

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JANUARY 9, 2019**

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 9, 2019.

I. Roll Call

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

Charlie Magnan
Alice Cunningham
Wilma Sullivan
Alan Bergren

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 12, 2018. Motion carried unanimously.

B. Ms. Magnan moved and Ms. Cunningham seconded the motion to adopt the minutes of the regular meeting held on December 12, 2018. Motion carried unanimously.

III. Communications

A. FY 2018 (April 1, 2017 – March 31, 2018) Audit report prepared by Guyder-Hurley, P.C. Mr. Arn and Miss Drag reviewed the report and noted that the Board had adopted a Procurement Policy at its September meeting. Ms. Magnan moved and Ms. Sullivan seconded the motion to accept the report. Motion carried unanimously.

B. 2018 Rent Reasonableness Study prepared by AMS Consulting, LLC. Miss Drag explained that the report is issued in conjunction with updating the rent reasonable software used by the Section 8 Housing Choice Voucher Office. Ms. Magnan moved and Ms. Cunningham seconded the motion to accept the report. Motion carried unanimously.

C. Memos dated January 3, 2019, from Joanne M. Drag, Finance Director, to Jeffrey S. Arn, Executive Director, regarding tenant’s accounts receivable write-offs. Ms. Sullivan moved and Ms. Magnan seconded the motion to receive the memos. Motion carried unanimously.

Mr. Rucker joined the meeting at 4:50 p.m.

IV. Report of the Executive Director

A. Bills – Ms. Cunningham moved and Ms. Sullivan seconded the motion to approve the bills for December 2018. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 45 vacancies as of January 2, 2019. There are eight (8) units that are not being leased as those units are part of the Eastwood Court and Schwartz Manor rehabilitation projects. He is currently meeting with staff to address the number of vacant units in the Authority’s portfolio.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Authority was awarded a State Sponsored Housing Portfolio (“SSHP”) grant from the State of Connecticut Department of Housing (“DOH”) for renovations to Eastwood Court. The PAC Group is the construction manager for this project. Renovation work started on October 9, 2018. The rehabilitation of the next five units (units 6-10) began on December 3rd and completion is expected by January 16th with the residents moving back to their units on the 17th and 18th. The SSHP application for Schwartz Manor was submitted on April 27, 2018. CHFA notified the Authority on August 21, 2018 that the project was selected for funding. This project is subject to State of Connecticut Bond Commission approval. The scope of Schwartz Manor project has been greatly reduced due to funding constraints. The Authority was also awarded a predevelopment grant for Sunset Park. Capital Studio Architects is developing plans and specifications for the Sunset Park interior and exterior renovation project and Eagle Environmental has been conducting preliminary testing. It is anticipated that a SSHP grant application will be submitted in April 2019 for renovations to Sunset Park. The Authority has issued a Request for Qualifications (RFQ) for a Construction Manager at Risk for this project with proposals due on January 31, 2019. The Rosewood Manor Ductless Split heating and cooling project – Phase II was designed by Capital Studio Architects. This project is currently out to bid. The Window Replacement Project at Oakwood Knoll is being designed by Capital Studio Architects. This project will be done in two phases with the first phase to be bid in the spring 2019.

D. Section 8 Voucher Portfolio Reports - As of January 1, 2019, the total portfolio was 508 Housing Choice Vouchers.

E. Other Items – Mr. Arn and Mr. Mainville reported on the cost to rehab vacant apartments by Leach Construction (“Leach”). Mr. Mainville presented to the Board the cost to rehab 15 Carlson Street. Ms. Cunningham moved and Mr. Rucker seconded the motion to accept a proposal from Leach for labor only, not to exceed \$13,500.00, to rehab 15 Carlson Street in accordance with the submitted specifications and repair list. Motion carried unanimously.

Mr. Arn requested Board approval to attend the New England Regional Council of the National Association of Housing and Redevelopment Officials' (NERC NAHRO) 2019 Mid-Winter Conference and Exhibition to be held February 3rd through 6th at the Mohegan Sun Convention Center in Uncasville, CT. Ms. Sullivan moved and Ms. Magnan seconded the motion to approve the request. Motion carried unanimously. Ms. Cunningham moved and Ms. Sullivan seconded the motion to approval attendance at this conference by Board members Alan Bergren and Charlie Magnan. Motion carried unanimously.

F. Procurement Log – No items.

Ms. Cunningham moved and Ms. Magnan 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-19-01-1454 to write off vacated uncollectible tenants' accounts receivable in the Federal Program; B. Resolution R-19-01-1455 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program; Resolution R-19-01-1456 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program – Eastwood Court; D. Resolution R-19-01-1457 to write off vacated uncollectible tenants' accounts receivable in the State Moderate Program; and E. Resolution R-19-01-1458 write off vacated uncollectible tenants' accounts receivable in the State Affordable Program. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

F. Ms. Magnan moved to adopt Resolution R-19-01-1459 to purchase computer towers from Hewlett Packard. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

G. Ms. Magnan moved to table Resolution R-19-01-1460 to adopt the Selection of Tenant Commissioner Policy. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously to table Resolution R-19-01-1460 to the February Board meeting.

Ms. Sullivan moved and Ms. Cunningham seconded the motion to bring the Executive Session to the next agenda item. Motion carried unanimously.

VII. Executive Session

Ms. Sullivan moved and Mr. Rucker seconded the motion to enter into Executive Session at 5:20 PM to discuss union negotiations. Motion carried unanimously. Chairman Bergren requested that Jeffrey Arn, Executive Director and Joanne M. Drag, Deputy Executive Director/Finance Director be present for the Executive Session.

The Board exited Executive Session at 5:40 PM. Chairman Bergren noted that no votes were taken in Executive Session.

Chairman Bergren resumed the agenda order.

H. Ms. Magnan moved to adopt Resolution R-19-01-1461 to approve the tentative, successor collective bargaining agreement between the Norwich Housing Authority and the UE Local 222, CILU #37 (Maintenance Mechanics) covering the period April 1, 2019 – March 31, 2022. Ms. Cunningham seconded the motion.

Roll call vote:

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

Motion carried unanimously.

I. Commission Members – There was no comment.

J. Community Portion of Meeting – There was no comment.

K. Other – None.

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 5:45 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on February 13, 2019

Alan H. Bergren
Chairman