

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, AUGUST 9, 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, August 9, 2023.

**I. Roll Call**

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

Kenneth Scandariato  
Frances Patterson  
Mary Ellen Lunt  
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.

**II. Minutes**

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

**III. Communications**

A. Community Comment / Public Comment – None.

B. Letter dated August 1, 2023 from Jeffrey Arn, Executive Director to Roseanne Muscarella, City and Town Clerk, City of Norwich, regarding the Regular Monthly Meetings of the Board of Commissioners for Calendar Year 2024. Mr. Arn noted that is an annual requirement.

C. Notification of Award dated July 17, 2023 from Alison Dvorak, 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 for more than 20 years and is very grateful to Senior Resources for supporting the Federal Resident Services program.

Mr. Scandariato moved and Ms. Patterson seconded the motion to receive Communications B. and C. 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 July 2023. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 21 vacancies as of July 28, 2023 and 8 units were leased in July. 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 started July 24<sup>th</sup> with roofing and blown-in insulation. PAC Group is the Construction Manager for this project. The City Council approved funding the Rosewood Manor siding and exterior wrapping project at its June meeting. Capital Studio Architects (“CSA”) is completing the plans and specifications. 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.

Mr. Scandariato asked if the Authority had ever explored the use of solar collection. Mr. Arn and Mr. Mainville will review and discuss with Norwich Public Utilities to see if solar collection could be a viable option for the Authority.

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

E. Procurement Log – Mr. Arn reviewed the following items with the Board: server license upgrade was purchased and installed by NetCenergy, the Authority’s IT service provider, at a cost of \$6,706.08 and three proposals were received for tree removal with the lowest proposal from Berry’s Tree Service for \$7,500.00.

F. Other items –

Funding availability regarding housing for Homeless Veterans.

Mr. Lathrop and Mr. Arn will schedule a meeting with the Veterans’ representative to discuss housing options. 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-23-08-1660 to enter into a contract with Eastern Connecticut Area Agency on Aging (dba Senior Resources Agency on Aging) for the Federal Resident Services Program for the period October 1, 2023 through September 30, 2024. Ms. Patterson seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Commission Members – Chairman Bergren distributed a Freedom of Information (FOI) notice to the Board members that will be sent to the City Clerk’s office regarding the Board’s attendance at a training session entitled “The Commissioners Guide to Monitoring and Oversight” at the CONN-NAHRO convention to be held on August 27<sup>th</sup>. Individual members of the Board will be participating in this training as part of their continuing education in the performance of their duties. No meeting of the Board will be convened at this training session.

C. Other – None.

**VII. Executive Session**

None.

**VIII. Adjournment**

There being no further business to discuss, Mr. Scandariato moved and Ms. Lunt seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:08 PM.

Respectfully submitted,

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Jeffrey S. Arn  
Executive Director

Minutes approved on September 13, 2023

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Alan H. Bergren  
Chairman