

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JANUARY 13, 2021**

The Board of Commissioners (“Board”) of the Norwich Housing Authority (“Authority”) met in regular session at the Schwartz Manor Community Room, 382 Laurel Hill Avenue, Norwich, Connecticut, at 4:30 PM, Wednesday, January 13, 2021.

I. Roll Call

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

Mary Ellen Lunt
Frances Patterson
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. Patterson moved and Ms. Lunt seconded the motion to adopt the minutes of the special meeting held on December 9, 2020. Motion carried unanimously.

B. Ms. Sullivan moved and Ms. Patterson seconded the motion to adopt the minutes of the regular meeting held on December 9, 2020. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

B. Memos dated January 4, 2021, from Joanne M. Drag, Finance Director, to Jeffrey S. Arn, Executive Director, regarding tenant’s accounts receivable write-offs. Mr. Arn and Miss Drag reviewed the memos with the Board.

C. State Elderly, State Moderate and State Affordable Management Plans for Fiscal Year 2022 (April 1, 2021 – March 31, 2022). Mr. Arn and Miss Drag reviewed the Management Plans with the Board.

D. Federal Low Income Public Housing Operating Budget for Fiscal Year 2022 (April 1, 2021 – March 31, 2022). Mr. Arn and Miss Drag reviewed the Federal Operating Budget with the Board.

Ms. Patterson moved and Ms. Lunt seconded the motion to receive communications B. through D. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Patterson moved and Ms. Lunt seconded the motion to approve the bills for December 2020. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 24 vacancies as of January 4, 2021.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Rosewood Manor Ductless Splits and Electrical Upgrade Project – Phase IV will be bid in January with a projected start date in May. This will complete the installation of the ductless splits project at Rosewood Manor. The Main Office Renovation and Expansion project was awarded to Nosal Builders, Inc. A Notice to Proceed was signed on November 17, 2020 and permits for the project have been secured. Foundation work has started for the new office addition and front vestibule area. Demolition has begun at the front reception office area. The future projects that are currently being designed will be to add cameras in the main office and Dorsey Building hallways and to replace flooring in the Dorsey Building hallways and laundry rooms. A grant application had been submitted for the Sunset Park renovation project and a reduced scope of work cost estimate is being compiled.

D. Section 8 Voucher Portfolio Reports - As of January 1, 2021, the total portfolio was 491 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following item was listed on the Procurement Log: Insurance Policy Renewal for the Federal Boiler and Machinery Policy.

F. Other Items – The location of the February 10, 2021 Board meeting will be at a site to be determined.

Ms. Patterson moved and Ms. Lunt 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. Sullivan moved to adopt Resolution R-21-01-1543 to write off vacated uncollectible tenants' accounts receivable in the Federal Program; B. Resolution R-21-01-1544 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program – Schwartz Manor; C. Resolution R-21-01-1545 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program – Eastwood Court; D. Resolution R-21-01-1546 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program – Rosewood Manor; E. Resolution R-21-01-1547 to write off vacated uncollectible tenants' accounts receivable in the State Moderate Program; and F. Resolution R-21-01-1548 to write off vacated uncollectible tenants' accounts receivable in the State Affordable Program. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Sullivan, Bergren
Nays - None

Motion carried unanimously.

G. Ms. Patterson moved to adopt Resolution R-21-01-1549 to approve the State Elderly Management Plan – Schwartz Manor for Fiscal Year 2022 (April 1, 2021 – March 31, 2022); H. Resolution R-21-01-1550 to approve the State Elderly Management Plan – Eastwood Court for Fiscal Year 2022 (April 1, 2021 – March 31, 2022); I. Resolution R-21-01-1551 to approve the State Elderly Management Plan – Rosewood Manor for Fiscal Year 2022 (April 1, 2021 – March 31, 2022); J. R-21-01-1552 to approve the State Moderate Management Plan – Melrose Park, Sunset Park, John F. Kennedy Heights I, Hillside Terrace for Fiscal Year 2022 (April 1, 2021 – March 31, 2022); and K. Resolution R-21-01-1553 to approve the State Affordable Management Plan – John F. Kennedy Heights II for Fiscal Year 2022 (April 1, 2021 – March 31, 2022). Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Sullivan, Bergren
Nays - None

Motion carried unanimously.

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L. Ms. Patterson moved to adopt Resolution R-21-01-1554 to approve the Federal Low Income Housing Program Operating Budget for FY 2022 (April 1, 2021 - March 31, 2022).

Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

M. Ms. Patterson moved to adopt Resolution R-21-01-1555 to apply for the City of Norwich Community Development Block Grant funding for Program Year 47 to replace roofs, gutters and downspouts at Rosewood Manor, 335 Hamilton Avenue, Norwich. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

N. Commission Members – There was no comment.

O. Other – None.

VII. Executive Session

No Executive Session was held.

VIII. Adjournment

There being no further business to discuss, Ms. Patterson moved and Ms. Lunt seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:00 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on February 10, 2021

Alan H. Bergren
Chairman