

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, OCTOBER 9, 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, October 9, 2019.

I. Roll Call

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

Charlie Magnan
Marion Rucker
Wilma Sullivan
Alan Bergren

Alice Cunningham 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. Ms. Magnan moved and Ms. Sullivan seconded the motion to adopt the minutes of the regular meeting held on September 11, 2019. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

B. Quote Tabulation for power washing and gutter cleaning at Hillside Terrace and Sunset Park, State Moderate developments. Mr. Mainville reviewed the quotes with the Board and noted that Harbour Painting had done power washing at other developments in the past and that he was satisfied with their work.

C. Memorandum dated September 27, 2019 from Joseph Crisafulli, Director, Asset Management Division, Boston Satellite Office, regarding termination of Annual Contribution Contracts effective October 31, 2019 (Section 8 New Construction – Village Court.) Miss Drag explained that the Authority was HUD’s contract administrator for the Section 8 New Construction program when Village Court was constructed in 1977. HUD has now chosen another entity to be the contract administrator for the Section 8 New Construction program which effectively ends the Authority’s involvement with the program and Village Court.

D. Memorandum dated October 2, 2019 from Jeffrey Arn, Executive Director, regarding the Housing Authority Management Software purchase. Mr. Arn noted that he received four responses to the Request for Proposal and there is a resolution on the agenda for the Board's consideration.

Ms. Magnan moved and Mr. Rucker seconded the motion to receive Communications B. through D. above. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Sullivan moved and Mr. Rucker seconded the motion to approve the bills for September 2019. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 20 vacancies as of October 1, 2019. He told the Board that the 3 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. The 2 bedroom unit that had been converted to a 4 bedroom unit has been rented and work is on-going at the other two units that will also be converted to 4 bedroom units.

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 October and closeout documents will be completed in November. 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 June 26, 2019. PAC Group has re-bid the project. The closing for this project will take place with the State of Connecticut Department of Housing in October or November. 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 November. 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 began on September 23rd.

D. Section 8 Voucher Portfolio Reports - As of October 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: Directors and Officer Liability Insurance renewal; power washing at Eastwood Court; and power washing at Oakwood Knoll.

F. Other items – Mr. Arn explained to the Board that there is a new HUD inspection protocol. Staff has been to training regarding the new standards.

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

V. Unfinished Business

None.

VI. New Business

A. Ms. Sullivan moved to adopt Resolution R-19-10-1501 to award a contract to TOVAH, Inc. for relocation services for related to the renovation project at Schwartz Manor. Ms. Magnan seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Ms. Magnan moved to adopt Resolution R-19-10-1502 to award a software system and services contract to Management Computer Services, Inc. Mr. Rucker seconded the motion.

Roll call vote:

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

Motion carried unanimously.

Minutes of the Norwich Housing Authority – October 9, 2019 page 4

C. Ms. Sullivan moved to adopt Resolution R-19-10-1503 to contract with Harbour Painting, Inc. for power washing and gutter cleaning at Hillside Terrace and Sunset Park. Ms. Magnan seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

D. Commission Members – None.

E. Other – Mr. Arn noted that the tenant commissioner's term was ending October 31st. The tenant commissioner will continue to serve until a new commissioner is appointed by the City Manager. The Board adopted a Selection of Tenant Commissioner Policy at its February meeting. Notices will be mailed to all Authority residents and Housing Choice Voucher participants next week.

VII. Executive Session

No executive session was held.

VIII. Adjournment

There being no further business to discuss, Ms. Magnan moved and Mr. Rucker 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 November 13, 2019

Alan H. Bergren
Chairman