

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, JANUARY 10, 2024**

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, January 10, 2024.

**I. Roll Call**

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

Benjamin Lathrop  
Frances Patterson  
Mary Ellen Lunt  
Alan Bergren

Kenneth Scandariato was excused.

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

Ms. Lunt moved and Ms. Patterson seconded the motion to add under III. Communications E. Memo dated January 10, 2024 from Jeffrey Arn, Executive Director, regarding monthly Contract Rents for Norwich Housing Authority (“NHA”) State properties when leased to a Housing Choice Voucher holder. Motion carried unanimously.

Ms. Lunt moved and Ms. Patterson seconded the motion to add under VI. New Business B. Resolution R-24-01-1675 to adopt the monthly Contract Rents for NHA State properties when leased to a Housing Choice Voucher holder. Motion carried unanimously.

**II. Minutes**

A. Ms. Lunt moved and Ms. Patterson seconded the motion to adopt the minutes of the special meeting held on December 13, 2023. Motion carried unanimously.

B. Ms. Patterson moved and Ms. Lunt seconded the motion to adopt the minutes of the regular meeting held on December 13, 2023. Motion carried unanimously.

### **III. Communications**

A. Community Comment / Public Comment – None.

B. Quarterly reports for the period ended December 31, 2023.

C. Resident Services Coordinator (“RSC”) job description. Mr. Arn noted that there is a part-time Federal RSC position and a part-time State RSC position. Both positions are currently vacant. This job description combines both positions into a full-time RSC position.

D. Memo dated January 4, 2024 from Jeffrey Arn, Executive Director, regarding 2024 Conferences and Travel. Mr. Arn reviewed the memo with the Board. Ms. Lunt moved and Ms. Patterson seconded the motion to approve the Executive Director’s 2024 Conference and Travel attendance schedule as listed in the memo. Motion carried unanimously.

E. Memo dated January 10, 2024 from Jeffrey Arn, Executive Director, regarding monthly Contract Rents for Norwich Housing Authority (“NHA”) properties leased to Housing Choice Voucher holders. Mr. Arn noted that a Rent Reasonable study was performed by Affordable Housing to determine the appropriate contract rents for the NHA’s State properties when leased to a Housing Choice Voucher holder.

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 – Ms. Lunt moved and Ms. Patterson seconded the motion to approve the bills for December 2023. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 18 vacancies as of January 3, 2024 and 7 units were leased in December. There is a waiting list for all properties.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Dorsey Building Emergency Generator replacement project was awarded to Rock-Vern Electric. Installation was completed December 21<sup>st</sup> with start-up and testing taking place on January 8<sup>th</sup>. This project is now complete. The Sunset Park exterior renovation project started July 24, 2023. The roofing portion, cement front patios, blown-in insulation, new windows and new wood back decks of the project have been completed. The siding removal, abatement, and residing portion of the project is 60% complete along with new gutters, new entry doors and new storm doors. Sidewalk and driveway replacement with take place in the Spring using contingency funds. PAC Group is the Construction Manager for this project. The City Council approved funding the Rosewood Manor siding and

exterior wrapping project at its June meeting. Capital Studio Architects (“CSA”) has completed the plans and specifications. This project will be out to bid on January 15, 2024. A pre-bid walk-through will be held on January 24<sup>th</sup> and a bid opening is scheduled for February 9<sup>th</sup>. CSA is also developing plans for the building and site renovations project at Westwood Park and Dorsey Building. Funding for this project will come from the 2023 Federal Capital Fund Program and it is anticipated that this project will be bid in the early spring.

D. Housing Choice Voucher Portfolio Report - As of January 1, 2024, the total portfolio was 464 Housing Choice Vouchers (“HCV”). The HCV waiting list will be opened for one week from January 8 through January 12, 2024. Pre-applications are being completed on-line. Affordable Housing is the contractor that will process the pre-applications, perform the lottery selections and maintain the waiting list.

E. Procurement Log – Weekly cleaning of various housing authority properties, community rooms and on-call cleaning of vacant apartments; purchase of an iPad for the Maintenance Supervisor; purchase of three (3) snow blowers.

F. Other items –

Funding availability regarding housing for Homeless Veterans.

A meeting with the Veterans’ representative to discuss housing options will be scheduled. Mr. Arn noted that he will pursue opportunities for housing for veterans.

Mr. Arn stated that the Occupancy Specialist position was filled and will be starting in February, the Maintenance Mechanic B position was filled and started this week and that the full-time RSC position has been advertised. Pricing for four (4) new maintenance vehicles will be on the Board’s agenda next month. He also reminded the Commissioners that should they received a phone call from a resident or voucher holder with an issue or complaint that they refer the resident or voucher holder to call the main office.

Ms. Lunt moved and Ms. Patterson 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-24-01-1674 to approve a job description for a full-time Resident Services Coordinator. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-24-01-1675 to approve the contract rents for Housing Choice Voucher holders leasing a State NHA property. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

C. Commission Members – None.

D. 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 5:13 PM.

Respectfully submitted,

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Jeffrey S. Arn  
Executive Director

Minutes approved on February 14, 2024

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Alan H. Bergren  
Chairman