

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, APRIL 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, April 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

Hector Baillargeon and Alice Cunningham was excused.

Also present was Charles C. Whitty, Executive Director.

**II. Election of Officers**

Ms. Sullivan moved and Mr. Rucker seconded the motion that, in accordance with the amended by-laws of the Norwich Housing Authority, the following Commissioners be elected as officers of the Authority for a one year period, or until their successors are elected and qualified:

Hector R. Baillargeon, Chairman  
Paul R. Gauthier, Vice-Chairman  
Marion G. Rucker, Assistant Treasurer  
Wilma Sullivan, Assistant Secretary

Vice-Chairman Gauthier asked if there were any other nominations. There were no other nominations.

Motion carried unanimously.

**III. Minutes**

A. Ms. Sullivan moved and Mr. Rucker seconded the motion to adopt the minutes of the regular meeting held on March 9, 2016. Motion carried unanimously.

**IV. Communications**

A. Note dated March 22, 2016 from Bruce Barnes regarding the Authority’s waiting list policy. Mr. Whitty reviewed the current policy with the Board. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

B. Letter dated February 4, 2016 from David Holmes, Capital Studio Architects, regarding the Schwartz Manor and Eastwood Court Renovation Project. Mr. Whitty reviewed the proposal with the Board. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

C. Fair Housing Action Plan for Schwartz Manor. Mr. Whitty noted that this plan is to be submitted in conjunction with the State Sponsored Housing Portfolio grant application. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

D. Fair Housing Action Plan for Eastwood Court. Mr. Whitty noted that this plan is to be submitted in conjunction with the State Sponsored Housing Portfolio grant application. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

E. Revised / Restated Affirmative Action Policy Statement. Mr. Whitty noted that the Authority’s Affirmative Action Policy Statement needed to be brought current for submission with the State Sponsored Housing Portfolio Grant application. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

F. Revised / Restated Fair Housing Policy Statement. Mr. Whitty noted that the Authority’s Fair Housing Policy Statement needed to be brought current for submission with the State Sponsored Housing Portfolio Grant application. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

G. Revised / Restated Americans with Disabilities Act (“ADA”) Notice. Mr. Whitty noted that the Authority’s ADA notice needed to be brought current for submission with the State Sponsored Housing Portfolio Grant application. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

H. Revised / Restated Americans with Disabilities Act (“ADA”) Grievance Procedure. Mr. Whitty noted that the Authority’s ADA grievance procedure needed to be brought current for submission with the State Sponsored Housing Portfolio Grant application. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

I. Revised / Restated Equal Employment Opportunity and Non-Discrimination Policy. Mr. Whitty noted that the Authority's Equal Employment Opportunity and Non-Discrimination Policy statement needed to be brought current for submission with the State Sponsored Housing Portfolio Grant application. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

J. Resident Participation Plan for Schwartz Manor. Mr. Whitty reviewed the Schwartz Manor RPP with the Board. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

K. Resident Participation Plan for Eastwood Court. Mr. Whitty reviewed the Eastwood Court RPP with the Board. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

L. Section 8 Management Assessment Program ("SEMAP") Certification form HUD-52648 for fiscal year ended March 31, 2016. Mr. Whitty and Miss Drag reviewed the annual SEMAP Certification with the Board. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

M. Application to Authorize Lowering Eligibility Age in State Elderly Developments to Fifty-Five (55). Mr. Whitty review the annual application with the Board and noted that the Authority has applied for this waiver for the past twenty (20) years. Mr. Rucker moved and Ms. Sullivan seconded the motion to receive the communication. Motion carried unanimously.

N. 2016 State Income Limits for admission and continued occupancy. Mr. Whitty noted that the State Income Limits are based on HUD's March 28, 2016 established income limits. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

O. 2016 Federal Income Limits for admission and continued occupancy. Mr. Whitty noted that the State Income Limits are based on HUD's March 28, 2016 established income limits. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

P. Memo dated March 29, 2016 from John Mainville, Modernization Coordinator, regarding an abatement contractor. Mr. Whitty and Mr. Mainville reviewed the proposals that were received. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

Q. Memo dated March 31, 2016 from John Mainville, Modernization Coordinator, regarding driveway and sidewalk repair / replacement at Hillside Terrace. Mr. Whitty and Mr. Mainville noted that the Authority is able to use the City of Norwich's bid for this work and plans are to remove and reconstruct twelve (12) driveways and deteriorated sidewalks. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the communication. Motion carried unanimously.

## **V. Committee Reports**

- A. The Homeownership Committee did not meet.
- B. Rent Review Committee did not meet.

## **VI. Report of the Executive Director**

A. Bills – Mr. Rucker moved and Ms. Sullivan seconded the motion to approve the bills for March, 2016. Motion carried unanimously.

