

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, JULY 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, July 12, 2023.

**I. Roll Call**

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

Frances Patterson  
Mary Ellen Lunt  
Benjamin Lathrop  
Alan Bergren

Kenneth Scandariato was 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 Ms. Patterson seconded the motion to adopt the minutes of the regular meeting held on June 14, 2023. Motion carried unanimously.

**III. Communications**

A. Community Comment / Public Comment – None.

B. Memo dated July 5, 2023 from Jeffrey Arn, Executive Director, regarding participation in the Connecticut Municipal Employees Retirement System. Mr. Arn reviewed the memo with the Board.

C. Financial Reports 1<sup>st</sup> quarter FY 2024 (April 1, 2023 – June 30, 2024). Miss Drag reviewed the reports and answered questions from the Board.

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

**IV. Report of the Executive Director**

A. Bills – Ms. Patterson moved and Ms. Lunt seconded the motion to approve the bills for June 2023. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 16 vacancies as of July 1, 2023 and 8 units were leased in June. 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 Emergency Generator replacement project was awarded to Rock-Vern Electric. The lead time for the generator is approximately six (6) months. The Sunset Park exterior renovation project is expected to start in August once lead time materials arrive. PAC Group is the Construction Manager for this 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 30<sup>th</sup>. The CDBG advisory board approved the application and recommended this project to the City Council. The City Council approved funding the Rosewood Manor siding and exterior wrapping project at its June meeting. 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

D. Housing Choice Voucher Portfolio Report - As of July 1, 2023, the total portfolio was 470 Housing Choice Vouchers.

E. Procurement Log – Workers’ Compensation Insurance. Mr. Arn reviewed the change in the Authority’s insurance provider from the Connecticut Interlocal Risk Management Agency (“CIRMA”) to the Workers’ Compensation Trust effective July 1, 2023.

F. Other items –

Funding availability regarding housing for Homeless Veterans.

Mr. Lathrop will schedule a meeting with the Veterans’ representative to discuss housing options. Mr. Arn noted that he will pursue opportunities for housing for veterans.

Ms. Patterson 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. Commission Members – None.

B. Other – None.

**VII. Executive Session**

None.

**VIII. Adjournment**

There being no further business to discuss, Ms. Patterson moved and Ms. Lunt seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:12 PM.

Respectfully submitted,

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Jeffrey S. Arn  
Executive Director

Minutes approved on August 9, 2023

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Alan H. Bergren  
Chairman