

**MINUTES OF THE REGULAR MEETING
OF THE NORWICH HOUSING AUTHORITY
HELD THURSDAY, NOVEMBER 12, 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, Thursday, November 12, 2020.

I. Roll Call

Chairman Bergren called the meeting to order at 4:40 PM and the following answered present:

Mary Ellen Lunt
Frances Patterson
Alan Bergren

Wilma Sullivan was excused.

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 October 12, 2020. Motion carried unanimously.

III. Communications

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

B. Quarterly financial reports for September 30, 2020. Miss Drag reviewed the financial statements with the Board.

Ms. Patterson moved and Ms. Lunt seconded the motion to receive Communication B. 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 October 2020. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 19 vacancies as of November 2, 2020.

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C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Rosewood Manor Ductless Splits and Electrical Upgrade Project – Phase IV will be bid at the end of January or early February 2021 with a start date in May 2021. This will complete the installation of the ductless splits project at Rosewood Manor. The Main Office Renovation and Expansion project was awarded to Nosal Builders, Inc. A Notice to Proceed will be signed when the permits for the project are secured. 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. A grant application had been submitted for the Sunset Park renovation project and a reduced scope of work cost estimate is being compiled.

D. Section 8 Voucher Portfolio Reports - As of October 1, 2020 the total portfolio was 497 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following items: Heating System Pump installation at Oakwood Knoll; Boiler Cleaning and Repair at Oakwood Knoll; the Schwartz Manor main electrical connection and transformer rewiring. Mr. Arn and Mr. Mainville reviewed the items with the Board.

F. Other items – None.

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

V. Unfinished Business

None.

VI. New Business

A. Commission Members – None.

B. Other – None.

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 5:15 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on December 9, 2020

Alan H. Bergren
Chairman