

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, AUGUST 10, 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, August 10, 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. Patterson moved and Ms. Lunt seconded the motion to adopt the minutes of the regular meeting held on July 13, 2022. Motion carried unanimously.

III. Communications

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

B. Letter dated July 15, 2022 from David Demchak, President and CEO, CIRMA, regarding CIRMA Members’ Equity Distribution check. Miss Drag noted that the check is used as a partial grant match for the Federal Resident Services Program.

C. Report dated July 21, 2022 from U.S. Department of HUD, Real Estate Assessment Center (REAC) regarding the Norwich Housing Authority’s Public Housing Assessment System (PHAS) Score Report for Fiscal Year End March 31, 2022. Mr. Arn reported to the Board that the Authority achieved a PHAS Score of 96 which designates the Authority as a High Performer.

D. Letter dated July 27, 2022 from David Holmes, Capital Studio Architects, regarding the Dorsey Building Elevator Upgrade Project. Mr. Mainville reviewed the bid responses with the Board.

E. Letter dated August 1, 2022 from Jeffrey Arn, Executive Director to Betsy Barrett, City and Town Clerk, City of Norwich, regarding the Regular Monthly Meetings of the Board of Commissioners for Calendar Year 2023.

F. Letter received August 3, 2022 from Jennifer Gottlieb Elazhari, CT Public Housing Director, HUD regarding the Section 8 Management Assessment Program (SEMAP) score for Fiscal Year ending March 31, 2022. Mr. Arn noted that the Authority received a SEMAP score of 96%.

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

IV. Report of the Executive Director

A. Bills – Ms. Lunt moved and Ms. Patterson seconded the motion to approve the bills for July 2022. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 17 vacancies as of August 1, 2022 and 11 units were leased in July.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. Renovation work at 29 Quarto Road, which had been damaged by fire, has started. The rafters and roof have been replaced and the building will be resided. Once the exterior work is complete, the interior work will begin to ready the unit for rental. Bids were received on July 21, 2022 for the Dorsey Building Elevator Upgrade Project. Capital Studio Architects reviewed the bids and recommended that the Authority contract with the low bidder, JLY Construction Managers. This project will be funded from the Federal 2022 Capital Fund Program. The Authority is also working with Capital Studio Architects on a security camera project for Schwartz Manor and Rosewood Manor. 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. A cost estimate was compiled by PAC Group. The grant application will be submitted for the Sunset Park renovation project in September. Conference calls are being held with CHFA and DOH regarding this project. 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. Mr. Mainville noted that there are four (4) driveways and a sidewalk at Hillside Terrace that need to be replaced. Three (3) quotes were received for the work and he recommended that the Authority contract with Reliable Paving, LLC for \$13,500.00. Mr. Scandariato moved and Ms. Patterson seconded the motion to contract with Reliable Paving, LLC to complete the paving and sidewalk work at Hillside Terrace as detailed in the quote dated July 26, 2022. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of August 1, 2022, the total portfolio was 477 Housing Choice Vouchers.

E. Procurement Log – No items.

F. Other items – Mr. Arn informed the Board that he is on the committee for the upcoming 2022 CONN NAHRO Annual Convention and Exhibition to be held the end of August at the Mohegan Sun Convention Center in Uncasville. He asked the Board if it would consider approving his hotel expense for the convention. Mr. Scandariato moved and Ms. Patterson seconded the motion to approve the convention hotel expense for the Executive Director. Motion carried unanimously. There will be a Commissioner Fundamentals Training to be held on Sunday, August 28, 2022 as part of the convention.

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

V. Unfinished Business

None.

VI. New Business

Mr. Scandariato moved and Ms. Patterson seconded the motion to suspend the rules to bring F. Other – Financial Report to the next agenda item. Motion carried unanimously.

Ms. Teresa Ewald, Fenton Ewald and Associates, the Authority's fee accountant, reviewed with the Board a consolidated financial statement for the period ending June 30, 2022. Ms. Ewald answered questions from the Board regarding the report and the Authority's finances.

Chairman Bergren resumed the agenda order.

A. Mr. Scandariato moved to adopt Resolution R-22-08-1618 to accept a Members' Equity Distribution check from CIRMA for the Federal Resident Services Program. Ms. Patterson seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Mr. Scandariato moved to adopt Resolution R-22-08-1619 to revise Federal Capital Fund Program Year 2022. Ms. Patterson seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Ms. Patterson moved to adopt Resolution R-22-08-1620 to enter into a contract JLY Enterprises, LLC dba JLY Construction Managers for the Dorsey Building Elevator Upgrade Project. Ms. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

E. Commission Members – None.

VII. Executive Session

No executive session was held.

VIII. Adjournment

There being no further business to discuss, Mr. Scandariato moved and Ms. Patterson seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:40 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on September 14, 2022

Alan H. Bergren
Chairman