

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JULY 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, July 13, 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

The following Commissioner was excused: Alice Cunningham

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 June 8, 2016. Motion carried unanimously.

III. Communications

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 June, 2016. Motion carried unanimously.

B. Vacancy Reports – Mr. Whitty noted that the Authority had 5 vacancies as of July 1, 2016. Mr. Rucker moved and Mr. Gauthier seconded the motion to receive the July 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 and the Sunset Park Flat Roof Replacement project have been completed. The Oakwood Knoll Boiler and Hot Water Heater Replacement project began on June 13th and is continuing. 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 applied for two separate grants for interior and exterior renovations at Eastwood Court and Schwartz Manor on April 27th and anticipates a decision on the applications in August. 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 July 1, 2016, the total portfolio was 510 Housing Choice Vouchers. Ms. Sullivan moved and Mr. Gauthier 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. Mr. Gauthier moved to adopt Resolution R-16-07-1302 to enter into an agreement with Capital Studio Architects for on-call architectural / engineering services. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

B. Ms. Sullivan moved to adopt Resolution R-16-07-1303 to enter into an agreement with Fuss and O'Neill for on-call architectural / engineering services. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

C. Mr. Gauthier moved to adopt Resolution R-16-07-1304 to enter into an agreement with Comcast of Connecticut, LLC for bulk cable television service to the state and federal elderly housing complexes. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

Ms. Sullivan moved and Mr. Rucker seconded the motion to suspend the rules to add to the agenda a letter dated July 7, 2016 from Robert Giuditta, Director, State of Connecticut, Department of Administrative Services, regarding the Master Insurance Program participation agreement for 2016-2017 and a proposal from JMB Konstruction to power wash the buildings that comprise Hillside Terrace. Motion carried unanimously.

Mr. Rucker moved and Ms. Sullivan seconded the motion to suspend the rules to add Resolutions R-16-07-1305 and R-16-07-1306 to the agenda. Motion carried unanimously.

Ms. Sullivan moved to adopt Resolution R-16-07-1305 to enter into a Master Insurance Program participation agreement for 2016-2017 with the State of Connecticut, Department of Administrative Services. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

Mr. Rucker moved to adopt Resolution R-16-07-1306 to enter into a contract with JMB Konstruction for power washing at Hillside Terrace. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – 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 – None.

VIII. Executive Session

No Executive Session was held.

IX. Adjournment

There being no further business to discuss, Mr. Rucker moved and Ms. Sullivan seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:15 PM.

Respectfully submitted,

Charles C. Whitty
Executive Director

Minutes approved on August 10, 2016

Hector R. Baillargeon
Chairman