

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, MARCH 13, 2019**

The Board of Commissioners (“Board”) of the Norwich Housing Authority (“Authority”) met in regular session at the main office of the Norwich Housing Authority, 10 Westwood Park, Norwich, Connecticut, at 4:30 PM, Wednesday, March 13, 2019.

**I. Roll Call**

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

Charlie Magnan  
Alice Cunningham  
Wilma Sullivan  
Alan Bergren

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

Chairman Bergren asked for a moment of silence to honor Hector R. Baillargeon who died on March 8, 2019. Mr. Baillargeon was appointed to the Board on March 22, 1996 and served until April 12, 2018. He was elected as Chairman of the Board on April 11, 2001 and served continuously in that capacity until his retirement from the Board.

Ms. Sullivan moved and Ms. Magnan seconded the motion to move VI. New Business, J. Community Portion of Meeting to the next agenda item. Motion carried unanimously.

**VI. New Business**

**J. Community Portion of Meeting**

Chairman Bergren asked if anyone would like to speak at this time.

Don Brown, apartment 212, Dorsey Building, Westwood Park asked to address the Board. He suggested that a meeting be held with the residents regarding the non-smoking policy. He feels that everyone should comply with the policy at all times.

There were no other comments.

Ms. Sullivan moved and Ms. Cunningham seconded the motion to resume the agenda order. Motion carried unanimously.

Mr. Rucker joined the meeting at 4:40 p.m.

**II. Minutes**

A. Ms. Magnan moved and Ms. Cunningham seconded the motion to adopt the minutes of the regular meeting held on February 13, 2019. Motion carried unanimously.

**III. Communications**

A. Financial Statements review with Teresa Ewald, Fenton, Ewald and Associates, P.C., 280 Hillside Avenue, Needham, MA. Ms. Ewald presented a draft of a consolidated agency wide financial report, reviewed the same with the Board and answered questions.

B. Letter dated February 15, 2019 from Randy Shibilo, Pastor, Norwich Assembly of God regarding a proposal for a children’s Vacation Bible School. The Board requested the Executive Director develop a Community Space Use Policy before considering Pastor Shibilo’s proposal.

C. Memo dated March 6, 2019 from John Mainville, Modernization Coordinator, regarding the Rosewood Manor Ductless Split Heating and Cooling Project and Electrical Panel Upgrades. Mr. Mainville reviewed the memo with the Board and answered questions.

D. Revised / Restated Affirmative Action Policy Statement.

E. Revised / Restated Fair Housing Policy Statement.

F. Revised / Restated Americans with Disabilities Act (“ADA”) Notice.

G. Revised / Restated Americans with Disabilities Act (“ADA”) Grievance Procedure.

H. Revised / Restated Equal Employment Opportunity and Non-Discrimination Policy.

Miss Drag noted that the policies listed above were reviewed by Attorney Jennifer Dixon, Kainen, Escalera and McHale, P.C.

I. Certification to Affirmatively Further Fair Housing–Exhibit–10.5 to be submitted with the State-Sponsored Housing Portfolio application for Sunset Park.

J. Letter from David Holmes, Capital Studio Architects, recommending PAC Group, LLC to be the Construction Manager at Risk for the Sunset Park project.

Ms. Magnan moved and Mr. Rucker seconded the motion to receive Communications A. through J. Motion carried unanimously.

