

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, SEPTEMBER 14, 2022**

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 14, 2022.

**I. Roll Call**

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

Kenneth Scandariato  
Mary Ellen Lunt  
Frances Patterson  
Alan Bergren

Benjamin Lathrop was excused.

Also present were Jeffrey S. Arn, Executive Director, and John Mainville, Modernization Coordinator.

**II. Minutes**

A. Ms. Patterson moved and Ms. Lunt seconded the motion to adopt the minutes of the regular meeting held on August 10, 2022. Motion carried unanimously.

B. Ms. Lunt moved and Ms. Patterson seconded the motion to adopt the notes from the Commissioner Training held on August 28, 2022. Motion carried unanimously.

**III. Communications**

A. Community Comment / Public Comment – Ms. Frances Patterson, 62 Westwood Park, expressed her concern regarding delivery people speeding through Westwood Park and suggested adding speed bumps to the road. Mr. Arn will review the issue.

B. E-mail dated August 18, 2022 from Robert Giuditta, Director, Master Insurance Program (MIP), State of Connecticut, Department of Administrative Services (“DAS”), regarding participation in the MIP. Mr. Arn noted that the DAS provides insurance procurement services to the participating housing authorities at no cost.

C. FY 2023 Schedule of Metropolitan & Non-Metropolitan Fair Market Rents effective October 1, 2022. Mr. Arn reviewed the annual schedule from HUD with the Board.

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D. Housing Choice Voucher Utility Allowance schedule effective October 1, 2022. This schedule is updated annually for the Housing Choice Voucher program through a third party vendor.

Ms. Patterson moved and Mr. Scandariato seconded the motion to receive Communications B. through D. 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 2022. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 29 vacancies as of September 7, 2022 and 10 units were leased in August.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. Five driveways were paved at Hillside Terrace by Reliable Paving. Renovation work at 29 Quarto Road, which had been damaged by fire, has started. Once the exterior work is complete, the interior work will begin to ready the unit for rental. Bids were received on July 21, 2022 for the Dorsey Building Elevator Upgrade Project. A contract signing took place on August 22, 2022 with JLY Construction Managers. A Notice to Proceed will be executed once the lead time items arrive which could be in eight to twelve weeks. This project will be funded from the Federal 2022 Capital Fund Program. A call from CHFA on March 1<sup>st</sup> invited the Authority to submit a new application for the Sunset Park renovation project which CHFA/DOH will submit to the State of Connecticut Bond Commission for review and approval. A cost estimate was compiled by PAC Group. The workbook was submitted for the Sunset Park renovation project in September. Conference calls are being held with CHFA and DOH regarding this project. An application for Community Development Block Grant PY 48 funds was submitted for Phase II of the Rosewood Manor Roof/Gutter replacement project. The Norwich City Council approved \$150,000.00 in funding for this project which will bid in the Spring 2023. The Authority is also working with Capital Studio Architects on a security camera project for Schwartz Manor and Rosewood Manor.

D. Section 8 Voucher Portfolio Reports - As of September 1, 2022, the total portfolio was 479 Housing Choice Vouchers.

E. Procurement Log – Tree removal at 19 Pembroke Avenue. Mr. Arn reviewed the proposals with the Board.

F. Other items – Mr. Arn submitted an Executive Director evaluation form for the Board's review.

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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-22-09-1621 to enter into a participation agreement with the State of Connecticut, Department of Administrative Services, Master Insurance Program for the period July 1, 2022 – June 30, 2023. Ms. Patterson seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-22-09-1622 to approve the Housing Choice Voucher Program Payment Standards effective October 1, 2022. Mr. Scandariato seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Ms. Lunt moved to approve Resolution R-22-09-1623 to adopt a Utility Allowance Schedule for the Housing Choice Voucher Program to be effective October 1, 2022. Ms. Patterson seconded the motion.

Roll call vote:

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

Motion carried unanimously.

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D. Ms. Patterson moved to adopt Resolution R-22-09-1624 to approve the Federal Flat Rent schedule to be effective October 1, 2022. Mr. Scandariato seconded the motion.

Roll call vote:

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

Motion carried unanimously.

E. Commission Members – None.

**VII. Executive Session**

No executive session was held.

**VIII. Adjournment**

There being no further business to discuss, Ms. Patterson moved and Mr. Scandariato seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:10 PM.

Respectfully submitted,

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Jeffrey S. Arn  
Executive Director

Minutes approved on October 12, 2022

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Alan H. Bergren  
Chairman