

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, AUGUST 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, August 10, 2016.

**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  
Paul Gauthier  
Hector Baillargeon

Also present was Charles C. Whitty, Executive Director.

**II. Minutes**

A. Mr. Rucker moved and Ms. Cunningham seconded the motion to adopt the minutes of the regular meeting held on July 13, 2016. Motion carried unanimously.

**III. Communications**

A. State Quarterly reports. Mr. Whitty and Miss Joanne M. Drag, Finance Director, reviewed the State quarterly reports with the Board. Ms. Sullivan moved and Mr. Rucker seconded the motion to accept the reports. Motion carried unanimously.

B. Letter dated July 13, 2016 from David Demchak, President and Chief Executive Officer, CIRMA, regarding Members’ Equity Distribution check. Mr. Whitty explained that this money has been used in the past as a match for the Federal Resident Services Coordinator program grant. Mr. Gauthier moved and Ms. Sullivan seconded the motion to accept the communication. Motion carried unanimously.

C. Letter dated July 21, 2016 from Joan Wessell, Executive Director, Senior Resources Agency on Aging awarding a grant to the Authority for the Federal Resident Services Coordinator Program. Mr. Gauthier moved and Ms. Sullivan seconded the motion to accept the communication. Motion carried unanimously.

D. Memo dated August 1, 2016 from Joanne M. Drag, Finance Director, regarding annual audit services. Miss Drag stated that only two firms responded to the Request for Proposal. Mr. Rucker moved and Mr. Gauthier seconded the motion to accept the communication. Motion carried unanimously.

Ms. Sullivan moved and Ms. Cunningham seconded the motion to suspend the rules to add to the agenda a communication dated July 28, 2016 from Jennifer Gottlieb Elazhari, Program Center Coordinator, U.S. Department of Housing and Urban Development (HUD) regarding the Section 8 Management Assessment Program (SEMAP) score for the Fiscal Year ending March 31, 2016. Mr. Whitty noted that the Authority's SEMAP score was 100%. As a result, the Authority has been designed by HUD as a High Performer. Motion carried unanimously.

Mr. Rucker moved and Ms. Cunningham seconded the motion to receive the aforesaid 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 – Mr. Rucker moved and Ms. Sullivan seconded the motion to approve the bills for July, 2016. Motion carried unanimously.

B. Vacancy Reports – Mr. Whitty noted that the Authority had 7 vacancies as of August 1, 2016. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the August 1, 2016 report. Motion carried unanimously.

C. Modernization Reports - John Mainville, Modernization Coordinator, prepared the report. Mr. Whitty reviewed the same with the Board. The Oakwood Knoll Boiler and Hot Water Heater Replacement project began on June 13<sup>th</sup> and is continuing. 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 for two separate grants for interior and exterior renovations at Eastwood Court and Schwartz Manor on April 27<sup>th</sup> and anticipates a decision on the applications in August. The Authority also was awarded a predevelopment grant for Sunset Park. Mr. Gauthier moved and Mr. Rucker seconded the motion to receive the report. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of August 1, 2016, the total portfolio was 514 Housing Choice Vouchers. Ms. Cunningham moved and Ms. Sullivan 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-16-08-1307 to enter into a contract with Guyder Hurley, P.C. for audit services for the period 2016-2017, 2017-2018, and 2018-2019. Mr. Gauthier 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-16-08-1308 to consider and take action to recommend to the City Manager that Wilma Sullivan be reappointed to the Board of Commissioners. Ms. Cunningham seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Gauthier, Baillargeon

Nays - None

Abstain - Sullivan

Motion carried unanimously.

C. Mr. Gauthier moved to adopt Resolution R-16-08-1309 to enter into a contract with Eastern Connecticut Area Agency on Aging for funding a portion of the cost of the Federal Resident Services Coordinator Program. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

D. Ms. Sullivan moved to adopt Resolution R-16-08-1310 to accept the Members' Equity Distribution check from CIRMA and to direct that the same be used for the purpose of partially matching the grant received from Senior Resources for the Authority's Federal Resident Services Program. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

E. Ms. Sullivan moved to adopt Resolution R-16-08-1311 to contract with Happy Software, Inc. to update the Section 8 Housing Choice Voucher utility allowance schedule. Mr. Gauthier seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

F. Commission Members - There was no comment.

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

H. Other – Mr. Whitty reminded the Board that its meeting originally scheduled for September 14, 2016 has been cancelled and a special meeting will be held on September 21, 2016.

### **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 5:25 PM.

Respectfully submitted,

---

Charles C. Whitty  
Executive Director

Minutes approved on September 21, 2016

---

Hector R. Baillargeon  
Chairman