

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JANUARY 11, 2023**

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 11, 2023.

I. Roll Call

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

Kenneth Scandariato
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. Mr. Scandariato moved and Ms. Lunt seconded the motion to adopt the minutes of the special meeting held on December 14, 2022. Motion carried unanimously.

B. Mr. Scandariato moved and Ms. Patterson seconded the motion to adopt the minutes of the regular meeting held on December 14, 2022. The minutes should reflect that the meeting started at 4:50 PM. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

B. Letter dated December 8, 2022 from David Holmes, Partner, Capital Studio Architects, regarding a proposal for the Exterior Envelope Renovations to Rosewood Manor. Mr. Mainville noted that a cost proposal is needed to submit with the Community Development Block Grant (CDBG) application for Project Year (PY) 49 that is due February 10, 2023.

Ms. Patterson moved and Mr. Scandariato seconded the motion to receive Communication B. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Patterson moved and Ms. Lunt seconded the motion to approve the bills for December 2022. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 22 vacancies as of January 1, 2023 and 6 units were leased in December.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. Renovation work at 29 Quarto Road, which had been damaged by fire, is on-going. The exterior work has been completed. The interior work—painting, trim detail and kitchen cabinet installation—has started. A contract signing took place on August 22, 2022 with JLY Construction Managers for the Dorsey Building Elevator Upgrade Project. A Notice to Proceed will be executed once the lead time items arrive. An anticipated start date for this project is now March and will be funded from the 2022 Federal Capital Fund Program. The State of Connecticut Bond Commission approved funding for the Sunset Park exterior renovation project at its meeting held on December 8, 2022. The contracts and agreements related to this project with the Department of Housing (DOH) and the Connecticut Housing Finance Authority (CHFA) will be executed within the next few months. PAC Group is the Construction Manager for the Sunset Park exterior renovation project. The Rosewood Manor Roof/Gutter replacement project – Phase II will be out to bid on January 17, 2023 with a bid opening scheduled for February 2, 2023. Capital Studio Architects will be compiling cost proposals for the Rosewood Manor siding and exterior wrapping project and the building and site renovations project at Westwood Park and Dorsey Building.

D. Housing Choice Voucher Portfolio Report - As of January 1, 2023, the total portfolio was 485 Housing Choice Vouchers.

E. Procurement Log – There are no new contracts on the procurement log for last month.

F. Other items – Mr. Arn noted that he and Mr. Mainville met with Sydney Phelps, Director of Community Development for the City of Norwich. He informed the Board that he has been appointed to the Housing Authority Insurance (HAI) Sales, Marketing and Research Committee, which will require his attendance at its meetings. He stated that the part-time Federal Resident Services Coordinator (RSC) had resigned and that the position was being advertised. He also asked if Board members were going to attend the February NERC-NAHRO Mid-Winter Conference and Exhibition at the Mohegan Sun Convention Center as he would complete their registration for the conference.

Mr. Scandariato 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. Mr. Scandariato moved to adopt Resolution R-23-01-1640 to accept a proposal from Capital Studio Architects for the Exterior Envelope Renovations at Rosewood Manor, a State Elderly development. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

B. Commission Members – Mr. Lathrop discussed his desire for the Executive Director to investigate funding availability to develop additional housing in Norwich for Homeless Veterans. The Board agreed this was an admirable pursuit and Chairman Bergren requested that this item be put on the agenda for the next Board meeting.

C. Other – None.

VII. Executive Session

A. Executive Director Contract Discussion.

Mr. Scandariato moved and Ms. Patterson seconded the motion to enter into Executive Session at 4:50 PM to discuss the Executive Director's contract. Motion carried unanimously. Mr. Scandariato moved and Ms. Lunt seconded the motion to exit the Executive Session at 5:10 PM. Motion carried unanimously. The Chairman noted that no votes were taken in Executive Session.

VIII. Adjournment

There being no further business to discuss, Ms. Patterson moved and Mr. Scandariato 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 February 8, 2023

Alan H. Bergren
Chairman