll Hot Water Heater and Boiler Replacement project is currently being designed and will be bid in February 2016. The Authority has received an Assistance Agreement from the State of Connecticut Department of Housing for planning preconstruction capital improvements at its state elderly developments. The Authority held a series of meetings in December with the residents and is in the process of developing a Resident Participation Plan. The Authority also was awarded a predevelopment planning grant for Sunset Park. Ms. Cunningham moved and Mr. Rucker seconded the motion to receive the report. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of January 1, 2016 the total portfolio was 504 Housing Choice Vouchers. Mr. Rucker moved and Ms. Cunningham seconded the motion to receive the reports. Motion carried unanimously.

E. Other Items – None.

VI. Unfinished Business

There was no unfinished business to discuss.

VII. New Business

A. Ms. Sullivan moved to adopt Resolution R-16-01-1254 to approve the State Elderly Management Plan for Fiscal Year 2016 (April 1, 2016 – March 31, 2017); B. Resolution R-16-01-1255 to approve the State Moderate Management Plan for Fiscal Year 2016 (April 1, 2016 – March 31, 2017); and C. Resolution R-16-01-1256 to approve the State Affordable Management Plan for Fiscal Year 2016 (April 1, 2016 – March 31, 2017). Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

D. Ms. Sullivan moved to adopt Resolution R-16-01-1257 to write off vacated uncollectible tenants' accounts receivable in the Federal Program; E. Resolution R-16-01-1258 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program; F. Resolution R-16-01-1259 to write off vacated uncollectible tenants' accounts receivable in the State Moderate Program; and G. Resolution R-16-01-1260 to write off vacated uncollectible tenants' accounts receivable in the State Affordable Program. Ms. Cunningham seconded the motion.

Roll call vote:

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

Motion carried unanimously.

H. Ms. Sullivan moved to adopt Resolution R-16-01-1261 to contract with SimplexGrinnell LP for fire alarm inspections at the Dorsey Building. Ms. Cunningham seconded the motion.

Roll call vote:

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

Motion carried unanimously.

I. Ms. Sullivan moved to adopt Resolution R-16-01-1262 to approve the Federal Flat Rent schedule to be effective February 1, 2016. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

J. Ms. Sullivan moved to adopt Resolution R-16-01-1263 to approve the Section 8 Housing Choice Voucher Program Payment Standards effective March 1, 2016. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

VIII. Executive Session

Mr. Rucker moved and Ms. Sullivan seconded the motion to enter into Executive Session at 5:25 p.m. to discuss contract negotiations. The Board requested that Mr. Whitty be present. Motion carried unanimously.

Mr. Rucker moved and Ms. Sullivan seconded the motion to exit the Executive Session at 5:35 PM. Motion carried unanimously. Vice Chairman Gauthier noted that no votes were taken in Executive Session.

The Board resumed the agenda order.

K. Ms. Sullivan moved to adopt Resolution R-16-01-1264 to authorize the Executive Director to execute an agreement with UE Local 222, CILU #37 for the period April 1, 2015 – March 31, 2018. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

Ms. Sullivan moved to suspend the rules to add to the agenda Resolution R-16-01-1265. Mr. Rucker seconded the motion. Motion carried unanimously.

Ms. Cunningham moved to adopt Resolution R-16-01-1265 to adopt the Federal Designated Income Limits for 2015. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

L. Commission Members - There was no comment.

M. Community Portion of the Meeting – There was no comment.

N. Other – None.

IX. Adjournment

There being no further business to discuss, Mr. Rucker moved and Ms. Cunningham seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:45 PM.

Respectfully submitted,

Charles C. Whitty
Executive Director

Minutes approved on February 10, 2016

Hector R. Baillargeon
Chairman