**IV. Report of the Executive Director**

A. Bills – Ms. Magnan moved and Ms. Cunningham seconded the motion to approve the bills for February 2019. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 38 vacancies as of March 4, 2019. There are nine (9) units that are not being leased as those units are part of the Eastwood Court and Schwartz Manor rehabilitation projects. He is currently meeting with staff to address the number of vacant units in the Authority’s portfolio.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Authority was awarded a State Sponsored Housing Portfolio (“SSHP”) grant from the State of Connecticut Department of Housing (“DOH”) for renovations to Eastwood Court. The PAC Group is the construction manager for this project. Renovation work started on October 9, 2018. The rehabilitation of the next five units (units 16-20) began on March 4<sup>th</sup> and completion is expected by April 26<sup>th</sup> with the residents moving back to their units the following week. The next phase (units 21-25) will be the final phase. The project is expected wrap up in June. The SSHP application for Schwartz Manor was submitted on April 27, 2018. CHFA notified the Authority on August 21, 2018 that the project was selected for funding. This project is subject to State of Connecticut Bond Commission approval. The scope of Schwartz Manor project has been greatly reduced due to funding constraints. The Authority was also awarded a predevelopment grant for Sunset Park. Capital Studio Architects is developing plans and specifications for the Sunset Park interior and exterior renovation project and Eagle Environmental has been conducting preliminary testing. It is anticipated that a SSHP grant application will be submitted on April 26, 2019 for renovations to Sunset Park. The Authority had issued a Request for Qualifications (RFQ) for a Construction Manager at Risk for this project. There is a resolution on the agenda to enter into a contract with the recommended company. The Rosewood Manor Ductless Split heating and cooling project – Phase II is scheduled to start on March 18<sup>th</sup>. A Community Development Block Grant application was submitted in February for Phase III of this project. The Window Replacement Project at Oakwood Knoll is being designed by Capital Studio Architects. This project will be bid in the summer 2019.

D. Section 8 Voucher Portfolio Reports - As of March 1, 2019, the total portfolio was 510 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted that there were no items for the Procurement Log.

F. Other items – Mr. Arn distributed a draft of a Community Space Use Policy for the Board to review.

Ms. Cunningham moved and Ms. Magnan seconded the motion to receive items B. through F. above. Motion carried unanimously.

**V. Unfinished Business**

None.

**VI. New Business**

A. Ms. Magnan moved to adopt Resolution R-19-03-1469 regarding a pay increase for nonunion employees effective April 1, 2019. Ms. Cunningham seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Cunningham, Sullivan, Bergren  
Nays - None

Motion carried unanimously.

B. Ms. Magnan moved to adopt Resolution R-19-03-1470 to approve a change order to install sixteen (16) additional ductless split heating and cooling units and electrical panel upgrades at Rosewood Manor. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Cunningham, Sullivan, Bergren  
Nays - None

Motion carried unanimously.

C. Ms. Magnan moved to adopt the following: Resolution R-19-03-1471 reaffirming / restating the Authority's Affirmative Action Policy Statement, Fair Housing Policy Statement, Americans with Disabilities Act Notice and Americans with Disabilities Act Grievance Procedure; D. Resolution R-19-03-1472 reaffirming / restating the Authority's Equal Employment Opportunity and Non-Discrimination Policy; E. Resolution R-19-03-1473 to file a grant application with the State of Connecticut Department of Housing and the Connecticut Housing Finance Authority relative to Sunset Park; F. Resolution R-19-03-1474 to certify to a Fair Housing Action Plan for Sunset Park. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Cunningham, Sullivan, Bergren  
Nays - None

Motion carried unanimously.

G. Ms. Magnan moved to adopt Resolution R-19-03-1475 to contract with the PAC Group, LLC, for preconstruction services and construction management services relative to renovation work at Sunset Park. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Cunningham, Sullivan, Bergren

Nays - None

Motion carried unanimously.

H. Ms. Magnan moved to adopt Resolution R-19-03-1476 to into agreements for On-Call Plumbing / HVAC Services, On-Call Electrician Services and On-Call Painting Services in accordance with the Authority's Procurement Policy. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Cunningham, Sullivan, Bergren

Nays - None

Motion carried unanimously.

I. Commission Members – The Board discussed changing the agenda order to accommodate anyone wishing to address the Board under the Community Portion of Meeting. Ms. Magnan moved and Mr. Rucker seconded the motion to change the agenda order to move the Community Portion of Meeting to be the first item on the agenda under Communications. Motion carried unanimously.

K. Other – None.

## **VII. Executive Session**

No executive session was held.

**VIII. Adjournment**

There being no further business to discuss, Ms. Magnan moved and Ms. Sullivan seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:40 PM.

Respectfully submitted,

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Jeffrey S. Arn  
Executive Director

Minutes approved on April 10, 2019

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Alan H. Bergren  
Chairman