

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, MARCH 11, 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, March 11, 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
Wilma Sullivan
Alan Bergren

Also present were Jeff Arn, Executive Director, 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 February 12, 2020. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

B. Revised / Restated Affirmative Action Policy Statement.

C. Revised / Restated Fair Housing Policy Statement.

D. Revised / Restated Americans with Disabilities Act (“ADA”) Notice.

E. Revised / Restated Americans with Disabilities Act (“ADA”) Grievance Procedure.

F. Revised / Restated Equal Employment Opportunity, Non-Discrimination and Non-Harassment Policy. Miss Drag reviewed with the Board all the revised / restated policies (B. through F.) and noted that the Equal Employment Opportunity, Non-Discrimination and Non-Harassment Policy was changed to include remedies for sexual harassment in accordance with the new State of Connecticut law that took effect on October 1, 2019. Ms. Magnan moved and Ms. Patterson seconded the motion to receive communications B. – F. Motion carried unanimously.

G. Memo from Jeff Arn, Executive Director, regarding the Request for Proposals for a Public Housing Repositioning Consultant. Mr. Arn reviewed the memo with the Board and noted that no decisions regarding repositioning would be made without Board review and approval. Ms. Magnan moved and Ms. Patterson seconded the motion to receive the communication. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Magnan moved and Ms. Sullivan seconded the motion to approve the bills for February 2020. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 17 vacancies as of March 2, 2020. In addition, there are 6 units at Schwartz Manor that are not being leased as those units are part of the Schwartz Manor rehabilitation project.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report and he and Mr. Arn 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 has been 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 is anticipated to start late March weather permitting. Phase III will complete another 20 units. 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. Mr. Mainville also noted that the Authority is scheduled for a Federal REAC inspection in April or May.

D. Section 8 Voucher Portfolio Reports - As of March 1, 2020, the total portfolio was 501 Housing Choice Vouchers. Voucher holders are encountering difficulty finding a rental unit in Norwich.

E. Procurement Log – Mr. Arn noted the following item was listed on the Procurement Log: Installation of a handicap ramp at 77 Quarto Road. He reviewed this item with the Board.

F. Other Items – Mr. Arn distributed and reviewed a Flu Pandemic Guidance report to the Board. He also discussed with the Board the sand / crushed stone mix that had been used on the sidewalks and parking areas this winter because there had been complaints. This was reviewed with the Maintenance Supervisor and next winter season the Authority will use a sand / salt mix.

Ms. Magnan moved and Ms. Patterson 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-20-03-1520 regarding a pay increase for nonunion employees effective April 1, 2020. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Magnan moved to adopt Resolution R-20-03-1521 reaffirming / restating the Authority's Affirmative Action Policy Statement, Fair Housing Policy Statement, Americans with Disabilities Act Notice and Americans with Disabilities Act Grievance Procedure. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

C. Mr. Rucker moved to adopt Resolution R-20-03-1522 reaffirming / restating the Authority's Equal Employment Opportunity, Non-Discrimination and Non-Harassment Policy. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

D. Ms. Magnan moved to adopt Resolution R-20-03-1523 to select a Public Housing Repositioning Consultant. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

H. Commission Members – None.

I. Other – None.

VII. Executive Session

No Executive Session was held.

VIII. Adjournment

There being no further business to discuss, Ms. Magnan moved and Ms. Sullivan 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 April 8, 2020

Alan H. Bergren, Chairman