

**MINUTES OF THE REGULAR MEETING
OF THE NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, MAY 13, 2020**

The meeting of the Board of Commissioners 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 of Commissioners, staff and public used the Go To Meeting Conference phone number 1-866-899-4679 and access code 872-584-645 as noted on the Agenda for the meeting.

The Board of Commissioners (“Board”) of the Norwich Housing Authority (“Authority”) met in regular session through the Go To Meeting conference call at 4:30 PM, Wednesday, May 13, 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

Jeffrey Arn, Executive Director, Joanne M. Drag, Deputy Executive Director/Finance Director and John Mainville, 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 by conference call.

II. Election of Officers

Ms. Magnan moved and Ms. Sullivan seconded the motion that Alan H. Bergren be elected as Chairman. Motion carried unanimously.

Ms. Magnan moved and Ms. Patterson seconded the motion that Wilma Sullivan be elected as Vice-Chairman. Motion carried unanimously.

Mr. Bergren moved and Mr. Rucker seconded the motion that Marion G. Rucker be elected as Assistant Treasurer. Motion carried unanimously.

Ms. Patterson moved and Mr. Rucker seconded the motion that Charlie Magnan be elected as Assistant Secretary. Motion carried unanimously.

Mr. Bergren moved and Ms. Magnan seconded the motion that Frances Patterson be elected as Resident Commissioner. Motion carried unanimously.

III. Minutes

A. Ms. Magnan moved and Ms. Sullivan seconded the motion to adopt the minutes of the regular meeting held on March 11, 2020. Motion carried unanimously. The April 8, 2020 meeting of the Board was cancelled.

IV. Communications

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

B. U. S. Department of Housing and Urban Development - Section 8 Income Limits as of April 1, 2020. Mr. Arn noted that the income limits are set annually by HUD and there are resolutions on the agenda regarding the 2020 Federal and State income limits for admission and continued occupancy.

C. 2020 Federal Income Limits for admission and continued occupancy.

D. 2020 State Income Limits for admission and continued occupancy.

E. Application to Authorize Lowering Eligibility Age in State Elderly Developments to Fifty-Five (55). Miss Drag reviewed the application with the Board.

Ms. Magnan moved and Ms. Patterson seconded the motion to receive Communications B. through E. Motion carried unanimously.

V. Report of the Executive Director

A. Bills – Ms. Magnan moved and Ms. Patterson seconded the motion to approve the bills for March and April 2020. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 17 vacancies as of May 1, 2020. There are five (5) units 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. Mr. Arn and Mr. Mainville reviewed the same with the Board. There will be additional landscaping and erosion control done at Eastwood Court as part of the rehabilitation project this spring. PAC Group is the construction manager for the Schwartz Manor project. The work schedule was halted for a month due to the COVID-19 pandemic. The project was restarted in late April and will be completed in June. Phase III of the Rosewood Manor ductless split heating and cooling project with electrical upgrades is anticipated to start in June. 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.

D. Section 8 Voucher Portfolio Reports - As of April 1, 2020, the total portfolio was 503 Housing Choice Vouchers and as of May 1, 2020, the total portfolio was 505 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following items: 56 Donahue Drive – installation of a handicap ramp; Housing Choice Voucher Rent Reasonable Program Servicers; asbestos floor replacement at 47 Schwartz. He discussed the items in the log and answered questions from the Board.

F. Other items – Mr. Arn reviewed the Authority’s COVID-19 response with the Board. He also noted that a redesign of the front office area is being planned and work will need to be completed before reopening to the public. This will be Phase 1 of the office renovations and the additional HCV Administrative funds and Public Housing Operating funds, allocated through the CARES Act, will be used to supplement the cost to complete this work. Mr. Arn informed the Board that he has begun teleconferencing with the consultant working on the Federal Public Housing Repositioning strategy.

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

VI. Unfinished Business

None.

VII. New Business

A. Ms. Magnan moved to adopt Resolution R-20-05-1524 to establish the 2020 Federal Income Limits for admission and continued occupancy. Ms. Patterson 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-20-05-1525 to establish the 2020 State Income Limits for admission and continued occupancy. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

C. Ms. Magnan moved to adopt Resolution R-20-05-1526 to submit an application to the Connecticut Housing Finance Authority to lower the eligibility age in the State Elderly developments to fifty-five (55) years old. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

D. Commission Members – Ms. Magnan informed the Board that she would be relocating out of state sometime next month and would be resigning from the Board. Chairman Bergren thanked her for her time and dedication to the Authority and wished her the best in her future endeavors.

E. Other - None

VIII. Executive Session

No executive session was held.

IX. Adjournment

There being no further business to discuss, Ms. Sullivan moved and Ms. Magnan seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:22 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on June 10, 2020

Alan H. Bergren
Chairman