

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, MARCH 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, March 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 February 8, 2023. Motion carried unanimously.

**III. Communications**

A. Community Comment / Public Comment – None.

B. Revised / Restated Affirmative Action Policy Statement; C. Revised / Restated Fair Housing Policy Statement; D. Revised / Restated Equal Employment Opportunity, Non-Discrimination and Non-Harassment Policy; E. Revised / Restated Americans with Disabilities Act (“ADA”) Notice; F. Revised / Restated Americans with Disabilities Act (“ADA”) Grievance Procedure. Miss Drag reviewed the policies with the Board.

G. Memo dated February 28, 2023, from Jeffrey Arn, Executive Director, regarding the Executive Director’s Employment Agreement. Mr. Arn noted that the changes were reviewed by the Authority’s labor attorney.

Mr. Scandariato moved and Ms. Patterson seconded the motion to receive Communications B. through G. 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 February 2023. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 20 vacancies as of March 1, 2023 and 10 units were leased in February.

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 complete and the unit has been rented. 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 on March 9<sup>th</sup>. This project 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 start on March 20<sup>th</sup> weather permitting. 4 You LLC is the contractor for that project. 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 March 1, 2023, the total portfolio was 487 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following item was listed on the Procurement Log: Behavioral Health Connecticut, LLC regarding the renewal of the Employee Assistance Program.

F. Other items –

Funding availability regarding housing for Homeless Veterans.

Mr. Arn noted that he will pursue opportunities for housing for veterans. On February 16, 2023 a letter was sent to Mr. Mark R. Fields denying his request to grant a right of way through Rosewood Manor, 335 Hamilton Avenue. On February 3, 2023 the Department of Housing and Urban Development (HUD) released the Public Housing Assessment System (PHAS) score for the Fiscal Year End March 31, 2022. The Authority attained a PHAS total score of 96 and a Designation Status as a High Performer.

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. Ms. Patterson moved to adopt Resolution R-23-03-1644 regarding a pay increase for nonunion employees effective April 1, 2023 . Ms. Lunt seconded the motion. It was noted that the pay increase stated in the resolution for the for nonunion employees includes the Executive Director.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-23-03-1645 reaffirming / restating the Authority’s Affirmative Action Policy Statement, Fair Housing Policy Statement, Equal Employment Opportunity, Non-Discrimination and Non-Harassment Policy, Americans with Disabilities Act Notice and Americans with Disabilities Act Grievance Procedure. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

C. Ms. Patterson moved to adopt Resolution R-23-03-1646 to set the cable tv rate charge for April 1, 2023 - March 31, 2024. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

D. Ms. Patterson moved to adopt Resolution R-23-03-1647 regarding an Employment Agreement with the Executive Director. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren  
Nays - None

Motion carried unanimously.

E. Commission Members – Mr. Scandariato stated that he toured the properties with Mr. Arn and Mr. Mainville and noted how organized and well maintained the facilities were.

F. Other – None.

## **VII. Executive Session**

None.

## **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 5:10 PM.

Respectfully submitted,

---

Jeffrey S. Arn  
Executive Director

Minutes approved on April 12, 2023

---

Alan H. Bergren  
Chairman