

**MINUTES OF THE REGULAR MEETING  
OF THE NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, SEPTEMBER 9, 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, September 9, 2020.

**I. Roll Call**

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

Mary Ellen Lunt  
Frances Patterson  
Alan Bergren

Marion Rucker and Wilma Sullivan were excused.

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

Chairman Bergren noted that a new Commissioner had been appointed by the City Manager and was sworn in today. He welcomed Mary Ellen Lunt to the Board of Commissioners of the Norwich Housing Authority.

Ms. Patterson moved and Ms. Lunt seconded the motion to suspend the rules to appoint Mary Ellen Lunt to fill the office of Assistant Secretary to the Board. Motion carried unanimously.

Ms. Patterson moved and Chairman Bergren seconded the motion to appoint Mary Ellen Lunt to the office of Assistant Secretary to the Board. Motion carried unanimously.

**II. Minutes**

A. Ms. Patterson moved and Ms. Lunt seconded the motion to adopt the minutes of the regular meeting held on August 12, 2020. Motion carried unanimously.

**III. Communications**

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

B. E-mail dated August 17, 2020 from Robert Giuditta, Director, Master Insurance Program (MIP), State of Connecticut, Department of Administrative Services, regarding participation in the MIP. Mr. Arn reviewed the agreement with the Board.

C. Section 8 Housing Choice Voucher Utility Allowance schedule effective October 1, 2020. Mr. Arn noted that the utility allowance schedule is done annually based on utility bills submitted from vouchers holders. Happy Software was procured to calculate the allowance schedule.

D. Schedule B - FY 2021 HUD Fair Market Rents effective October 1, 2020. Mr. Arn said that the annual Fair Market Rents were by bedroom size and used to calculate the Section 8 Housing Choice Voucher payment standards and the Federal Flat Rents.

E. State Elderly, State Moderate and State Affordable quarterly reports as of March 31, 2020. Miss Drag reviewed the reports with the Board.

F. Letter from David Holmes, Capital Studio Architects, regarding the bid for the Office Renovation and Expansion project. Mr. Mainville reviewed the plans with the Board and Mr. Arn noted that a portion of the cost of the project would be paid from the CARES Act funding that the Authority received.

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 August 2020. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 20 vacancies as of September 1, 2020 and the Authority's occupancy rate was 97%. One (1) unit at Eastwood Court was being held for Reliance Health.

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 September. When this work has been completed, the Eastwood Court rehabilitation project will be closed. The Schwartz Manor project is substantially complete. The only outstanding item is the electric transformer that will be installed by Norwich Public Utilities. Phase III of the Rosewood Manor ductless splits heating and cooling project with electrical upgrades was completed on August 21, 2020. Phase IV of this project will be bid in January 2021. Phase IV will complete the upgrade to the final 20 units at Rosewood Manor. Bids were received on August 27<sup>th</sup> for the Main Office Renovation and Expansion project. The future projects that are currently being designed will be to add cameras in the main office and Dorsey Building hallways and to replace flooring in the Dorsey Building hallways and laundry rooms.

D. Section 8 Voucher Portfolio Reports - As of September 1, 2020 the total portfolio was 502 Housing Choice Vouchers.

**Minutes of the Norwich Housing Authority – September 9, 2020 page 3**

E. Procurement Log – Mr. Arn noted the following items: Preparation of the grounds for the new storage shed and trailer parking at the Oakwood Knoll Maintenance facility; purchase of a laptop computer for use by the Federal Resident Services Coordinator; purchase of a Taco F12510 pump for the Oakwood Knoll Heating System.

F. Other items – None.

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

**V. Unfinished Business**

None.

**VI. New Business**

A. Ms. Patterson moved to adopt Resolution R-20-09-1533 to enter into a participation agreement with the State of Connecticut, Department of Administrative Services Master Insurance Program for the period July 1, 2020– June 30, 2021. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Bergren  
Nays - None

Motion carried unanimously.

B. Ms. Lunt moved to adopt Resolution R-20-09-1534 to accept a Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program to be effective October 1, 2020. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Bergren  
Nays - None

Motion carried unanimously.

**Minutes of the Norwich Housing Authority – September 9, 2020 page 4**

C. Ms. Patterson moved to adopt Resolution R-20-09-1535 to approve the Section 8 Housing Choice Voucher Program Payment Standards effective October 1, 2020. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

D. Ms. Lunt moved to adopt Resolution R-20-09-1536 to approve the Federal Flat Rent schedule to be effective October 1, 2020. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

E. Ms. Patterson moved to adopt Resolution R-20-09-1537 to close the Section 8 New Construction program reserves into the Capital Improvement Fund. Ms. Lunt seconded the motion. Ms. Drag reviewed the history of the Section 8 New Construction program with the Board.

Roll call vote:

Ayes – Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

F. Ms. Patterson moved to adopt Resolution R-20-09-1538 to award the bid for the Office Renovation and Expansion project to Nosal Builders, Inc. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

G. Commission Members – none.

H. Other – Mr. Arn welcomed Commissioner Lunt to the Authority.

**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 5:20 PM.

Respectfully submitted,

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Jeffrey S. Arn  
Executive Director

Minutes approved on October 14, 2020

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Alan H. Bergren  
Chairman