

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JANUARY 8, 2020**

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, January 8, 2020.

I. Roll Call

Chairman Bergren called the meeting to order at 4:30 PM and the following answered present:

Frances Patterson
Charlie Magnan
Marion Rucker
Wilma Sullivan
Alan Bergren

Chairman Bergren welcomed Frances Patterson and thanked her for her commitment to serve as a member of the Board of Commissioners for the Authority.

Also present were Jeffrey S. Arn, Executive Director, John Mainville, Modernization Coordinator and Joanne M. Drag, Deputy Executive Director/Finance Director.

II. Minutes

A. Ms. Magnan moved and Ms. Sullivan seconded the motion to adopt the minutes of the special meeting held on December 11, 2019. Motion carried unanimously.

B. Ms. Sullivan moved and Ms. Magnan seconded the motion to adopt the minutes of the regular meeting held on December 11, 2019. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

B. Memos dated January 2, 2020, from Joanne M. Drag, Finance Director, to Jeffrey S. Arn, Executive Director, regarding tenants’ accounts receivable write-offs. Mr. Arn and Miss Drag reviewed the memos with the Board. Ms. Magnan moved and Ms. Patterson seconded the motion to receive the memos. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Sullivan moved and Ms. Magnan seconded the motion to approve the bills for December 2019. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 18 vacancies as of December 30, 2019. In addition, there are 5 units at Schwartz Manor and 1 unit at Rosewood Manor that are not being leased as those units are part of the Schwartz Manor rehabilitation project and 1 unit at Eastwood Court that is part of the agreement with Reliance Health.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Eastwood Court project is substantially complete. Punch list items will be completed in the spring. A final audit of the CHFA Mortgagor's Cost Certification for the Eastwood Court project will be completed by Whittlesey Advising. The closing for the Schwartz Manor substantial rehabilitation project with the State of Connecticut Department of Housing has been finalized. PAC Group is the construction manager for this project. Abatement and demolition work in the Community Room and laundry area started on December 10, 2019. It is anticipated that a State Sponsored Housing Portfolio (SSHP) grant application will be submitted for renovations to Sunset Park, a State Moderate development, if there is a future funding round. PAC Group had been selected the construction manager for this project. Phase III of the Rosewood Manor ductless split heating and cooling project with electrical upgrades will be bid January 14, 2020 with a Pre-Bid Conference to be held on January 22nd and a bid opening scheduled for January 30th. Phase III will complete another 20 units.

D. Section 8 Voucher Portfolio Reports - As of January 1, 2020, the total portfolio was 495 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following items were listed on the Procurement Log: SEMAP Quality Control Services and the Eastwood Court Mortgagor's Cost Certification audit. He reviewed both items with the Board.

F. Other Items – Mr. Arn noted that he has been approached by a developer who is interested in constructing 38 units of housing abutting Rosewood Manor. The developer is looking for a creditable third party to operate the development. There are environmental concerns regarding this parcel and its proximity to Rosewood Manor. It is the consensus of the Board not to go forward with the proposal from the developer. Mr. Arn informed the Board that the New England Regional Council of the National Association of Housing and Redevelopment Officials' (NERC NAHRO) 2020 Mid-Winter Conference and Exhibition will be held February 1st through 5th at the Mohegan Sun Convention Center in Uncasville, CT. Ms. Magnan and Mr. Bergren will be attending this conference. Ms. Magnan moved and Ms. Patterson seconded the motion to receive items B. through F. above. Motion carried unanimously.

V. Unfinished Business

There was no unfinished business to discuss.

VI. New Business

A. Ms. Magnan moved to adopt Resolution R-20-01-1508 to write off vacated uncollectible tenants' accounts receivable in the Federal Program. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Rucker, Sullivan, Bergren
Nays - None

Motion carried unanimously.

B. Ms. Sullivan moved to adopt Resolution R-20-01-1509 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Rucker, Sullivan, Bergren
Nays - None

Motion carried unanimously.

C. Mr. Rucker moved to adopt Resolution R-20-01-1510 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program – Eastwood Court. Ms. Magnan seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Rucker, Sullivan, Bergren
Nays - None

Motion carried unanimously.

D. Ms. Magnan moved to adopt Resolution R-20-01-1511 to write off vacated uncollectible tenants' accounts receivable in the State Moderate Program. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Rucker, Sullivan, Bergren
Nays - None

Motion carried unanimously.

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E. Ms. Patterson moved to adopt Resolution R-20-01-1512 write off vacated uncollectible tenants' accounts receivable in the State Affordable Program. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

F. Commission Members – There was no comment.

G. Other – None.

VII. Executive Session

No Executive Session was held.

VIII. Adjournment

There being no further business to discuss, Ms. Magnan moved and Mr. Rucker seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:05 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on February 12, 2020

Alan H. Bergren
Chairman