

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JULY 13, 2022**

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 13, 2022.

I. Roll Call

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

Kenneth Scandariato
Benjamin Lathrop
Mary Ellen Lunt
Frances Patterson
Alan Bergren

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 8, 2022. Motion carried unanimously.

Ms. Patterson moved and Mr. Scandariato seconded the motion to add to the agenda under Communications a letter dated July 12, 2022 from Joan Wessell, Executive Director, Senior Resources Agency on Aging regarding a grant award for the Federal Resident Services Program and to add to the agenda under New Business Resolution R-22-07-1617 to authorize the Executive Director to enter into an agreement with the Eastern Connecticut Area Agency on Aging, Inc. (dba Senior Resources Agency on Aging) to provide benefits counseling services through the Federal Resident Services Program for the period October 1, 2022 through September 30, 2023. Motion carried unanimously.

III. Communications

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

B. Letter dated July 12, 2022 from Joan Wessell, Executive Director, Senior Resources Agency on Aging, regarding a grant award for the Federal Resident Services Program. Miss Drag noted that the Authority has received this grant award for the past 20 years. The Board is thankful for the support received from Senior Resources Agency on Aging on behalf of the residents at Westwood Park and the Dorsey Building.

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

IV. Report of the Executive Director

A. Bills – Ms. Patterson moved and Mr. Scandariato seconded the motion to approve the bills for June 2022. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 18 vacancies as of June 28, 2022 and 9 units were leased in June.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Rosewood Manor Roof/Gutter replacement project – Phase I with JJS Universal Construction Company started on April 4, 2022 and is complete. An application for Community Development Block Grant PY 48 funds was submitted for Phase II of the Rosewood Manor Roof/Gutter replacement project. The Norwich City Council approved \$150,000.00 in funding for this project which will bid in the Spring 2023. Capital Studio Architects have completed the plans and specifications to upgrade the Dorsey Building elevator. A walkthrough was held on July 7th and bids will be opened on July 21st. This project will be funded from the Federal 2022 Capital Fund Program. A grant application had been submitted for the Sunset Park renovation project and a reduced scope of work cost estimate has been compiled. A call from CHFA on March 1st invited the Authority to submit a new application for the Sunset Park renovation project which CHFA will submit to the State of Connecticut Bond Commission for review and approval. Bi-weekly conference calls are being held with CHFA and DOH regarding this project. The Authority had a HUD Real Estate Assessment Center (REAC) physical inspection on June 9, 2022 at its Federal developments and received a score of 98. Ms. Patterson complimented the maintenance staff for their tireless work and noted that the score reflected their efforts. Mr. Arn credited the residents who were very understanding and cooperative during the lead up to the inspection.

D. Section 8 Voucher Portfolio Reports - As of July 1, 2022, the total portfolio was 473 Housing Choice Vouchers.

E. Procurement Log – No items.

F. Other items – Mr. Arn discussed the upcoming 2022 CONN NAHRO Annual Convention and Exhibition to be held in August at the Mohegan Sun Convention Center in Uncasville with the Board. There will be a Commissioner Fundamentals Training to be held on Sunday, August 28, 2022.

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. Ms. Patterson moved to adopt Resolution R-22-07-1617 to authorize the Executive Director to enter into an agreement with the Eastern Connecticut Area Agency on Aging, Inc. (dba Senior Resources Agency on Aging). Mr. Scandariato seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

B. Commission Members – None.

C. Other – None.

VII. Executive Session

No executive session was held.

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 5:10 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on August 10, 2022

Alan H. Bergren
Chairman