

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JANURAY 12, 2022**

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 12, 2022.

Ms. Patterson moved and Ms. Lunt seconded the motion to elect Commissioner Lathrop as Acting Chairman for the January 12, 2022, meeting in the absence of Chairman Bergren. Motion carried unanimously.

I. Roll Call

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

Mary Ellen Lunt
Frances Patterson
Benjamin Lathrop

Alan Bergren was excused.

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

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

III. Communications

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

B. Memos dated January 4, 2022, from Joanne M. Drag, Finance Director, to Jeffrey S. Arn, Executive Director, regarding tenant’s accounts receivable write-offs. Mr. Arn and Miss Drag reviewed the write-offs with the Board.

C. State Elderly, State Moderate and State Affordable Management Plans for Fiscal Year 2023 (April 1, 2022 – March 31, 2023). Miss Drag reviewed the State Management Plans with the Board.

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D. Federal Low Income Public Housing Operating Budget for Fiscal Year 2023 (April 1, 2022 – March 31, 2023). Miss Drag reviewed the Federal budget with the Board.

E. Revised job descriptions for the Senior Property Manager and Property Manager. Mr. Arn noted the changes in the job descriptions and reviewed the changes with the Board.

F. Job description for the Property Management Assistant. Mr. Arn noted that this is a new position and reviewed the job duties with the Board.

Ms. Patterson moved and Ms. Lunt seconded the motion to receive communications B. through F. 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 2021. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 25 vacancies as of January 3, 2022. 12 units were rented in December.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The interior Dorsey Building hallways and stairwells painting project began on December 6th and is now complete. Capital Studio Architects are working on the plans and specifications to upgrade the Dorsey Building elevator. 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 was cancelled. 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 advertised on January 18th with bids due on February 3rd.

D. Housing Choice Voucher Portfolio Reports - As of January 1, 2022, the total portfolio was 483 Housing Choice Vouchers. Mr. Arn informed the Board that the Housing Choice Voucher waiting list will be re-opened in the Spring and that he is requesting information from vendors who specialize in electronically receiving applications, performing a lottery selection and maintaining a waiting list.

E. Procurement Log – No items were on the January 1, 2022 procurement log.

F. Other items – Mr. Arn noted that the Fiscal Year 2021 audit report was available. He has asked Jason Geel, Maletta and Company, to review the report with the Board at its next meeting.

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

Ms. Patterson moved and Ms. Lunt seconded the motion to adopt Resolutions R-22-01-1583 through Resolution R-22-01-1588 as a group. Motion carried unanimously.

A. Ms. Patterson moved to adopt Resolution R-22-01-1583 to write off vacated uncollectible tenants' accounts receivable in the Federal Program; B. Resolution R-22-01-1584 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program–Schwartz Manor; C. Resolution R-22-01-1585 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program–Eastwood Court; D. Resolution R-22-01-1586 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program–Rosewood Manor; E. Resolution R-22-01-1587 to write off vacated uncollectible tenants' accounts receivable in the State Moderate Program; F. Resolution R-22-01-1588 write off vacated uncollectible tenants' accounts receivable in the State Affordable Program. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Lathrop

Nays - None

Motion carried unanimously.

Ms. Patterson moved and Ms. Lunt seconded the motion to adopt Resolutions R-22-01-1589 through Resolution R-22-01-1593 as a group. Motion carried unanimously.

G. Ms. Patterson moved to adopt Resolution R-22-01-1589 to approve the State Elderly Management Plan–Schwartz Manor for Fiscal Year 2023 (April 1, 2022–March 31, 2023); H. Resolution R-21-01-1590 to approve the State Elderly Management Plan–Eastwood Court for Fiscal Year 2023 (April 1, 2022–March 31, 2023); I. Resolution R-22-01-1591 to approve the State Elderly Management Plan – Rosewood Manor for Fiscal Year 2023 (April 1, 2022–March 31, 2023); J. Resolution R-22-01-1592 to approve the State Moderate Management Plan–Melrose Park, Sunset Park, John F. Kennedy Heights I, Hillside Terrace for Fiscal Year 2023 (April 1, 2022–March 31, 2023); K. Resolution R-22-01-1593 to approve the State Affordable Management Plan–John F. Kennedy Heights II for Fiscal Year 2023 (April 1, 2022–March 31, 2023). Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Lathrop
Nays - None

Motion carried unanimously.

L. Ms. Lunt moved to adopt Resolution R-22-01-1594 to approve the Federal Low Income Housing Program Operating Budget for FY 2023 (April 1, 2022 - March 31, 2023). Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Lathrop
Nays - None

Motion carried unanimously.

M. Ms. Patterson moved to adopt Resolution R-22-01-1595 to apply for the City of Norwich Community Development Block Grant funding for Program Year 48 to replace roofs, gutters and downspouts – Phase II - at Rosewood Manor, 335 Hamilton Avenue, Norwich. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Lathrop
Nays - None

Motion carried unanimously.

N. Ms. Patterson moved to adopt Resolution R-22-01-1596 to adopt the revised job descriptions for the Senior Property Manager and Property Manager. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Lathrop
Nays - None

Motion carried unanimously.

O. Ms. Patterson moved to adopt Resolution R-22-01-1597 to adopt the job description for the Property Management Assistant. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Lathrop
Nays - None

Motion carried unanimously.

P. Commission Members – Ms. Lunt thanked the Board for its donation in memory of her mother and sister.

Q. 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 5:20 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on February 9, 2022

Alan H. Bergren
Chairman