

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JUNE 14, 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, June 14, 2023.

I. Roll Call

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

Mary Ellen Lunt
Benjamin Lathrop
Alan Bergren

Kenneth Scandariato and Frances Patterson were excused.

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

II. Minutes

A. Ms. Lunt moved and Mr. Lathrop seconded the motion to adopt the minutes of the regular meeting held on May 10, 2023. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

B. U. S. Department of Housing and Urban Development - Section 8 Income Limits as of May 15, 2023; C. 2023 Federal Income Limits for admission and continued occupancy; D. 2023 State Income Limits for admission and continued occupancy. Miss Drag reviewed HUD’s income limits with the Board. HUD sets the income limits annually and the Authority uses those limits to set the admissions and continued occupancy for the Federal and State programs.

E. Memo dated May 26, 2023 from Joanne M. Drag, Finance Director, to Jeffrey S. Arn, Executive Director, regarding vacated tenants’ accounts receivable write-offs. Miss Drag noted that a moratorium had been placed on evictions during the Covid-19 pandemic and the Authority was prohibited from evicting tenants for non-payment of rent. Once the moratorium was lifted, the Authority began the eviction process for past due rent amounts.

F. Letter dated May 31, 2023 from Damares Reyes, Acting Division Director, HUD, Office of Public and Indian Housing regarding the Section 8 Management Assessment Program (SEMAP) score for Fiscal Year ending March 31, 2023. Mr. Arn noted that the Authority achieved a score of 100% and is designated a High Performer.

G. Memo dated June 5, 2023 from Jeffrey S. Arn, Executive Director, regarding purchase of a lawn mower. Mr. Arn reviewed the memo with the Board.

Ms. Lunt moved and Mr. Lathrop seconded the motion to receive Communications B. – G. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Mr. Lathrop moved and Ms. Lunt seconded the motion to approve the bills for May 2023. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 18 vacancies as of June 1, 2023 and 5 units were leased in May. 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. The Dorsey Building Elevator Upgrade Project has been completed. The elevator was returned to service on May 30th. 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 sometime in July once lead time materials arrive. PAC Group is the Construction Manager for the Sunset Park exterior renovation 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. 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 January 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. Three (3) quotes were received for the Dorsey Building emergency generator replacement. As noted in the Board resolution, the generator is more than 28 years old and in order to avoid costly repairs because of limited parts it should be replaced.

D. Housing Choice Voucher Portfolio Report - As of June 1, 2023, the total portfolio was 474 Housing Choice Vouchers.

E. Procurement Log – No items.

F. Other items –

Funding availability regarding housing for Homeless Veterans.

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

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

V. Unfinished Business

None.

VI. New Business

A. Ms. Lunt moved to adopt Resolution R-23-06-1654 to establish the 2023 Federal Income Limits for admission and continued occupancy. Mr. Lathrop seconded the motion.

Roll call vote:

Ayes – Lunt, Lathrop, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Lunt moved to adopt Resolution R-23-06-1655 to establish the 2023 State Income Limits for admission and continued occupancy. Mr. Lathrop seconded the motion.

Roll call vote:

Ayes – Lunt, Lathrop, Bergren

Nays - None

Motion carried unanimously.

C. Ms. Lunt moved to adopt Resolution R-23-06-1656 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program – Eastwood Court. Mr. Lathrop seconded the motion.

Roll call vote:

Ayes – Lunt, Lathrop, Bergren

Nays - None

Motion carried unanimously.

D. Ms. Lunt moved to adopt Resolution R-23-06-1657 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program – Rosewood Manor. Mr. Lathrop seconded the motion.

Roll call vote:

Ayes – Lunt, Lathrop, Bergren

Nays - None

Motion carried unanimously.

E. Ms. Lunt moved to adopt Resolution R-23-06-1658 to write off vacated uncollectible tenants' accounts receivable in the State Moderate Program. Mr. Lathrop seconded the motion.

Roll call vote:

Ayes – Lunt, Lathrop, Bergren

Nays - None

Motion carried unanimously.

F. Ms. Lunt moved to adopt Resolution R-23-06-1659 to accept a quote from Rock-Vern Electric, Inc. to replace the emergency generator located adjacent to the Dorsey Building.

Mr. Lathrop seconded the motion.

Roll call vote:

Ayes – Lunt, Lathrop, Bergren

Nays - None

Motion carried unanimously.

G. Commission Members – None.

H. Other – Ms. Lunt moved and Mr. Lathrop seconded the motion to approve the purchase of a Lazer Z X-Series Mower with accessories and to accept the quote from Gano's Power Equipment for \$19,373.00. Motion carried unanimously.

VII. Executive Session

None.

VIII. Adjournment

There being no further business to discuss, Ms. Lunt moved and Mr. Lathrop seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:20 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on July 12, 2023

Alan H. Bergren
Chairman