

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, SEPTEMBER 11, 2019**

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 11, 2019.

I. Roll Call

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

Charlie Magnan
Alice Cunningham
Alan Bergren

Marion Rucker was excused.

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

Chairman Bergren read the following statement:

Today is the 18th anniversary of the terrorist attacks on our nation – in New York City at the World Trade Center site, in Washington, D.C. at the Pentagon and in a field near Shanksville, Pennsylvania. Close to 3,000 people perished on that day.

Today is a day of remembrance to honor those who died in those attacks and is now known as Patriot Day. Following those attacks, our nation has been fighting a war on terror that has also taken the lives of thousands of American military personnel. Even today, first responders suffer and die from the effects of what they encountered at the attack sites.

Please join me in a moment of silence in remembrance of those who lost their lives on that fateful day.

After a moment of silence, Chairman Bergren resumed the call of the meeting.

II. Minutes

A. Ms. Magnan moved and Ms. Cunningham seconded the motion to adopt the minutes of the regular meeting held on August 14, 2019. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

B. Schedule B - FY 2020 HUD Fair Market Rents effective October 1, 2019. Miss Drag reviewed the Fair Market Rent schedule with the Board.

C. Sales quotes dated August 19, 2019 from Kahn Tractor Equipment, Inc. for three (3) new tractors, attachments and accessories utilizing State Contract pricing and trade-in values. Mr. Arn and Joseph Keith, Maintenance Supervisor, reviewed the need for the new tractors and where the new equipment would be deployed and garaged. Mr. Keith noted that the equipment to be used as trade-ins was more than twenty (20) years old and there were safety concerns with those tractors.

Wilma Sullivan joined the meeting at 4:35 p.m.

Ms. Magnan moved and Ms. Cunningham seconded the motion to receive Communications B. through C. above. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Magnan moved and Ms. Cunningham seconded the motion to approve the bills for August 2019. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 22 vacancies as of September 11, 2019 and that 8 units have lease dates within the next month. He told the Board that the 2 vacant units at Schwartz Manor and the 1 vacant unit at Rosewood Manor will not be rented because of the anticipated renovation project at Schwartz Manor. Mr. Arn noted that there was a need for three and four bedroom units at the State Moderate properties. The maintenance staff is in the process of converting three 2 bedroom cottages to 4 bedroom units as there is enough attic space to construct 2 more bedrooms and closets. This conversion was reviewed by David Holmes, Capital Studio Architects, and approved by the City of Norwich’s Building Inspector.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Authority was awarded a State Sponsored Housing Portfolio (“SSHP”) grant from the State of Connecticut Department of Housing (“DOH”) for renovations to Eastwood Court. The PAC Group is the construction manager for this project. Renovation work started on October 9, 2018 and construction was completed on May 8, 2019. Site work will be completed by the end of September and closeout documents will be completed in October. The SSHP application for Schwartz Manor was submitted on April 27, 2018. CHFA notified the Authority on August 21, 2018 that the project was selected for funding. This project was approved by the State of Connecticut Bond Commission on

Minutes of the Norwich Housing Authority – September 11, 2019 page 3

June 26, 2019. PAC Group is in the process of re-bidding the project. A walk through was held on site at Schwartz Manor on September 6th. A bid opening is scheduled for September 16th. The closing for this project will take place with the State of Connecticut Department of Housing in October. The Authority was also awarded a predevelopment grant for Sunset Park. Capital Studio Architects has developed plans and specifications for the Sunset Park interior and exterior renovation project and Eagle Environmental has been conducting preliminary testing. PAC Group has been selected the construction manager for this project. It is anticipated that a SSHP grant application will be submitted for renovations to Sunset Park if there is a funding round. A Community Development Block Grant (CDBG) application was submitted in February for Phase III of the Rosewood Manor Ductless Split heating and cooling project with electrical upgrades. The City Council, at its meeting held on July 1st, voted to allocate funding in the amount of \$100,000.00 for this project. Phase III is anticipated to be bid in January 2020. The Window Replacement Project at Oakwood Knoll began on July 15th and is expected to be completed by the end of October. Removal of all bathroom windows in the tub/shower area along with infilling to match the interior and exterior building was completed on September 11th. Replacing the remaining windows in the units will begin on September 12th.

D. Section 8 Voucher Portfolio Reports - As of September 1, 2019, the total portfolio was 500 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following item was listed on the Procurement Log: Rosewood Manor concrete pad and sidewalk repair. Mr. Mainville reviewed the project with the Board.

F. Other items – None.

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

V. Unfinished Business

None.

VI. New Business

A. Ms. Magnan moved to adopt Resolution R-19-09-1497 to approve the Section 8 Housing Choice Voucher Program Payment Standards effective October 1, 2019. Ms. Cunningham seconded the motion.

Roll call vote:

Ayes – Magnan, Cunningham, Sullivan, Bergren

Nays - None

Motion carried unanimously.

Minutes of the Norwich Housing Authority – September 11, 2019 page 4

B. Ms. Cunningham moved to adopt Resolution R-19-09-1498 to approve the Federal Flat Rent schedule to be effective October 1, 2019. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Magnan, Cunningham, Sullivan, Bergren
Nays - None

Motion carried unanimously.

C. Ms. Cunningham moved to adopt Resolution R-19-09-1499 to adopt a State Moderate four (4) bedroom base rent and set a State Moderate four (4) bedroom utility allowance. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Magnan, Cunningham, Sullivan, Bergren
Nays - None

Motion carried unanimously.

D. Ms. Magnan moved to adopt Resolution R-19-09-1500 to purchase three (3) new tractors, attachments and accessories from Kahn Tractor Equipment, Inc. utilizing State Contract pricing. Ms. Cunningham seconded the motion.

Roll call vote:

Ayes – Magnan, Cunningham, Sullivan, Bergren
Nays - None

Motion carried unanimously.

E. Commission Members – None.

F. Other – None.

VII. Executive Session

No executive session was held.

VIII. Adjournment

There being no further business to discuss, Ms. Magnan moved and Ms. Cunningham seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:05 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on October 9, 2019

Alan H. Bergren
Chairman