

**MINUTES OF THE SPECIAL MEETING
OF THE NORWICH HOUSING AUTHORITY
HELD TUESDAY, JUNE 16, 2020**

The meeting of the Board of Commissioners sought to comply with the directive of Executive Order 7B-1 issued by Governor Ned Lamont on March 14, 2020, together with any Executive Orders subsequently issued which pertain to such meetings.

To participate in the meeting the Board of Commissioners, staff and public used the Go To Meeting Conference phone number 1-866-899-4679 and access code 699-307-525 as noted on the Agenda for the meeting.

The Board of Commissioners (“Board”) of the Norwich Housing Authority (“Authority”) met in special session through the Go To Meeting conference call at 4:30 PM, Tuesday, June 16, 2020.

I. Roll Call

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

Frances Patterson
Charlie Magnan
Marion Rucker
Alan Bergren

Wilma Sullivan was excused.

Jeffrey Arn, Executive Director, Joanne M. Drag, Deputy Executive Director/Finance Director and John Mainville, Modernization Coordinator were present in person but separated by appropriate social distancing at the Authority’s main office, 10 Westwood Park, Norwich and participated remotely by conference call.

II. Minutes

A. Ms. Magnan moved and Ms. Patterson seconded the motion to adopt the minutes of the regular meeting held on May 13, 2020 and to note that the meeting scheduled for June 10, 2020 did not go forward. Motion carried unanimously.

III. Communications

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

B. Memo dated June 3, 2020 from Jeffrey Arn, Executive Director, regarding the increase in employee contribution to the Municipal Employees Retirement System (MERS). Mr. Arn reviewed the memo with the Board. Ms. Patterson moved and Ms. Magnan seconded the motion to receive the communication. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Magnan moved and Ms. Patterson seconded the motion to approve the bills for May 2020. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 17 vacancies as of June 1, 2020. There are five (5) units that are not being leased as those units were part of the Schwartz Manor rehabilitation project.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. As part of the Eastwood Court rehabilitation project there will be additional landscaping and erosion control done this summer. PAC Group is the construction manager for the Schwartz Manor rehabilitation project. This project will be substantially complete in June. Mr. Mainville noted that the Clerk of the Works, Fred Gonsalves, was instrumental in the coordination of the project with the contractors and residents during the Coronavirus Co-Vid-19 pandemic. Phase III of the Rosewood Manor ductless split heating and cooling project with electrical upgrades is anticipated to start the end of June. Phase III will complete another 20 units. The City Council at its June 15, 2020 meeting approved \$100,000.00 in CDBG funding for Phase IV of the Rosewood Manor ductless split heating and cooling project with electrical upgrades project. This phase of the project will be bid in January 2021. The future projects that are currently being designed will be to add cameras in main office and Dorsey Building hallways, replace flooring in the Dorsey Building hallways and laundry rooms and to renovate and expand the main office building to add office and conference room space.

D. Section 8 Voucher Portfolio Reports - As of June 1, 2020, the total portfolio was 502 Housing Choice Vouchers. Annual inspections of voucher holder's units will resume in July. The Authority has an exemption to do late inspections due to the Coronavirus CoVid-19 pandemic.

Mr. Rucker was excused from the meeting at 4:45 p.m.

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

F. Other items – Mr. Arn informed the Board that the main office will not re-open to the public until the renovations re-configuring the front lobby and staffs' front office spaces are complete. He also added his thanks and appreciation to Mr. Mainville for overseeing the Schwartz Manor rehabilitation project during a very difficult period due to the Coronavirus Co-Vid-19 pandemic.

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

V. Unfinished Business

None.

VI. New Business

A. Ms. Magnan moved to adopt Resolution S-20-06-1527 to enter into an agreement with Capital Studio Architects, LLC for on-call architectural/engineering services. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution S-20-06-1528 to enter into an agreement with QA+M Architecture, LLC for on-call architectural/engineering services. Ms. Magnan seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Bergren

Nays - None

Motion carried unanimously.

C. Ms. Magnan moved to adopt Resolution S-20-06-1529 regarding a one-time pay increase for employees enrolled in the MERS retirement system effective July 1, 2020. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Patterson, Magnan, Bergren

Nays - None

Motion carried unanimously.

D. Commission Members – Ms. Magnan noted that this would be her final Board meeting as a job transfer requires her to relocate out of state. Chairman Bergren and Mr. Arn both expressed their best wishes to Ms. Magnan and thanked her for her time spent on the Board.

E. Other - None

VII. Executive Session

No executive session was held.

VIII. Adjournment

There being no further business to discuss, Ms. Magnan moved and Ms. Patterson 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 July 8, 2020

Alan H. Bergren
Chairman