

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, FEBRUARY 8, 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, February 8, 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. Ms. Patterson moved and Mr. Scandariato seconded the motion to adopt the minutes of the regular meeting held on January 11, 2023. Motion carried unanimously.

**III. Communications**

A. Community Comment / Public Comment - Greg Engel, President, UE Local 222, CILU #37, addressed the Board. On behalf of the Authority’s Maintenance Mechanics he thanked the Board for recognizing the Juneteenth holiday. He also expressed his thanks for the new equipment that had been purchased to support the maintenance operations of the Authority.

B. Letter dated January 30, 2023 from Mark R. Fields, regarding an apartment complex project at 168 Corning Road. Mr. Arn noted that the Authority declined participation in this proposed project at its meeting held on September 8, 2021. The proposed forty (40) unit complex does not support the mission of the Authority to provide low income housing and access to this complex through Rosewood Manor would be a detriment to the residents because of the increased traffic flow. Mr. Scandariato also noted the low water pressure in that area would result in inadequate fire protection. It was the consensus of the Board that the proposed apartment complex would not be in the best interest of the Authority and requested the Executive Director send a letter to Mr. Fields denying access to the Authority’s cul-de-sac at Rosewood Manor in order to excavate the

## **Minutes of the Norwich Housing Authority – February 8, 2023 page 2**

existing piping and deny the Right of Way from 168 Corning Road to the end of said cul-de-sac.

C. Federal Low Income Public Housing Operating Budget for Fiscal Year 2024 (April 1, 2023 – March 31, 2024). Miss Drag reviewed the proposed budget with the Board.

D. Memo dated February 1, 2023 from Jeffrey Arn, Executive Director, regarding attendance at various conference in 2023. Mr. Arn reviewed the memo with the Board. Mr. Scandariato moved and Ms. Patterson seconded the motion to approve the Executive Director's conference schedule as listed in the memo. Motion carried unanimously.

E. Letter from David Holmes, Capital Studio Architects, regarding the Rosewood Manor Roof Replacement Project – Phase II bid responses. Mr. Mainville reviewed the bid results with the Board. This project will complete the Rosewood Manor roof replacement project and, weather permitting, will start the end of March.

Ms. Patterson moved and Ms. Lunt seconded the motion to receive Communications A. – E. 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 January 2023. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 26 vacancies as of February 1, 2023 and 6 units were leased in January.

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 bids for the Rosewood Manor Roof/Gutter replacement project – Phase II were opened on 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.

**Minutes of the Norwich Housing Authority – February 8, 2023 page 3**

D. Housing Choice Voucher Portfolio Report - As of February 1, 2023, the total portfolio was 487 Housing Choice Vouchers.

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

F. Other items –  
Funding availability regarding housing for Homeless Veterans.

Mr. Arn will pursue opportunities for housing for veterans.

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-23-02-1641 to approve the Federal Low Income Housing Program Operating Budget for FY 2024 (April 1, 2023 - March 31, 2024). Mr. Scandariato seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

B. Mr. Scandariato moved to adopt Resolution R-23-02-1642 to award the Rosewood Manor Roof Replacement Project – Phase II to 4 You LLC, 1039 Racebrook Road, Woodbridge, CT 06525. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

## **Minutes of the Norwich Housing Authority – February 8, 2023 page 4**

Ms. Patterson moved and Mr. Scandariato seconded the motion to suspend the rules and add Resolution R-23-02-1643 regarding an Assistance Agreement with the Connecticut Housing Finance Authority for the purpose of obtaining financial assistance for the renovation and rehabilitation of Sunset Park. Motion carried unanimously.

C. Ms. Patterson moved to adopt Resolution R-23-02-1643 to enter into an Assistance Agreement with the Connecticut Housing Finance Authority for the purpose of obtaining financial assistance for the renovation and rehabilitation of Sunset Park. Mr. Scandariato seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

D. Commission Members – Mr. Lathrop thanked the staff and Board members for their time and commitment to the Authority. Ms. Patterson commended the Maintenance staff for all their hard work to maintain the properties.

E. Other – None.

### **VII. Executive Session**

A. Executive Director Contract Discussion.

Ms. Patterson moved and Ms. Lunt seconded the motion to enter into Executive Session at 5:20 PM to discuss the Executive Director's contract. Motion carried unanimously. Ms. Lunt moved and Mr. Scandariato seconded the motion to exit the Executive Session at 5:40 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. Lunt moved and Mr. Scandariato seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:41 PM.

Respectfully submitted,

---

Jeffrey S. Arn  
Executive Director

Minutes approved on March 8, 2023

---

Alan H. Bergren  
Chairman