

**MINUTES OF THE SPECIAL MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, SEPTEMBER 21, 2016**

The Board of Commissioners (“Board”) of the Norwich Housing Authority (“Authority”) met in special session at the main office of the Norwich Housing Authority, 10 Westwood Park, Norwich, Connecticut, at 4:30 PM, Wednesday, September 21, 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 Joanne M. Drag, Deputy Executive Director / Finance Director.

II. Minutes

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

III. Communications

A. Section 8 Housing Choice Voucher Utility Allowance schedule effective October 1, 2016. Miss Drag noted that the schedule was updated by Happy Software using information supplied by Norwich Public Utilities. Ms. Sullivan moved and Ms. Cunningham seconded the motion to receive the updated utility allowance schedule. Motion carried unanimously.

B. Schedule B – FY 2017 HUD Fair Market Rents for Existing Housing effective October 1, 2016. Miss Drag reviewed the Fair Market Rents (FMR) with the Board. The FMR for all bedroom sizes have decreased from last year except for the zero bedroom units which increased. The FMR schedule is the basis for the payments standards in the Section 8 Housing Choice Voucher Program and the flat rents for the Federal Low Income Housing Program. Mr. Rucker moved and Ms. Cunningham seconded the motion to receive HUD’s Schedule B - FY 2017 Fair Market Rents for Existing Housing. Motion carried unanimously.

C. Proposal dated August 18, 2016 from David Holmes, Capital Studio Architects, regarding a roof replacement project at Oakwood Knoll. Miss Drag explained that the roofs at Oakwood Knoll are 20 years old and need to be replaced. The project will be funded from the Federal Capital Improvement Program. Ms. Sullivan moved and Mr. Gauthier seconded the motion to receive the 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. Cunningham seconded the motion to approve the bills for August, 2016. Motion carried unanimously.

B. Vacancy Reports – Miss Drag noted that the Authority had 11 vacancies as of September 1, 2016. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the September 1, 2016 report. Motion carried unanimously.

C. Modernization Reports - John Mainville, Modernization Coordinator, prepared the report and reviewed the same with the Board. The power washing at Hillside Terrace has been completed. The Oakwood Knoll Boiler and Hot Water Heater Replacement project began on June 13th and will be completed this month. 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 27th and anticipates a decision on the applications within the next two months. The Authority was awarded a predevelopment grant for Sunset Park. Capital Studio Architects is developing plans and specifications for Sunset Park and Eagle Environmental has been conducting preliminary testing. Ms. Sullivan moved and Mr. Gauthier seconded the motion to receive the report. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of September 1, 2016, the total portfolio was 515 Housing Choice Vouchers. Mr. Rucker moved and Ms. Cunningham 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 S-16-09-1312 to adopt Happy Software's Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program effective October 1, 2016. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

B. Ms. Sullivan moved to adopt Resolution S-16-09-1313 to approve the Federal Flat Rent schedule to be effective October 1, 2016. Mr. Gauthier seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

C. Ms. Sullivan moved to adopt Resolution S-16-09-1314 to approve the Section 8 Housing Choice Voucher Program payment standards to be effective October 1, 2016. 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 S-16-09-1315 to accept a proposal from Capital Studio Architects regarding a roof replacement project at Oakwood Knoll. Mr. Gauthier seconded the motion.

Roll call vote:

Ayes – Cunningham, Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

E. Commission Members - There was no comment.

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

G. Other – None.

VIII. Executive Session

No Executive Session was held.

IX. Adjournment

There being no further business to discuss, Mr. Rucker moved and Ms. Cunningham seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 4:55 PM.

Respectfully submitted,

Joanne M. Drag
Deputy Executive Director / Finance Director

Minutes approved on October 12, 2016

Hector R. Baillargeon
Chairman