

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, SEPTEMBER 13, 2023**

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 13, 2023.

I. Roll Call

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

Kenneth Scandariato
Frances Patterson
Benjamin Lathrop
Alan Bergren

Mary Ellen Lunt was excused.

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

II. Minutes

A. Mr. Scandariato moved and Mr. Lathrop seconded the motion to adopt the minutes of the regular meeting held on August 9, 2023. Motion carried unanimously.

B. Mr. Scandariato moved and Mr. Lathrop seconded the motion to adopt the notes from the Commissioner Training held on August 27, 2023. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

B. FY 2024 Schedule of Metropolitan & Non-Metropolitan Fair Market Rents effective October 1, 2023. Mr. Arn reviewed the annual schedule from HUD with the Board.

C. Housing Choice Voucher Utility Allowance schedule effective October 1, 2023. This schedule is updated annually for the Housing Choice Voucher program through a third party vendor.

D. Norwich Housing Authority 2023 Emergency Operation Plan. Mr. Arn stated that the plan would be brought to the Board's next meeting for adoption, allowing the Board time to review and submit comments. Mr. Scandariato noted that it was a good plan and that he would assist with its implementation.

E. Memo dated September 5, 2023, from Jeffrey Arn, Executive Director, regarding HAI/NHA Travel Policies. Mr. Arn reviewed the memo with the Board. Mr. Scandariato moved and Ms. Patterson seconded the motion to approve the Housing Authority Insurance (HAI) Travel Policy as it relates to reimbursement of expenses for the Executive Director's attendance at Housing Authority Insurance Group meetings. Motion carried unanimously.

Chairman Bergren observed a resident who wished to address the Board. He noted that Community Comment / Public Comment was the first item under Communications on the Board's agenda.

Ms. Heather Parcak, 46 Melrose Park Road, Norwich, spoke regarding her tenancy with the Authority. Chairman Bergren noted that Board of Commissioners is a governing body that oversees the Authority's policies and procedures and recommended that she take her concerns to the Executive Director. Mr. Arn stated that there was an on-going legal matter and was unable to comment on her statements.

Ms. Patterson moved and Mr. Scandariato seconded the motion to receive Communications B. thorough E. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Mr. Scandariato moved and Mr. Lathrop seconded the motion to approve the bills for August 2023. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 22 vacancies as of September 1, 2023 and 9 units were leased in August. There is a waiting list for all properties.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Dorsey Building Emergency Generator replacement project was awarded to Rock-Vern Electric. The lead time for the generator is approximately six (6) months. The Sunset Park exterior renovation project started July 24th with roofing and blown-in insulation. The roofing portion of the project has been completed along with approximately forty (40%) percent of the blown-in insulation. The replacement of the front cement patios has also been completed. The siding removal, abatement, residing and window replacement portion of the project has also begun. PAC Group is the Construction Manager for this project. The City Council approved funding the Rosewood Manor siding and exterior wrapping project at its June meeting. Capital Studio Architects ("CSA") is completing

the plans and specifications. This project will be bid in January 2024. CSA is also developing plans for the building and site renovations project at Westwood Park and Dorsey Building. Funding for this project will come from the 2023 Federal Capital Fund Program.

Annual inspection of all Authority units is on-going. Fire alarm testing and inspection of the elderly units will take place over the next month. Mr. Mainville said that he had been in contact with Norwich Public Utilities (NPU) regarding the use of solar collection.

Mr. Arn noted that the co-gen plant has been down since the August 31st power outage due to concerns expressed by NPU. He is working with NPU to resolve any issues that NPU has with restarting the co-gen plant.

Mr. Arn noted that a Safety Committee is being formed and this committee will also be reviewing the Emergency Operations Plan.

D. Housing Choice Voucher Portfolio Report - As of September 1, 2023, the total portfolio was 472 Housing Choice Vouchers.

E. Procurement Log – No items to report. Mr. Arn noted that he is obtaining quotes for vehicle insurance and that quotes are also being sought for metal entry way ramps at the State Elderly properties.

F. Other items –
Funding availability regarding housing for Homeless Veterans.

Mr. Arn and Mr. Mainville toured a former convalescent home that is currently for sale and has been abandoned for the past three (3) years. They noted that while the building is structurally sound it would need significant repairs and remodeling.

Mr. Lathrop and Mr. Arn will schedule a meeting with the Veterans' representative to discuss housing options. Mr. Arn noted that he will pursue opportunities for housing for veterans.

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

V. Unfinished Business

None.

VI. New Business

A. Mr. Scandariato moved to adopt Resolution R-23-09-1661 to approve the Housing Choice Voucher Program Payment Standards effective October 1, 2023. Mr. Lathrop seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Mr. Scandariato moved to adopt Resolution R-23-09-1662 to adopt a Utility Allowance Schedule for the Housing Choice Voucher Program to be effective October 1, 2023. Mr. Lathrop seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Mr. Scandariato moved to adopt Resolution R-23-09-1663 to approve the Federal Flat Rent schedule to be effective October 1, 2023. Mr. Lathrop seconded the motion.

Roll call vote:

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

Motion carried unanimously.

D. Commission Members – None.

E. Other – 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 5:25 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on October 11, 2023

Alan H. Bergren
Chairman