

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, MAY 10, 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, May 10, 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  
Benjamin Lathrop  
Alan Bergren

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

Mr. Scandariato moved and Ms. Patterson seconded the motion to suspend the rules to add the following items to the agenda: III. Communications – F. Memo dated May 10, 2023 from Joanne M. Drag, Finance Director, regarding Vacated Tenant Accounts Receivable – Federal Low Income Public Housing and VI. New Business – D. R-23-05-1653 to write-off write off vacated uncollectible tenants accounts receivable in the Federal Program. Motion carried unanimously.

**II. Minutes**

A. Ms. Patterson moved and Mr. Scandariato seconded the motion to adopt the minutes of the regular meeting held on April 12, 2023. Motion carried unanimously.

**III. Communications**

A. Community Comment / Public Comment – None.

B. Application to Authorize Lowering Eligibility Age in State Elderly Developments to Fifty-Five (55). Miss Drag reviewed the application and the submission process with the Board and answered questions from the Board.

C. FY 2023 Financial Statements – Drafts (April 1, 2022 – March 31, 2023). Miss Drag discussed the financial statements with the Board and answered questions from the Board.

D. Quote Tabulation to replace nine (9) driveways at various State Moderate developments. Mr. Mainville reviewed the quotes with the Board.

E. Quote Tabulation to remove and trim trees at Sunset Park, a State Moderate development. Mr. Arn noted that Joseph Keith, Maintenance Supervisor, obtained the quotes for the tree removal at Sunset Park and that he and Mr. Mainville met with the City of Norwich's Tree Warden.

F. Memo dated May 10, 2023 from Joanne M. Drag, Finance Director, regarding Vacated Tenant Accounts Receivable – Federal Low Income Public Housing. Miss Drag reviewed the accounts with the Board.

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

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

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

B. Vacancy Reports – Mr. Arn noted that the Authority had 17 vacancies as of April 27, 2023 and 6 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 9<sup>th</sup>. The elevator was taken out of commission on March 27, 2023 and should be back on-line by the middle of May. 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) were executed on May 4, 2023. The anticipated start date is June once lead time materials arrive. PAC Group is the Construction Manager for the Sunset Park exterior renovation project. The Rosewood Manor Roof/Gutter replacement project – Phase II was completed on April 22, 2023. 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 30<sup>th</sup>. The CDBG advisory board approved the application and will recommend funding this project to the City Council. If approved by the City Council, CSA will complete the plans and specifications and this project will be bid in the Spring 2024. 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.

D. Housing Choice Voucher Portfolio Report - As of May 1, 2023, the total portfolio was 477 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn reviewed the Procurement Log with the Board. Three (3) quotes were received for power washing at Hillside Terrace and JFK I and the lowest proposal from Harbour Painting, New London was accepted. The work was completed the first week in May.

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.

## **V. Unfinished Business**

None.

## **VI. New Business**

A. Mr. Scandariato moved to adopt Resolution R-23-05-1650 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. Patterson seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-23-05-1651 to accept a quote from EB Asphalt & Landscaping, LLC to replace nine (9) driveways at the State Moderate developments. Mr. Scandariato seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Mr. Scandariato moved to adopt Resolution R-23-05-1652 to accept a quote from Barry Associates, Inc. to remove and trim trees at Sunset Park, a State Moderate development. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Scandariato, Lunt, Patterson, Lathrop, Bergren

Nays - None

Motion carried unanimously.

D. Ms. Patterson moved to adopt Resolution R-23-05-1653 to write-off write off vacated uncollectible tenants accounts receivable in the Federal Program. Mr. Scandariato seconded the motion.

Roll call vote:

Ayes – Scandariato, Lunt, Patterson, Lathrop, Bergren

Nays - None

Motion carried unanimously.

E. Commission Members – None.

F. Other – None.

## **VII. Executive Session**

None.

**VIII. 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 5:30 PM.

Respectfully submitted,

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Jeffrey S. Arn  
Executive Director

Minutes approved on June 14, 2023

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Alan H. Bergren  
Chairman