

**MINUTES OF THE REGULAR MEETING  
OF THE NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, AUGUST 12, 2020**

The Board of Commissioners (“Board”) of the Norwich Housing Authority (“Authority”) met in regular session at the main office of the Norwich Housing Authority, 10 Westwood Park, Norwich, Connecticut, at 4:30 PM, Wednesday, August 12, 2020.

**I. Roll Call**

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

Frances Patterson  
Wilma Sullivan  
Alan Bergren

Marion Rucker was excused.

Also present were Jeffrey Arn, Executive Director, Joanne M. Drag, Deputy Executive Director/Finance Director and John Mainville, Modernization Coordinator.

**II. Minutes**

A. Ms. Patterson moved and Ms. Sullivan seconded the motion to adopt the minutes of the special meeting held on June 16, 2020. Motion carried unanimously.

**III. Communications**

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

B. Letter dated February 21, 2020 from David Holmes, Partner, Capital Studio Architects regarding a proposal for the Rosewood Manor Ductless Splits Heating / Cooling Project with Electrical Upgrades–Phase IV. Mr. Mainville noted that the Authority was awarded CDBG funds for next year to complete the ductless splits project at Rosewood Manor.

C. E-mail dated July 6, 2020 from Mallory Monaco, Underwriter I, CIRMA, regarding CIRMA Members’ Equity Distribution check. Miss Drag reviewed with the Board that this check in the past had been earmarked for the Federal Resident Services program.

D. Letter dated July 30, 2020 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 for the past 17 years for the Federal Resident Services program.

E. Memo dated July 29, 2020 from Giuseppe Conte, Assistant Maintenance Supervisor to Jeffrey Arn, Executive Director regarding proposed purchases for the Maintenance Department. Mr. Arn reviewed the memo with the Board and noted the need for the storage shed, trailers and equipment.

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

Ms. Sullivan moved and Ms. Patterson seconded the motion to approve purchase of the items as outlined in the memo dated July 29, 2020 from the Assistant Maintenance Supervisor to the Executive Director. Motion carried unanimously.

#### **IV. Report of the Executive Director**

A. Bills – Ms. Patterson moved and Ms. Sullivan seconded the motion to approve the bills for June and July 2020. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 22 vacancies as of August 3, 2020. There are 2 units at Eastwood Court that are under contract with Reliance Health / CAP.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The additional landscaping and erosion control at Eastwood Court as part of the rehabilitation project will be done in August or September weather dependent. The Schwartz Manor project is substantially complete. Phase III of the Rosewood Manor ductless splits heating and cooling project with electrical upgrades will be completed in August. 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. The Main Office Renovation and Expansion project is out to bid. A walk through was held on August 11<sup>th</sup> and bids are due August 27<sup>th</sup>.

D. Section 8 Voucher Portfolio Reports - As of July 1, 2020 the total portfolio was 502 Housing Choice Vouchers and as of August 1, 2020, the total portfolio was 504 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following items: Line striping and crack sealing at the Westwood Park and Oakwood Knoll parking lots; annual sprinkler testing at the Main Office and backflow preventor testing at Westwood Park and Oakwood Knoll; and the contract with Happy Software to complete the annual utility allowance schedule for the Section 8 Housing Choice Voucher program.

F. Other items – None.

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

**V. Unfinished Business**

None.

**VI. New Business**

A. Ms. Sullivan moved to adopt Resolution R-20-08-1530 to accept a proposal from Capital Studio Architects for the Rosewood Manor Ductless Splits Heating/Cooling Project with Electrical Upgrades–Phase IV. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Patterson, Sullivan, Bergren  
Nays - None

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-20-08-1531 to accept a Members' Equity Distribution check from CIRMA for the Federal Resident Services Program. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Patterson, Sullivan, Bergren  
Nays - None

Motion carried unanimously.

C. Ms. Sullivan moved to adopt Resolution R-20-08-1532 to enter into a contract with Eastern Connecticut Area Agency on Aging (dba Senior Resources Agency on Aging) for the Federal Resident Services Program. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Patterson, Sullivan, Bergren  
Nays - None

Motion carried unanimously.

D. Commission Members – Ms. Patterson inquired if anyone had expressed interest in filling the vacancy on the Board. Mr. Arn noted that he had not heard from the City Manager regarding the vacancy.

E. Other - None

**VII. Executive Session**

No executive session was held.

**VIII. Adjournment**

There being no further business to discuss, Ms. Sullivan moved and Ms. Patterson seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 4:58 PM.

Respectfully submitted,

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Jeffrey S. Arn  
Executive Director

Minutes approved on September 9, 2020

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Alan H. Bergren  
Chairman