

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, MARCH 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, March 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  
Hector Baillargeon

Paul Gauthier was excused.

Also present was Charles C. Whitty, Executive Director.

**II. Minutes**

A. Ms. Sullivan moved and Ms. Cunningham seconded the motion to adopt the minutes of the regular meeting held on February 8, 2017. Motion carried unanimously.

B. Ms. Sullivan moved and Mr. Rucker seconded the motion to adopt the minutes of the special meeting held on February 21, 2017. Motion carried unanimously.

**III. Communications**

A. Presentation by Dino Roberti, Account Manager, NetCenergy and Peter Gill, Practice Leader for Public Housing, NetCenergy, regarding upgrading network support and services.

B. Bid tabulation dated February 21, 2017 for three (3) maintenance vehicles. Mr. Whitty and Joseph Keith, Maintenance Supervisor, reviewed the bids with the Board. It is Mr. Keith’s recommendation that the low bid be accepted. Mr. Rucker moved and Ms. Cunningham seconded the motion to receive the communication. Motion carried unanimously.

Ms. Sullivan moved and Mr. Rucker seconded the motion to suspend the rules to add to the agenda the cost proposal for upgrading the maintenance department’s utility cab. Motion carried unanimously.

C. Utility Cab – Information relative to upgrade of Maintenance Vehicle 215 NO. Mr. Whitty and Mr. Keith explained the need for the utility cab. By adding this cab to the existing extended cab pick-up truck, the maintenance mechanics that work in the vacancies will be able to securely transport and store their materials and supplies. Ms. Cunningham moved and Mr. Rucker seconded the motion to receive the aforesaid communication. Motion carried unanimously.

D. Letter dated January 25, 2017 from David Holmes, Capital Studio Architects, regarding a proposal for architectural services for a roof replacement project at Hillside Terrace. Mr. Whitty and John Mainville, Modernization Coordinator, reviewed the proposal and projected project cost with the Board. Ms. Cunningham moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

Ms. Sullivan moved and Mr. Rucker seconded the motion to suspend the rules to add to the agenda a letter dated March 7, 2017 from David Holmes, Capital Studio Architects, regarding bid results for the Oakwood Knoll Roof Replacement project and the bid tab. Motion carried unanimously.

Mr. Whitty and Mr. Mainville reviewed the three lowest bids with the Board and Mr. Holmes' recommendation. A resolution regarding this project is on the Board's agenda. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communications. Motion carried unanimously.

E. Revised / Restated Affirmative Action Policy Statement; F. Revised / Restated Fair Housing Policy Statement; G. Revised / Restated Americans with Disabilities Act ("ADA") Notice; H. Revised / Restated Americans with Disabilities Act ("ADA") Grievance Procedure; I. Revised / Restated Equal Employment Opportunity and Non-Discrimination Policy. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the revised / restated policies. 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 February, 2017. Motion carried unanimously.

B. Vacancy Reports – Mr. Whitty noted that the Authority had 11 vacancies as of March 1, 2017. He noted that the State Elderly vacancies will continue to be difficult to fill due to the discontinuance of the State Elderly Rental Assistance Program funding. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the March 1, 2017 report. Motion carried unanimously.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report and Mr. Mainville and Mr. Whitty reviewed the same with the Board. Bids were opened on March 2, 2017 for the Oakwood Knoll Roof Replacement project. The Authority submitted the CDBG application for the Ductless Split Heating System Upgrade at Rosewood Manor on 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 is currently working on submitting a grant for Eastwood Court and Schwartz Manor for the next funding round on April 26, 2017. 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 20, 2017. Mr. Rucker moved and Ms. Sullivan seconded the motion to receive the report. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of March 1, 2017, the total portfolio was 515 Housing Choice Vouchers. Ms. Cunningham 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. Ms. Sullivan moved to adopt Resolution R-17-03-1334 to accept a bid from Shaker's Inc. dba Shaker Family Ford Lincoln for three (3) maintenance vehicles. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Ms. Sullivan moved to adopt Resolution R-17-03-1335 regarding the retrofit of Maintenance Vehicle 215 NO. Ms. Cunningham seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Ms. Sullivan moved to adopt Resolution R-17-03-1336 to renew the existing technical support and services agreement with NetCenergy. Ms. Cunningham seconded the motion.

Roll call vote:

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

Motion carried unanimously.

D. Ms. Sullivan moved to adopt Resolution R-17-03-1337 to update the existing technical support and services agreement with NetCenergy. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

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E. Ms. Sullivan moved to adopt Resolution R-17-03-1338 to approve the Wireless Point to Point Camera Viewing Project, Hosted E-mail and Support Plan upgrade with NetCenergy. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Baillargeon

Nays - None

Motion carried unanimously.

F. Ms. Sullivan moved to adopt Resolution R-17-03-1339 regarding a proposal from David Holmes, Capital Studio Architects, for a roof replacement project at Hillside Terrace. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Baillargeon

Nays - None

Motion carried unanimously.

G. Ms. Sullivan moved to adopt Resolution R-17-03-1340 reaffirming / restating the Authority's Affirmative Action Policy Statement, Fair Housing Policy Statement, Americans with Disabilities Act Notice and Americans with Disabilities Act Grievance Procedure. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Baillargeon

Nays - None

Motion carried unanimously.

H. Ms. Sullivan moved to adopt Resolution R-17-03-1341 reaffirming / restating the Authority's Equal Employment Opportunity and Non-Discrimination Policy. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Baillargeon

Nays - None

Motion carried unanimously.

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I. Ms. Sullivan moved to adopt Resolution R-17-03-1342 regarding a pay increase for nonunion employees effective April 1, 2017. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

J. Ms. Sullivan moved to adopt Resolution R-17-03-1343 to accept a bid for the Oakwood Knoll Roof Replacement Project. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

Ms. Sullivan moved and Mr. Rucker seconded the motion to suspend the rules to add to the agenda the following three resolutions. Motion carried unanimously.

Mr. Rucker moved to adopt Resolution R-17-03-1344 to contract with Nan McKay and Associates to assist in developing and preparing the funding application(s) to DOH and CHFA. Ms. Cunningham seconded the motion.

Roll call vote:

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

Motion carried unanimously.

Ms. Cunningham moved to adopt Resolution R-17-03-1345 to contract with Edgemere Consulting Corporation to assist in developing and preparing the funding application(s) to DOH and CHFA. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

Ms. Sullivan moved to adopt Resolution R-17-03-1346 to approve a job description for the Finance Administrator. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

Ms. Sullivan moved and Mr. Rucker seconded the motion to advertise the Finance Administrator position with a salary range of \$40,000.00 - \$45,000.00. Motion carried unanimously.

K. Commission Members – There was no comment.

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

M. Other – None.

### **VIII. Executive Session**

No Executive Session was held.

### **IX. Adjournment**

There being no further business to discuss, Ms. Sullivan moved and Mr. Rucker seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 6:15 PM.

Respectfully submitted,

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Charles C. Whitty  
Executive Director

Minutes approved on April 12, 2017

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Hector R. Baillargeon  
Chairman