B. Vacancy Reports – Mr. Whitty noted that the Authority had 8 vacancies as of April 1, 2016. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the April 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 out to bid. A bid opening is scheduled for April 28, 2016. The Sunset Park Roof Replacement project will begin on April 18, 2016. Work on this project was delayed due to weather. The Oakwood Knoll Boiler and Hot Water Heater Replacement project is scheduled to begin in May. 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 has been meeting with the residents of Eastwood Court and Schwartz Manor. A Resident Participation Plan is on the Authority's agenda. The Authority will be applying for a grant for interior and exterior renovations at Eastwood Court and Schwartz Manor on or before April 27<sup>th</sup>. The Authority also was awarded a predevelopment grant for Sunset Park. Mr. Rucker moved and Ms. Sullivan seconded the motion to receive the report. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of April 1, 2016 the total portfolio was 508 Housing Choice Vouchers. Mr. Rucker moved and Ms. Sullivan seconded the motion to receive the reports. Motion carried unanimously.

E. Other Items – None.

**VII. Unfinished Business**

There was no unfinished business to discuss.

**VIII. New Business**

A. Ms. Sullivan moved to adopt Resolution R-16-04-1278 to contract with Capital Studio Architects and its designated subcontractors to develop plans, specifications and bid documents and prepare the required funding application for Schwartz Manor and Eastwood Court. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier  
Nays - None

Motion carried unanimously.

B. Mr. Rucker moved to adopt Resolution R-16-04-1279 to contract with Capital Studio Architects and its designated subcontractors to develop plans, specifications and bid documents and prepare the required funding application for Rosewood Manor. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier  
Nays - None

Motion carried unanimously.

C. Ms. Sullivan moved to adopt Resolution R-16-04-1280 to contract with the PAC Group, LLC, for preconstruction services and construction management services relative to renovation work at Schwartz Manor and Eastwood Court. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier  
Nays - None

Motion carried unanimously.

D. Ms. Sullivan moved to adopt Resolution R-16-04-1281 to file a grant application with the State of Connecticut Department of Housing relative to Schwartz Manor and Eastwood Court. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier

Nays - None

Motion carried unanimously.

E. Mr. Rucker moved to adopt Resolution R-16-04-1282 to adopt a Fair Housing Plan for Schwartz Manor and F. Resolution R-16-04-1283 to adopt a Fair Housing Plan for Eastwood Court. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier

Nays - None

Motion carried unanimously.

G. Ms. Sullivan moved to adopt Resolution R-16-04-1284 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 and H. Resolution R-16-04-1285 reaffirming / restating the Authority's Equal Employment Opportunity and Non-Discrimination Policy. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier

Nays - None

Motion carried unanimously.

I. Ms. Sullivan moved to adopt Resolution R-16-04-1286 to adopt a Resident Participation Plan for Schwartz Manor and J. Resolution R-16-04-1287 to adopt a Resident Participation Plan for Eastwood Court. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier

Nays - None

Motion carried unanimously.

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K. Mr. Rucker moved to adopt Resolution R-16-04-1288 to certify the Section 8 Management Assessment Program for March 31, 2016. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier

Nays - None

Motion carried unanimously.

L. Ms. Sullivan moved to adopt Resolution R-16-04-1289 to submit an application to the Connecticut Housing Finance Authority to lower the eligibility age in the State Elderly developments to fifty-five (55) years old. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier

Nays - None

Motion carried unanimously.

M. Ms. Sullivan moved to adopt Resolution R-16-04-1290 which rescinds a policy of the Authority relative to the reinstatement of former tenants. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier

Nays - None

Motion carried unanimously.

N. Ms. Sullivan moved to adopt Resolution R-16-04-1291 to establish the 2016 State Income Limits for admission and continued occupancy and O. Resolution R-16-04-1292 to establish the 2016 Federal Income Limits for admission and continued occupancy Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier

Nays - None

Motion carried unanimously.

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P. Ms. Sullivan moved to adopt Resolution R-16-04-1293 to contract with Strategic Environmental Services, Inc. for abatement services. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier

Nays - None

Motion carried unanimously.

Q. Ms. Sullivan moved to adopt Resolution R-16-04-1294 to approve the repair / replacement of rear sidewalks, driveways and concrete aprons at Hillside Terrace. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier

Nays - None

Motion carried unanimously.

R. Commission Members - There was no comment.

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

T. Other – Mr. Whitty noted that the Community Development Advisory Committee did not recommend to the City Council the Authority's request for funds for the Sunset Park Roof Replacement Project – Phase 2.

**IX. Executive Session**

No Executive Session was held.

**X. 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 6:00 PM.

Respectfully submitted,

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Charles C. Whitty  
Executive Director

Minutes approved on May 11, 2016

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Paul Gauthier  
Vice-Chairman