

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, FEBRUARY 10, 2021**

The meeting of the Board of Commissioners (“Board”) sought to comply with the directive of Executive Order 7B-1 issued by Governor Ned Lamont on March 14, 2020, together with any Executive Orders subsequently issued which pertain to such meetings.

To participate in the meeting the Board, staff and public used the Go To Meeting Conference phone number 1-877-309-2073 and access code 467-440-309.

To join the meeting from a computer, tablet or smartphone use the following address was used: <https://www.gotomeet.me/JeffreyArn/nha-regular-board-meeting-february-10-2021>

The Executive Director, Deputy Executive Director/Finance Director and Modernization Coordinator were present in person but separated by appropriate social distancing at the Authority’s main office, 10 Westwood Park, Norwich and participated remotely.

The Board of Commissioners (“Board”) of the Norwich Housing Authority (“Authority”) met in regular session at 4:30 PM, Wednesday, February 10, 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
Alan Bergren

Benjamin Lathrop and Wilma Sullivan were excused.

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

Chairman Bergren noted that a new Commissioner had been appointed by the City Manager and sworn in by the City Clerk. He welcomed Benjamin Lathrop to the Board of Commissioners of the Norwich Housing Authority.

Ms. Patterson moved and Ms. Lunt seconded the motion to suspend the rules to appoint Benjamin Lathrop to fill the office of Assistant Treasurer to the Board. Motion carried unanimously.

Ms. Lunt moved and Ms. Patterson seconded the motion to appoint Benjamin Lathrop to the office of Assistant Treasurer to the Board. Motion carried unanimously.

II. Minutes

A. Ms. Patterson moved and Ms. Lunt seconded the motion to adopt the minutes of the regular meeting held on January 13, 2021. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

B. Presentation by Jason Geel, Maletta and Company, regarding the FY 2020 (April 1, 2019 – March 31, 2020) Audit Report.

C. Letter from David Holmes, Capital Studio Architects, regarding the Rosewood Manor Ductless Split Heating and Cooling System and Electrical Panel Upgrade Project bid results – Phase IV. Mr. Mainville reviewed the bid results with the Board.

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

IV. Report of the Executive Director

A. Bills – Ms. Lunt moved and Ms. Patterson seconded the motion to approve the bills for January 2021. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 28 vacancies as of February 2, 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 Split and Electrical Upgrade Project – Phase IV was bid in January and a bid opening was held on February 4, 2021. There is a resolution on the agenda to award the project. This will complete the installation of the ductless split 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 work is continuing on the addition and front vestibule area. Demolition is on-going at the front reception office area. Additional cameras will be added to the main office area as part of the office renovation project. The future projects that are currently being designed will be to add cameras in the 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 February 1, 2021, the total portfolio was 488 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following item was listed on the Procurement Log: Odyssey Advisors, Inc. regarding post-employment benefit review; Behavioral Health Connecticut, LLC regarding the renewal of the Employee Assistance Program; and Quadient, Inc. regarding the lease for the postage meter.

F. Other Items – The location of the March 10, 2021, Board meeting will be at the Rosewood Manor Community Room, 335 Hamilton Avenue, Norwich.

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. Lunt moved to adopt Resolution R-21-02-1556 to award the Rosewood Manor Ductless Split Heating and Cooling System and Electrical Panel Upgrade Project – Phase IV to Barry Associates, Inc. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

B. Commission Members – There was no comment.

C. 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 5:15 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on March 10, 2021

Alan H. Bergren
Chairman