

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, MAY 12, 2021**

The Board of Commissioners (“Board”) of the Norwich Housing Authority (“Authority”) met in regular session at the Westwood Park Community Room, 10 Westwood Park, Norwich, Connecticut, at 4:30 PM, Wednesday, May 12, 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

Benjamin Lathrop 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. Patterson moved and Ms. Sullivan seconded the motion to adopt the minutes of the regular meeting held on April 14, 2021. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment –There was no comment.

B. Revised job description for the Housing Choice Voucher Assistant Coordinator. Mr. Arn reviewed the minor changes to the job description which was to change the wording from Section 8 to Housing Choice Voucher throughout the document.

C. FY 2021 Financial Statements – Draft. Ms. Drag noted that this was a preliminary accounting at March 31, 2021 and any adjustments would be made by the Authority’s fee accountants, Fenton Ewald and Associates.

Ms. Patterson moved and Ms. Lunt seconded the motion to receive Communications B. and 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 April 2021. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 23 vacancies as of May 4, 2021 and that 8 units were leased between April 1 and May 4, 2021.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Main Office Renovation and Expansion project was awarded to Nosal Builders, Inc. and is substantially complete. Mr. Arn credited Mr. Mainville for his efforts in keeping the project on schedule including the relocation of staff during construction. 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. An application was submitted to the City of Norwich for the Community Development Block Grant - Program Year 47 for the Rosewood Manor Roof/Gutter replacement project–Phase I. The Community Development Advisory Committee met on May 3rd and recommended to the City Council to fund the Rosewood Manor Roof/Gutter replacement project. The City Council will meet in June to award the Program Year 47 funding.

D. Housing Choice Voucher Portfolio Reports - As of May 1, 2021, the total portfolio was 489 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following item for the log: a HP Laser Jet printer that was purchased using HP’s governmental pricing.

F. Other items – Mr. Arn noted that the Authority has held two vaccine clinics at Rosewood Manor and Westwood Park and is participating in the Farmers to Family food box distribution on Wednesdays in May at various Authority developments.

Ms. Patterson moved and Ms. Lunt seconded the motion to receive items B. through F. above. Motion carried unanimously.

V. Unfinished Business

None.

VI. New Business

A. Ms. Patterson moved to adopt Resolution R-21-05-1567 to approve the revised job description for the Housing Choice Voucher Assistant Coordinator. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-21-05-1568 to approve the conversion from Frontier Communications to Comcast Business for phone and fire alarm lines service. Ms. Lunt seconded the motion. Mr. Arn noted that the Authority's IT provider, NetCenergy, assisted in the selection of Comcast Business after reviewing other VoIP phone providers' proposals.

Roll call vote:

Ayes – Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

C. Commission Members

D. Other

VII. Executive Session

No executive session was held.

VIII. Adjournment

There being no further business to discuss, Ms. Sullivan 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 June 9, 2021

Alan H. Bergren
Chairman