

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, NOVEMBER 10, 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, November 10, 2021.

**I. Roll Call**

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

Benjamin Lathrop  
Mary Ellen Lunt  
Frances Patterson  
Alan Bergren

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. Lunt moved and Ms. Patterson seconded the motion to adopt the minutes of the regular meeting held on September 8, 2021. Motion carried unanimously.

**III. Communications**

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

B. State Quarterly Reports for the quarter ending September 30, 2021. Miss Drag reviewed the financials with the Board.

C. Proposal dated October 25, 2021, from Parker Elmore, President, Odyssey Advisors, regarding GASB 74-75 Actuarial and Consulting Services. Mr. Arn noted that this proposal fulfills a requirement for the Authority’s annual audit because there is one former employee who receives a post-employment benefit.

D. Proposal dated October 26, 2021, from David Holmes, Capital Studio Architects, regarding the Dorsey Building elevator upgrade. Mr. Mainville told the Board that this project is included in the Capital Fund Program for next year. There have been expensive repairs to the elevator in recent years as the elevator is more than thirty (30) years old.

E. E-mail dated October 27, 2021, from Jeff Brining, Norwich Public Utilities, regarding Rate and Energy Cost Adjustments. Mr. Arn review the correspondence with the Board.

**Minutes of the Norwich Housing Authority – November 10, 2021 page 2**

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

**IV. Report of the Executive Director**

A. Bills – Mr. Lathrop moved and Ms. Patterson seconded the motion to approve the bills for September 2021 and October 2021. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had forty (40) vacancies as of October 1, 2021 and thirty-four (34) vacancies as of November 1, 2021. Ten (10) units were rented in September and nine (9) units were rented in October.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Dorsey Building Flooring Replacement - Hallways and Laundry Rooms project was awarded to B-T Tile & Carpet Company. Work began on September 15<sup>th</sup> with all hallway floors, wall base molding and carpet run off completed. Stairwell treads were installed this week. Quotes have been received to paint the interior Dorsey Building hallways and stairwells. A future project will be to add cameras in the Dorsey Building hallways. A grant application had been submitted for the Sunset Park renovation project and a reduced scope of work cost estimate has been compiled. Conference calls with CHFA and DOH have taken place and an on-site visit from representatives from CHFA is scheduled. The Rosewood Manor Roof/Gutter replacement project - Phase I will be funded from Community Development Block Grant PY 47 funds and State Elderly – Rosewood Manor reserves. This project will be bid in February 2022.

Mr. Lathrop moved and Ms. Patterson seconded the motion to award the Dorsey Building interior hallway and stairwell painting project to Kappri Painting, LLC for \$11,210.00. Motion carried unanimously.

D. Housing Choice Voucher Portfolio Reports - As of October 1, 2021, the total portfolio was 480 Housing Choice Vouchers and as of November 1, 2021, the total portfolio was 482 Housing Choice Vouchers.

E. Procurement Log – No items were on the October 5, 2021 procurement log. Mr. Arn noted the following item on the November 3, 2021 procurement log: replacement of the copier / printer at the maintenance office.

F. Other items – Mr. Arn asked the Board if it wanted to hold a Holiday Dinner for the Board and employees this year. Mr. Lathrop moved and Ms. Patterson seconded the motion to have a Board and employee Holiday Dinner. Motion carried unanimously.

**Minutes of the Norwich Housing Authority – November 10, 2021 page 3**

Mr. Arn noted that the City of Norwich's Calendar Year 2022 Holiday Observances memo did not include the new Federal holiday Juneteenth Independence and Freedom Day which is celebrated on June 19<sup>th</sup>. Chairman Bergren asked if Mr. Arn would contact the City's Director of Human Resources for clarification.

Mr. Arn distributed a letter he sent on October 13, 2021 to the State of Connecticut's Office of the Comptroller, Retirement Services Division regarding the Authority's participation in the Connecticut Municipal Employee Retirement System (CMERS). He noted that one previous employee had not participated in CMERS but did belong to the City of Norwich's pension plan.

Mr. Arn noted that Jason Geel, Maletta and Company, the Authority's auditors, were reviewing the Fiscal Year 2021 files and accounts and noted no issues.

Mr. Arn stated that there was an isolated incident in October involving a resident and that it was now being investigated by the Norwich Police Department.

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-21-11-1580 to contract with Capital Studio Architects for the Dorsey Building elevator upgrade project. Mr. Lathrop seconded the motion.

Roll call vote:

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

Motion carried unanimously.

E. Commission Members

F. Other

**VII. Executive Session**

No executive session was held.

**VIII. Adjournment**

There being no further business to discuss, Ms. Patterson moved and Ms. Lunt seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 6:08 PM.

Respectfully submitted,

---

Jeffrey S. Arn  
Executive Director

Minutes approved on December 8, 2021

---

Alan H. Bergren  
Chairman