

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, FEBRUARY 13, 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, February 13, 2019.

I. Roll Call

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

Charlie Magnan
Marion Rucker
Wilma Sullivan
Alan Bergren

Alice Cunningham was excused.

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 regular meeting held on January 9, 2019. Motion carried unanimously.

III. Communications

A. Revised Selection of Tenant Commissioner Policy. Mr. Arn reviewed the policy with the Board. Ms. Sullivan moved and Ms. Magnan seconded the motion to receive the policy. Motion carried unanimously.

B. Federal Low Income Public Housing Operating Budget for Fiscal Year 2020 (April 1, 2019 – March 31, 2020). Miss Drag reviewed the budget with the Board and answered questions regarding line items. Ms. Magnan moved and Mr. Rucker seconded the motion to receive the budget. Motion carried unanimously.

C. State Quarterly reports for December 31, 2019. Miss Drag reviewed the reports with the Board and noted that she would be working with Teresa Ewald, Fenton Ewald and Associates, the Authority’s fee accountant, to develop a report for the Board’s review. Ms. Magnan moved and Mr. Rucker seconded the motion to accept the reports. Motion carried unanimously.

D. State Management Plan for Fiscal Year 2020 (April 1, 2019 – March 31, 2020). Miss Drag reviewed the management plans with the Board. She will be developing a different format for the Board's review with the Authority's fee accountant. Ms. Magnan moved and Mr. Rucker seconded the motion to receive the management plans. Motion carried unanimously.

E. Letter dated February 7, 2019 from David Holmes, Capital Studio Architects, regarding the Rosewood Manor Ductless Splits Heating and Cooling System Project bid results – Phase II. The letter will be reviewed in conjunction with the Modernization Report. Ms. Sullivan moved and Ms. Magnan seconded the motion to accept the communication. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Sullivan moved and Mr. Rucker seconded the motion to approve the bills for January 2019. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 41 vacancies as of February 13, 2019. There are nine (9) 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 11-15) began on January 23rd and completion is expected by February 27th with the residents moving back to their units on February 28th and March 1st. The next phase (units 16-20) will begin on March 4th. 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 or May 2019 for renovations to Sunset Park. The Authority had issued a Request for Qualifications (RFQ) for a Construction Manager at Risk for this project with proposals due on January 31, 2019. The RFQ's are currently under review. The Rosewood Manor Ductless Split heating and cooling project – Phase II was designed by Capital Studio Architects. The bids were opened on February 6th. Capital Studio Architects is recommending that the bid be awarded to Barry Associates. 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. Mr. Mainville reviewed the need to install interior basement curtain drains and sump pumps at 25 and 59 Donahue Drive. Three (3) quotes were obtained with Barry Associates submitting the lowest responsible price of \$12,350.00. Ms. Magnan moved and Mr. Rucker seconded the motion to accept the quote from Barry Associates to install interior basement curtain drains and sump pumps at 25 and 59 Donahue Drive. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of February 1, 2019, the total portfolio was 512 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn reviewed with the Board the three (3) items on the February 13th procurement log: Insurance policies for the Federal Boiler and Machinery insurance and the Crime Insurance, issued through the State of Connecticut, and a contract to continue to provide an Employee Assistance Program.

F. Other items – Mr. Arn noted the NERC/NAHRO conference held at the Mohegan Sun was attended by a three staff members and Commissioners Bergren and Magnan. He also met with Pastor Randy Shibilo, Norwich Assembly of God, regarding a youth program. The Board requested that Pastor Shibilo attend the next Board meeting to review the program.

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

V. Unfinished Business

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

Roll call vote:

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

VI. New Business

A. Ms. Magnan moved to adopt the following resolutions: Resolution R-19-02-1462 to adopt the Federal Low Income Housing Program Operating Budget for FY 2020 (April 1, 2019 - March 31, 2020); B. Resolution R-19-02-1463 to approve the State Elderly Management Plan – Schwartz Manor and Rosewood Manor for Fiscal Year 2020 (April 1, 2019 – March 31, 2020); C. Resolution R-19-02-1464 to approve the State Elderly Management Plan – Eastwood Court for Fiscal Year 2020 (April 1, 2019 – March 31, 2020); D. Resolution R-19-02-1465 to approve the State Moderate Management Plan – Melrose Park, Sunset Park, John F. Kennedy Heights I, Hillside Terrace for Fiscal Year 2020 (April 1, 2019 – March 31, 2020); E. Resolution R-19-02-1466 to approve the State Affordable Management Plan – John F. Kennedy Heights II for Fiscal Year 2020 (April 1, 2019 – March 31, 2020); F. Resolution R-19-02-1467 to dispose of obsolete computer equipment. Mr. Rucker seconded the motion.

Roll call vote:

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

G. Ms. Magnan moved to adopt Resolution R-19-02-1468 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 – Magnan, Rucker, Sullivan, Bergren
Nays - None

Motion carried unanimously.

H. Commission Members – Commissioners Bergren and Magnan noted that they attended the NERC/NAHRO Conference and that they found the conference to be very informative.

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

J. 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 6:00 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on March 13, 2019

Alan H. Bergren
Chairman