

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, MARCH 9, 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, March 9, 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
Alice Cunningham
Hector Baillargeon

Also present was Charles C. Whitty, Executive Director.

II. Minutes

A. Ms. Sullivan moved and Mr. Gauthier seconded the motion to adopt the minutes of the regular meeting held on February 10, 2016. Motion carried unanimously.

B. Ms. Sullivan moved and Ms. Cunningham seconded the motion to adopt the minutes of the special meeting held on February 26, 2016. Motion carried unanimously.

III. Communications

A. Agreement with Housing Education Resource Center regarding relocation consulting services. Mr. Whitty reviewed the agreement with the Board. A tenant relocation plan will need to be included as a part of the grant application that the Authority will be submitting in April regarding renovations to Schwartz Manor and Eastwood Court. Mr. Gauthier moved and Ms. Sullivan seconded the motion to receive the communication. Motion carried unanimously.

B. Mr. Rucker moved and Ms. Cunningham seconded the motion to suspend the rules to add two items to the agenda: (1) the bid sheet for the Oakwood Knoll Boiler and Hot Water Heater Replacement Project; and (2) a letter from David Holmes, Capital Studio Architects, dated March 4, 2016, regarding said project. Motion carried unanimously.

Mr. Whitty reviewed the bid results with the Board. The apparent low bidder, SK Mechanical, lacked the requisite experience installing high efficiency condensing boilers. Therefore, Mr. Holmes recommended that the Authority enter into a contract with Barry Associates who has considerable experience installing that type of boiler. Ms. Sullivan moved and Mr. Gauthier seconded the motion to receive these communications. 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. Cunningham seconded the motion to approve the bills for February, 2016. Motion carried unanimously.

B. Vacancy Reports – Mr. Whitty noted that the Authority had 6 vacancies as of March 1, 2016. Ms. Sullivan moved and Mr. Gauthier seconded the motion to receive the March 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 next month. The contract signing for the Sunset Park Roof Replacement project took place on March 8, 2016. Work on this project is expected to begin April 4th. The Oakwood Knoll Boiler and Hot Water Heater Replacement project bid award is on the Board's agenda. 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 another meeting with the residents of Eastwood Court and Schwartz Manor on February 29th and is in the process of finalizing a Resident Participation Plan. The Authority will be applying for a grant for interior and exterior renovations at Eastwood Court and Schwartz Manor on or before April 27th. The Authority also was awarded a predevelopment grant for Sunset Park. Mr. Rucker moved and Mr. Gauthier seconded the motion to receive the report. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of March 1, 2016 the total portfolio was 508 Housing Choice Vouchers. Ms. Cunningham 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. Ms. Sullivan moved to adopt Resolution R-16-03-1275 regarding a pay increase for nonunion employees effective April 1, 2016. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

B. Mr. Gauthier moved to adopt Resolution R-16-03-1276 regarding an agreement with Housing Education Resource Center. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

Mr. Rucker moved and Ms. Cunningham seconded the motion to suspend the rules to add to the agenda Resolution R-16-03-1277 awarding the Oakwood Knoll Boiler and Hot Water Heater project to Barry Associates. Motion carried unanimously.

C. Mr. Rucker moved to adopt Resolution R-16-03-1277 to award the Oakwood Knoll Boiler and Hot Water Heater Replacement project to Barry Associates. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

D. Commission Members - There was no comment.

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

F. Other – Mr. Whitty advised the Board that interviews were held for a Construction Manager in conjunction with the Eastwood Court and Schwartz Manor renovation project. He will have a recommendation to present to the Board later this month.

VIII. Executive Session

No Executive Session was held.

IX. Adjournment

There being no further business to discuss, Ms. Cunningham moved and Mr. Rucker seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:50 PM.

Respectfully submitted,

Charles C. Whitty
Executive Director

Minutes approved on April 13, 2016

Hector R. Baillargeon
Chairman