

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, APRIL 14, 2021**

The Board of Commissioners (“Board”) of the Norwich Housing Authority (“Authority”) met in regular session at the Rosewood Manor Community Room, 335 Hamilton Avenue, Norwich, Connecticut, at 4:30 PM, Wednesday, April 14, 2021.

**I. Roll Call**

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

Mary Ellen Lunt  
Frances Patterson  
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. Lunt moved and Ms. Patterson seconded the motion that the current slate of officers be reelected. Chairman Bergren asked if there were any other nominations. Hearing no other nominations, he asked for a vote on the motion as presented that the current slate of officers be reelected. Motion carried unanimously.

**III. Minutes**

A. Ms. Patterson moved and Ms. Lunt seconded the motion to adopt the minutes of the regular meeting held on March 10, 2021. Motion carried unanimously.

Benjamin Lathrop joined the meeting at 4:40 p.m.

**IV. Communications**

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

B. U. S. Department of Housing and Urban Development - Section 8 Income Limits as of April 1, 2021. Mr. Arn noted that the income limits are set annually by HUD and there are resolutions on the agenda regarding the 2021 Federal and State income limits for admission and continued occupancy.

C. 2020 Federal Income Limits for admission and continued occupancy.

D. 2020 State Income Limits for admission and continued occupancy.

E. Application to Authorize Lowering Eligibility Age in State Elderly Developments to Fifty-Five (55). Miss Drag reviewed the application with the Board.

F. Memo dated April 6, 2021, from Jeffrey Arn, Executive Director, regarding revisions to the Housing Choice Voucher Administrative Plan. Mr. Arn discussed the revisions with the Board and answered questions regarding the revisions.

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

## **V. Report of the Executive Director**

A. Bills – Mr. Lathrop moved and Ms. Patterson seconded the motion to approve the bills for March 2021. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 25 vacancies as of April 1, 2021.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The contract signing for the Rosewood Manor Ductless Splits and Electrical Upgrade Project – Phase IV with Barry Associates took place on March 1, 2021. Barry Associates started the project on March 3, 2021 and completed it on April 7, 2021. The project included installing ductless split units in the Community Room and laundry room as a change order to the original contract. A rebate form has been submitted to Norwich Public Utilities for the ductless split units installed as part of this project. The Main Office Renovation and Expansion project was awarded to Nosal Builders, Inc. and is ongoing. This project will be completed in May. The future projects that are currently being designed will be to add cameras in the main office as part of the office renovation project, add cameras in the Dorsey Building hallways and to replace flooring in the Dorsey Building hallways and laundry rooms. A grant application had been submitted for the Sunset Park renovation project and a reduced scope of work cost estimate is being compiled. An application has been submitted to the City of Norwich for the Community Development Block Grant - Program Year 47 for the Rosewood Manor Roof/Gutter replacement project – Phase I. A presentation on this proposed project was held with the Community Development Advisory Committee on April 8, 2021.

Mr. Lathrop moved and Ms. Patterson seconded the motion to approve the change order to install the ductless split units in the Community Room and laundry room at Rosewood Manor. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of April 1, 2021, the total portfolio was 486 Housing Choice Vouchers.

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

F. Other items – None.

Ms. Patterson moved and Mr. Lathrop seconded the motion to receive items B. through E. above. Motion carried unanimously.

## **VI. Unfinished Business**

A. Memo dated April 7, 2021 from Jeffrey Arn, Executive Director, regarding a technical revision to Resolution R-21-03-1561. Ms. Lunt moved and Ms. Patterson seconded the motion to receive the memo. Motion carried unanimously.

B. Mr. Lathrop moved to adopt Revised Resolution R-21-03-1561 to amend the Executive Director's contract and add additional personal time to his benefit package. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

## **VII. New Business**

A. Ms. Patterson moved to adopt Resolution R-21-04-1562 to establish the 2021 Federal Income Limits for admission and continued occupancy. Mr. Lathrop seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-21-04-1563 to establish the 2021 State Income Limits for admission and continued occupancy. Mr. Lathrop seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

C. Ms. Patterson moved to adopt Resolution R-21-04-1564 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. Mr. Lathrop seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

D. Ms. Patterson moved to adopt Resolution R-21-04-1565 to amend the Housing Choice Voucher Administrative Plan – Chapters 6 and 11. Mr. Lathrop seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

E. Ms. Patterson moved to adopt Resolution R-21-04-1566 regarding electronic direct deposits. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

F. Commission Members – Mr. Lathrop acknowledged the staff and their dedication to the work of the Authority.

G. Other – The May 12, 2021 Board of Commissioners meeting will be held at the Westwood Park Community Room, 10 Westwood Park, Norwich.

**VIII. Executive Session**

No executive session was held.

**IX. Adjournment**

There being no further business to discuss, Ms. Patterson moved and Mr. Lathrop seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:30 PM.

Respectfully submitted,

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Jeffrey S. Arn  
Executive Director

Minutes approved on May 12, 2021

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Alan H. Bergren  
Chairman