

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, FEBRUARY 8, 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, February 8, 2017.

**I. Roll Call**

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

Alice Cunningham  
Marion Rucker  
Wilma Sullivan  
Paul Gauthier  
Hector Baillargeon

Also present was Joanne M. Drag, Deputy Executive Director / Finance Director and John Mainville, Modernization Coordinator.

**II. Minutes**

A. Ms. Sullivan moved and Mr. Gauthier seconded the motion to adopt the minutes of the regular meeting held on January 11, 2017. Motion carried unanimously.

**III. Communications**

A. E-mail dated January 16, 2017 from Scott Serviss, EAP Manager, Solutions EAP, regarding a service agreement. Ms. Sullivan moved and Mr. Gauthier seconded the motion to receive the communication. Motion carried unanimously.

B. Federal Low Income Public Housing Operating Budget for Fiscal Year 2018 (April 1, 2017 – March 31, 2018). Miss Drag reviewed the budget with the Board. Ms. Sullivan moved and Mr. Gauthier seconded the motion to receive the communication. 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. Gauthier moved and Mr. Rucker seconded the motion to approve the bills for January, 2017. Motion carried unanimously.

B. Vacancy Reports – Miss Drag noted that the Authority had 10 vacancies as of February 1, 2017. She 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 February 1, 2017 report. Motion carried unanimously.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report and reviewed the same with the Board. The Oakwood Knoll Roof Replacement project is currently out to bid with a bid opening date of February 23, 2017. CSA is also working on the plans and specifications for the Eastwood Court Ductless Split Heating Upgrade at Eastwood Court. The Authority will apply for CDBG funding for this project. The CDBG application is due on or before March 1, 2017. 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. The Authority met with CHFA and DOH officials on February 2, 2017 regarding 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 on April 21, 2017. Ms. Cunningham moved and Mr. Gauthier seconded the motion to receive the report. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of February 1, 2017, the total portfolio was 520 Housing Choice Vouchers. Ms. Sullivan moved and Mr. Rucker 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. Mr. Gauthier moved to adopt Resolution R-17-02-1331 to contract with Employee Assistance Program Services with Behavioral Health Connecticut, LLC d/b/a Solutions EAP. Ms. Sullivan seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Ms. Sullivan moved to adopt Resolution R-17-02-1332 to adopt the Federal Low Income Housing Program Operating Budget for FY 2018 (April 1, 2017 - March 31, 2018). Mr. Gauthier seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Commission Members – There was no comment.

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

E. Other – None.

**VIII. Executive Session**

No Executive Session was held.

**IX. Adjournment**

There being no further business to discuss, Ms. Sullivan moved and Mr. Gauthier seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 4:50 PM.

Respectfully submitted,

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Joanne M. Drag  
Deputy Executive Director/Finance Director

Minutes approved on March 8, 2017

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Hector R. Baillargeon  
Chairman