

**MINUTES OF THE REGULAR MEETING  
OF THE NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, OCTOBER 14, 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, October 14, 2020.

**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

Marion Rucker was excused.

Chairman Bergren read a letter dated September 21, 2020 from Marion Rucker requesting that, for personal reasons, he not be reappointed to the Board when his term expires on October 31, 2020 and that he is unable to attend the October Board meeting. Chairman Bergren expressed the Board’s appreciation to Mr. Rucker for his seventeen (17) year commitment to the Board. Ms. Lunt moved and Ms. Sullivan seconded the motion that a letter be sent to Mr. Rucker expressing gratitude for his service to the community. Motion carried unanimously.

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

**II. Minutes**

A. Ms. Patterson moved and Ms. Lunt seconded the motion to adopt the minutes of the regular meeting held on September 9, 2020. Motion carried unanimously.

**III. Communications**

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

B. Presentation by Dominion Due Diligence Group (D3G) regarding the Federal Program repositioning study. Jenn Kriehner, Director of Consulting Services, Preservation Services and Cody Owens, Real Estate Financial Analyst for D3G reviewed two options that are available to housing authorities to stabilize their revenue – Rental Assistance Demonstration (RAD) and Streamlined Voluntary Conversion (SVC) and answered questions.

C. Memo dated October 8, 2020, from Jeffrey Arn, Executive Director, regarding the Housing Choice Voucher Program Administrative Plan Interim Reexamination Policy. Mr. Arn noted that this policy change was suggested by the auditors due to an extremely high number of interim rent changes. He also reviewed the clause that would be added to the policy regarding the timely reporting of the income changes.

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

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

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

B. Vacancy Reports – Mr. Arn noted that the Authority had 18 vacancies as of October 2, 2020.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. Additional landscaping and erosion control at Eastwood Court as part of the rehabilitation project will be completed in October. A final audit of the Connecticut Housing Finance Authority (CHFA) Mortgagor's Cost Certification has been completed and this report will close out the Eastwood Court project. The Schwartz Manor project is substantially complete. The only outstanding item is the electrical transformer that will be installed by Norwich Public Utilities. The Main Office Renovation and Expansion project was awarded to Nosal Builders, Inc. A scope review of the project is pending. The future projects that are currently being designed will be to add cameras in the main office and Dorsey Building hallways and to replace flooring in the Dorsey Building hallways and laundry rooms.

D. Section 8 Voucher Portfolio Reports - As of October 1, 2020 the total portfolio was 500 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following item: Concrete and masonry repairs at Oakwood Knoll. Mr. Mainville reviewed the need to have this work completed before the anticipated Federal Real Estate Assessment Center (REAC) inspection.

F. Other items – Mr. Arn noted the Authority staff participated in the Federal United States Department of Agriculture (USDA) food distribution program on October 9<sup>th</sup> and that 320 boxes of food and gallons of milk were given out to the residents. The Authority will be a self-testing CoVid site on October 16<sup>th</sup> for residents.

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. Sullivan moved to adopt Resolution R-20-10-1539 to approve additional funding for the Administrative Office renovation and expansion project to Capital Studio Architects. Ms. Patterson seconded the motion. Mr. Arn discussed the changes to the original plan because of the Coronavirus pandemic and the social distancing safety measures that need to be in place.

Roll call vote:

Ayes – Lunt, Patterson, Sullivan, Bergren  
Nays - None

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-20-10-1540 to change the Housing Choice Voucher Program Administrative Plan regarding interim reexaminations. Ms. Sullivan                      seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Sullivan, Bergren  
Nays - None

Motion carried unanimously.

C. Other – None.

**VII. Executive Session**

No executive session was held.

**VIII. Adjournment**

There being no further business to discuss, Ms. Lunt moved and Ms. Patterson seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:45 PM.

Respectfully submitted,

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Jeffrey S. Arn  
Executive Director

Minutes approved on November 12, 2020

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Alan H. Bergren  
Chairman