

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, OCTOBER 12, 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, October 12, 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

Alice Cunningham was excused

Also present was Charles C. Whitty, Executive Director.

II. Minutes

A. Ms. Sullivan moved and Mr. Rucker seconded the motion to adopt the minutes of the special meeting held on September 21, 2016. Motion carried unanimously.

III. Communications

A. State Quarterly Reports for September 30, 2016. Mr. Whitty reviewed the reports with the Board. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive said quarterly reports. Motion carried unanimously.

B. Proposal from AMS Consulting, LLC to prepare a Rent Reasonableness Study and Customized Rent Reasonableness System for the Housing Choice Voucher Program. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the proposal. 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 September, 2016. Motion carried unanimously.

B. Vacancy Reports – Mr. Whitty noted that the Authority had 15 vacancies as of October 1, 2016. Ms. Sullivan moved and Mr. Rucker seconded the motion to receive the October 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 Oakwood Knoll Boiler and Hot Water Heater Replacement project began on June 13th and will be completed this month. The Oakwood Knoll Roof Replacement project is currently being designed and will be bid in the spring 2017.

Ms. Sullivan moved and Mr. Rucker seconded the motion to suspend the rules to add to the agenda a Press Release dated October 4, 2016 entitled “Gov. Malloy Announces \$55 Million in Funding to Advance Development of Affordable Housing Across the State.” Motion carried unanimously.

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 on April 27, 2016 for two separate grants for interior and exterior renovations at Eastwood Court and Schwartz Manor, however, the State did not approve the aforesaid grants. The Authority was also 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. Mr. Rucker moved and Mr. Gauthier seconded the motion to receive the report. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of October 1, 2016, the total portfolio was 510 Housing Choice Vouchers. Ms. Sullivan moved and Mr. Rucker 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. Mr. Rucker moved to adopt Resolution R-16-10-1316 to contract with AMS Consulting, LLC for a Rent Reasonableness Study. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

Ms. Sullivan moved to suspend the rules to add Resolution R-16-10-1317 to the agenda. Mr. Gauthier seconded the motion. Motion carried unanimously.

Ms. Sullivan moved to adopt Resolution R-16-10-1317 to appoint Kimberly Carlson McGee, Esq. as a hearing officer for the Authority. Mr. Gauthier seconded the motion.

Roll call vote:

Ayes – Rucker, Sullivan, Gauthier, Baillargeon

Nays - None

Motion carried unanimously.

B. Commission Members - There was no comment.

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

D. Other – None.

VIII. Executive Session

Ms. Sullivan moved and Mr. Rucker seconded the motion to enter into Executive Session at 5:10 p.m. to discuss a personnel matter. Mr. Whitty asked that Mr. Mainville and Miss Joanne Drag be present.

The Board exited Executive Session at 6 p.m. Chairman Baillargeon noted that no votes were taken in Executive Session.

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 6:01 PM.

Respectfully submitted,

Charles C. Whitty
Executive Director

Minutes approved on November 9, 2016

Hector R. Baillargeon
Chairman