

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, SEPTEMBER 8, 2021**

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, September 8, 2021.

I. Roll Call

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

Benjamin Lathrop
Mary Ellen Lunt
Frances Patterson
Alan Bergren

Wilma Sullivan was excused.

Also present were Jeffrey S. Arn, Executive Director, 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 August 11, 2021. Motion carried unanimously.

III. Communications

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

B. Housing Choice Voucher Utility Allowance schedule effective October 1, 2021. Mr. Arn noted that it is a program requirement to update the utility allowance schedule annually as it is a relevant part of the subsidy calculation for each voucher holder.

C. Letter dated September 1, 2021 from David Holmes, Capital Studio Architects, regarding the State Elderly – Rosewood Manor Roof Replacement Project. Mr. Arn reviewed the proposal with 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 August 2021. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 33 vacancies as of September 1, 2021 and 5 units were rented in August.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn reviewed the same with the Board. The Dorsey Building Flooring Replacement - Hallways and Laundry Rooms project was awarded to B-T Tile & Carpet Company. A contract signing was held and the anticipated start to this project will be the end of September depending on lead time for materials. A proposed Federal Capital Fund Program project will be to replace the elevator at the Dorsey Building. A future project will be to add cameras in the Dorsey Building hallways. A grant application had been submitted for the Sunset Park renovation project and a reduced scope of work cost estimate has been compiled. Conference calls with CHFA and DOH have taken place. The Rosewood Manor Roof/Gutter replacement project–Phase I will be designed by Capital Studio Architects. The project is expected to be bid in February 2022. This project will be funded through the City of Norwich’s Community Development Block Grant program.

D. Housing Choice Voucher Portfolio Reports - As of September 1, 2021, the total portfolio was 482 Housing Choice Vouchers.

E. Procurement Log – Emergency tree removal at Eastwood Court. Mr. Arn reviewed this item with the Board.

F. Other items – Mr. Arn informed the Board that he had received a communication from a developer regarding a potential housing development in Norwich. It was the consensus of the Board to have the Executive Director inform the developer that the Board has other priorities at this time and to decline participation in this potential housing development.

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

V. Unfinished Business

Mr. Arn reported that he had investigated the concerns that a resident brought to the Board’s attention at the August 11, 2021 meeting and addressed all items with the Modernization Coordinator, Maintenance Supervisor and Senior Property Manager.

Mr. Arn noted that the ConnNAHRO conference had been rescheduled to September 27th and 28th and distributed the updated schedule.

VI. New Business

A. Ms. Patterson moved to adopt Resolution R-21-09-1578 to administer the Utility Allowance Schedule for the Housing Choice Voucher Program to be effective October 1, 2021. Ms. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-21-09-1579 to contract with Capital Studio Architects for the State Elderly – Rosewood Manor Roof Replacement Project. Ms. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Commission Members – Chairman Bergren noted that Vice-Chairman Wilma Sullivan’s term was ending on October 31, 2021. He thanked Ms. Sullivan for her fourteen (14) years of service to the Norwich Housing Authority and the Board of Commissioners.

D. Other

VII. Executive Session

No executive session was held.

VIII. Adjournment

There being no further business to discuss, Ms. Lunt moved and Ms. Patterson seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:15 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on October 13, 2021

Alan H. Bergren
Chairman