

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, APRIL 10, 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, April 10, 2019.

**I. Roll Call**

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

Charlie Magnan  
Marion Rucker  
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.

**II. Election of Officers**

Ms. Sullivan moved and Ms. Magnan seconded the motion that, in accordance with the amended by-laws of the Norwich Housing Authority, the following Commissioners be elected as officers of the Authority for a one year period, or until their successors are elected and qualified:

Alan H. Bergren, Chairman  
Wilma Sullivan, Vice-Chairman  
Marion G. Rucker, Assistant Treasurer  
Charlie Magnan, Assistant Secretary  
Alice Cunningham, Resident Commissioner

Chairman Bergren asked if there were any other nominations. There were no other nominations. Motion carried unanimously.

**III. Minutes**

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

**IV. Communications**

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

B. Letter dated March 13, 2019 from Jennifer R. Gottlieb Elazhari, CT Public Housing Director, U.S. Department of Housing and Urban Development, approving the FY 2019 Annual Plan.

C. Memo dated March 20, 2019 from Jeffrey Arn, Executive Director, regarding revisions to the Authority’s Procurement Policy. Mr. Arn reviewed the changes with the Board.

D. Norwich Housing Authority’s Community Space Use Policy.

E. Section 8 Management Assessment Program (“SEMAP”) Certification form HUD-52648 for fiscal year ended March 31, 2019.

F. Application to Authorize Lowering Eligibility Age in State Elderly Developments to Fifty-Five (55).

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

**V. Report of the Executive Director**

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

B. Vacancy Reports – Mr. Arn noted that the Authority had 39 vacancies as of April 1, 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 last five units (units 21-25) began on April 1st and completion is expected by mid-May with the residents moving back to their units the following week. 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 later this year for renovations to Sunset Park. The Rosewood Manor Ductless Split heating and cooling project – Phase II started on March 18<sup>th</sup> and is expected to be completed in June. 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 April 1, 2019, the total portfolio was 511 Housing Choice Vouchers.

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

F. Other items – None.

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

## **VI. Unfinished Business**

None.

## **VII. New Business**

A. Ms. Magnan moved to adopt Resolution R-19-04-1477 to revise the Authority's Procurement Policy. Ms. Cunningham seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Ms. Sullivan moved to accept Resolution R-19-04-1478 to adopt a Community Space Use Policy. Ms. Cunningham seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Ms. Cunningham moved to adopt Resolution R-19-04-1479 to certify the Section 8 Management Assessment Program for March 31, 2019. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Cunningham, Sullivan, Bergren

Nays - None

Motion carried unanimously.

D. Ms. Cunningham moved to adopt Resolution R-19-04-1480 to submit an application to the Connecticut Housing Finance Authority to lower the eligibility age in the State Elderly developments to fifty-five (55) years old. Ms. Magnan seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Cunningham, Sullivan, Bergren

Nays - None

Motion carried unanimously.

E. Commission Members

F. Other - Mr. Arn distributed a draft of a Proposed Public Comment Policy for the Board to review. He also gave the Board the 2019 NERC/NAHRO Conference and Exhibition Registration form for the Board's consideration and requested permission to attend this conference. Ms. Magnan moved and Mr. Rucker seconded the motion to permit the Executive Director to attend this conference. Motion carried unanimously.

## **VII. Executive Session**

No executive session was held.

**VIII. Adjournment**

There being no further business to discuss, Ms. Magnan moved and Ms. Cunningham seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:00 PM.

Respectfully submitted,

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Jeffrey S. Arn  
Executive Director

Minutes approved on May 8, 2019

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Alan H. Bergren  
Chairman