

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, FEBRUARY 10, 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, February 10, 2016.

**I. Roll Call**

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

Marion Rucker  
Wilma Sullivan  
Paul Gauthier  
Hector Baillargeon

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 regular meeting held on January 13, 2016. Motion carried unanimously.

**III. Communications**

A. Federal Low Income Public Housing Operating Budget for Fiscal Year 2017 (April 1, 2016 – March 31, 2017). Mr. Gauthier moved and Ms. Sullivan seconded the motion to receive the communication. Motion carried unanimously.

B. Recommendation letter from David Holmes, Capital Studio Architects, regarding the JFK I Roof Replacement Project. Ms. Sullivan moved and Mr. Rucker seconded the motion to table this matter to a special meeting to be held on February 26, 2016 at 11:30 AM. Motion carried unanimously.

C. Memo dated February 4, 2016 from Charles C. Whitty, Executive Director, regarding replacement of the main office and maintenance office telephone systems. Mr. Whitty and Miss Joanne M. Drag, Deputy Executive Director / Finance Director, reviewed the cost for new telephone equipment. Mr. Gauthier moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

D. Memo dated February 4, 2016 from Charles C. Whitty, Executive Director, regarding replacement of two (2) maintenance vehicles. Mr. Joseph Keith, Maintenance Supervisor, and Mr. Giuseppe Conte, Assistant Maintenance Supervisor, reviewed with the Board the need for two (2) new maintenance vehicles. Ms. Sullivan moved and Mr. Rucker 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 – Ms. Sullivan moved and Mr. Rucker seconded the motion to approve the bills for January, 2016. Motion carried unanimously.

B. Vacancy Reports – Mr. Whitty noted that the Authority had 4 vacancies as of February 1, 2016. Mr. Rucker moved and Mr. Gauthier seconded the motion to receive the February 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. Bids were received on February 3, 2016 for the Sunset Park Roof Replacement. Capital Studio Architects is reviewing the bids. The Oakwood Knoll Hot Water Heater and Boiler Replacement project is currently out to bid and a walk through was held on February 10, 2016. There were eleven (11) contractors in attendance. The bid date for that project has been extended to February 26, 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 will be submitting a funding application for Eastwood Court and Schwartz Manor in April. The Authority also was awarded a predevelopment planning grant for Sunset Park. Ms. Sullivan moved and Mr. Gauthier seconded the motion to receive the report. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of February 1, 2016 the total portfolio was 511 Housing Choice Vouchers. Ms. Sullivan moved and Mr. Rucker 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. Motion authorizing the Executive Director to go to bid for two (2) vehicles as proposed by the maintenance Supervisor. Mr. Gauthier moved and Mr. Rucker seconded the motion to authorize the Executive Director to go to bid for two (2) maintenance vehicles. Motion carried unanimously.

B. Ms. Sullivan moved to adopt Resolution R-16-02-1266 to contract with Employee Assistance Program Services with Behavioral Health Connecticut, LLC d/b/a Solutions EAP. Mr. Gauthier seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

C. Ms. Sullivan moved to adopt Resolution R-16-02-1267 to approve the Federal Low Income Housing Program Operating Budget for FY 2017 (April 1, 2016 - March 31, 2017).

Mr. Gauthier seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

D. Mr. Gauthier moved to table Resolution R-16-02-1268 to award the Sunset Park Roof Replacement Project – Phase I to a special meeting to be held on February 26, 2016 at 11:30 AM. Ms. Sullivan seconded the motion. Motion carried unanimously.

E. Mr. Rucker moved to adopt Resolution R-16-02-1269 to contract with EBS Econotel Business Systems, Inc. for a new phone system for the main office and maintenance office. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

### **VIII. Executive Session**

Mr. Gauthier moved and Mr. Rucker seconded the motion to enter into Executive Session at 5:23 PM to discuss a personnel matter. The Board requested that Mr. Whitty and Miss Drag be present. Motion carried unanimously.

Mr. Gauthier moved and Ms. Sullivan seconded the motion to exit the Executive Session at 6:03 PM. Motion carried unanimously. Chairman Baillargeon noted that no votes were taken in Executive Session.

F. Ms. Sullivan moved to adopt Resolution R-16-02-1270 to approve the revised job description for the Assistant Section 8 Coordinator. Mr. Gauthier seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

G. Mr. Rucker moved to adopt Resolution R-16-02-1271 regarding a pay increase for the Assistant Section 8 Coordinator. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

H. Ms. Sullivan moved to adopt Resolution R-16-02-1272 regarding a salary increase for the Deputy Executive Director/Finance Director and I. Resolution R-16-02-1273 regarding a salary increase for the Executive Director. Mr. Gauthier seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

J. Commission Members - There was no comment.

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

L. Other – None.

## **IX. Adjournment**

There being no further business to discuss, Mr. Gauthier moved and Mr. Rucker seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 6:10 PM.

Respectfully submitted,

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Charles C. Whitty  
Executive Director

Minutes approved on March 9, 2016

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Hector R. Baillargeon  
Chairman