

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, APRIL 12, 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, April 12, 2023.

I. Roll Call

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

Kenneth Scandariato
Mary Ellen Lunt
Frances Patterson
Alan Bergren

Benjamin Lathrop was excused.

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

Chairman Bergren asked for nominations for officers from the Board. Ms. Patterson nominated the following slate of officers:

Alan Bergren, Chairman
Mary Ellen Lunt, Vice-Chairman
Benjamin Lathrop, Assistant Treasurer
Kenneth Scandariato, Assistant Secretary
Frances Patterson, Resident Commissioner

Chairman Bergren asked if there were any other nominations. Hearing no other nominations, he closed nominations and asked for a motion to appoint the slate of officers as presented. Mr. Scandariato moved and Ms. Patterson seconded the slate of officers as presented be elected. Motion carried unanimously.

III. Minutes

A. Ms. Lunt moved and Mr. Scandariato seconded the motion to adopt the minutes of the regular meeting held on March 8, 2023. Motion carried unanimously.

IV. Communications

A. Community Comment / Public Comment – None.

B. Section 8 Management Assessment Program (“SEMAP”) Certification form for March 31, 2023. Mr. Arn reviewed the SEMAP certification form with the Board.

Ms. Patterson moved and Ms. Lunt seconded the motion to receive Communication B. Motion carried unanimously.

V. Report of the Executive Director

A. Bills – Ms. Patterson moved and Mr. Scandariato seconded the motion to approve the bills for March 2023. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 15 vacancies as of April 1, 2023 and 10 units were leased in March. There is a waiting list for all properties.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. A contract signing took place on August 22, 2022 with JLY Construction Managers for the Dorsey Building Elevator Upgrade Project. A Notice to Proceed was executed on March 9th. The elevator was taken out of commission on March 27, 2023. 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 month. PAC Group is the Construction Manager for the Sunset Park exterior renovation project. The Rosewood Manor Roof/Gutter replacement project – Phase II started on March 20th and is substantially complete. 4 You LLC is the contractor for that project. Capital Studio Architects (CSA) compiled a cost proposal for the Rosewood Manor siding and exterior wrapping project. A Community Development Block Grant (CDBG) application was submitted for funding this project and a meeting with the CDBG advisory board was held on March 30th. CSA is also developing plans for the building and site renovations project at Westwood Park and Dorsey Building. Funding for this project will come from the 2023 Federal Capital Fund Program. In anticipation of the start of the Sunset Park exterior renovation project, Mr. Arn said that quotes are being sought for tree removal and that he would bring the results to the May Board meeting. Mr. Mainville noted that quotes were also being requested for power washing building unit exterior siding at various sites.

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

E. Procurement Log – No items were listed.

F. Other items –

Funding availability regarding housing for Homeless Veterans.

Mr. Arn noted that he will pursue opportunities for housing for veterans.

Mr. Scandariato moved and Ms. Lunt seconded the motion to receive items B. through F. above. Motion carried unanimously.

VI. Unfinished Business

None.

VII. New Business

A. Ms. Patterson moved to adopt Resolution R-23-04-1648 to certify the Section 8 Management Assessment Program for March 31, 2023. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Scandariato, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-23-04-1649 to enter into an Assistance Agreement for the Sunset Park Exterior Rehabilitation project with the Connecticut Housing Finance Authority (“CHFA”). Mr. Scandariato seconded the motion.

Roll call vote:

Ayes – Scandariato, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

C. Commission Members – None.

D. Other – None.

VIII. Executive Session

None.

IX. Adjournment

There being no further business to discuss, Ms. Patterson moved and Mr. Scandariato seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 4:55 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on May 10, 2023

Alan H. Bergren
Chairman