

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, FEBRUARY 12, 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, February 12, 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  
Alan Bergren

Wilma Sullivan was excused.

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

**II. Minutes**

A. Ms. Magnan moved and Ms. Patterson seconded the motion to adopt the minutes of the regular meeting held on January 8, 2020. Motion carried unanimously.

**III. Communications**

A. Community Comment / Public Comment – None.

B. Federal Low Income Public Housing Operating Budget for Fiscal Year 2021 (April 1, 2020 – March 31, 2021). Miss Drag reviewed the FY 2021 Federal Low Income Operating Budget and answered questions from the Board.

C. State Management Plans for Fiscal Year 2021 (April 1, 2020 – March 31, 2021). Miss Drag reviewed the FY 2021 State Elderly – Schwartz Manor, FY 2021 State Elderly – Eastwood Court, FY 2021 State Elderly – Rosewood Manor, FY 2021 State Moderate and FY 2021 State Affordable Management Plans and answered questions from the Board.

D. Letter dated February 9, 2020 from David Holmes, Capital Studio Architects, regarding the bid results for the Rosewood Manor Ductless Splits Heating and Cooling Project with electrical upgrades – Phase III. Mr. Mainville reviewed bid results with the Board and noted that there is a resolution on the Board’s agenda regarding this project.

Ms. Magnan moved and Mr. Rucker seconded the motion to receive communications B. through D. Motion carried unanimously.

#### **IV. Report of the Executive Director**

A. Bills – Ms. Magnan moved and Mr. Rucker seconded the motion to approve the bills for January 2020. Motion carried unanimously.

B. Vacancy Reports – Miss Drag noted that the Authority had 15 vacancies as of February 3, 2020. In addition, there are 6 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 and 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. PAC Group is the construction manager for the Schwartz Manor rehabilitation project. Abatement and demolition work in the Community Room and laundry area started on December 10, 2019 with work continuing in the units. 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 was bid January 14, 2020 and a Pre-Bid Conference was held on January 22<sup>nd</sup> and a bids were opened on February 5<sup>th</sup>. Phase III will complete another 20 units. A resolution to accept the lowest responsible bidder is on the Board's agenda. The future projects that are currently being designed will be to add cameras in main office and Dorsey Building hallways, replace flooring in the Dorsey Building hallways and laundry rooms and to renovate and expand the main office building to add office space.

D. Section 8 Voucher Portfolio Reports - As of February 1, 2020, the total portfolio was 497 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn prepared the Procurement Log. Miss Drag and Mr. Mainville reviewed the following items with the Board: 12 Hillside Terrace - installation of an interior footing drain in the basement and the contract with Odyssey Advisors to complete an annual other post-employment benefits (OPEB) report to comply with GASB 75 accounting and auditing requirements.

F. Other Items – None.

Ms. Magnan moved and Mr. Rucker seconded the motion to receive items B. through E. above. Motion carried unanimously.

**V. Unfinished Business**

There was no unfinished business to discuss.

**VI. New Business**

A. Ms. Patterson moved to adopt Resolution R-20-02-1513 to adopt the Federal Low Income Housing Program Operating Budget for FY 2021 (April 1, 2020 - March 31, 2021). Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Ms. Magnan moved to adopt Resolution R-20-02-1514 to approve the State Elderly Management Plan – Schwartz Manor for Fiscal Year 2021 (April 1, 2020 – March 31, 2021). Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Ms. Patterson moved to adopt Resolution R-20-02-1515 to approve the State Elderly Management Plan – Eastwood Court for Fiscal Year 2020 (April 1, 2020 – March 31, 2021). Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

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D. Ms. Magnan moved to adopt Resolution R-20-02-1516 to approve the State Elderly Management Plan – Rosewood Manor for Fiscal Year 2020 (April 1, 2020 – March 31, 2021). Ms. Patterson seconded the motion.

Roll call vote:

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

Motion carried unanimously.

E. Ms. Magnan moved to adopt Resolution R-20-02-1517 to approve the State Moderate Management Plan – Melrose Park, Sunset Park, John F. Kennedy Heights I, Hillside Terrace for Fiscal Year 2020 (April 1, 2020 – March 31, 2021). Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

F. Ms. Patterson moved to adopt Resolution R-20-02-1518 to approve the State Affordable Management Plan – John F. Kennedy Heights II for Fiscal Year 2020 (April 1, 2020 – March 31, 2021). Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

G. Ms. Magnan moved to adopt Resolution R-20-02-1519 to award the Rosewood Manor Ductless Split Heating and Cooling Systems and Electrical Panels upgrade project to Barry Associates. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

H. Commission Members – As part of the NERC NAHRO Winter Conference held at Mohegan Sun February 1<sup>st</sup> through 5<sup>th</sup>, there was a special day and a half session for Commissioners. Chairman Bergren, Commissioners Magnan and Patterson attended this training event and noted that it was very informative. Chairman Bergren and Commissioner Magnan also attended the conference. They discussed the sessions they attended with their fellow Board members.

I. 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 5:27 PM.

Respectfully submitted,

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Joanne M. Drag  
Deputy Executive Director / Finance Director

Minutes approved on March 11, 2020

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Alan H. Bergren  
Chairman