

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, OCTOBER 12, 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, October 12, 2022.

I. Roll Call

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

Benjamin Lathrop
Mary Ellen Lunt
Frances Patterson
Alan Bergren

Kenneth Scandariato was excused.

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

II. Minutes

A. Ms. Lunt moved and Ms. Patterson seconded the motion to adopt the minutes of the regular meeting held on September 14, 2022. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

B. Letter dated September 9, 2022 from David Holmes, Capital Studio Architects regarding the State Elderly – Rosewood Manor Roof Replacement Project – Phase II. Mr. Arn reviewed the letter with the Board and noted that there was a resolution regarding this project on the agenda. Ms. Patterson moved and Ms. Lunt seconded the motion to receive Communication B. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Patterson moved and Ms. Lunt seconded the motion to approve the bills for September 2022. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 23 vacancies as of October 4, 2022 and 13 units were leased in September.

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C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn reviewed the same with the Board. Renovation work at 29 Quarto Road, which had been damaged by fire, has started. The exterior work is complete and the electrician and plumber have started the interior work. A contract signing took place on August 22, 2022 with JLY Construction Managers for the Dorsey Building Elevator Upgrade Project. 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 1st invited the Authority to submit a new application for the Sunset Park – a State Moderate development - renovation project which CHFA/DOH will submit to the State of Connecticut Bond Commission for its review. A cost estimate was compiled by PAC Group. The workbook was submitted for the Sunset Park renovation project on September 26, 2022. The Rosewood Manor Roof/Gutter replacement project–Phase II will bid in the Spring 2023. There is a resolution on the agenda to contract with Capital Studio Architects for this project. 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 October 1, 2022, the total portfolio was 481 Housing Choice Vouchers. The Authority received five (5) new incremental vouchers from HUD through the 2022 Consolidated Appropriations Act which was signed into law on March 15, 2022. PHA's will use these vouchers for survivors of domestic violence or for individuals and families who are homeless or at risk of homelessness. Mr. Arn noted that he will contact the City of Norwich's Human Services Director to inform her of the availability of these vouchers.

E. Procurement Log – There are no new contracts on the procurement log for last month.

F. Other items – Mr. Arn asked the Board if it wanted to hold a Holiday Dinner for the Board and employees this year. It was the consensus of the Board that it would. He also noted that the State of CT had passed legislation recognizing Juneteenth as a permanent State holiday which next year will be celebrated on Monday, June 19, 2023. Juneteenth had already been recognized as a Federal holiday. Mr. Arn reviewed a proposed Executive Director Evaluation form with the Board. He also distributed a copy of his contract with the Norwich Housing Authority to the Board members. Ms. Lunt moved and Ms. Patterson seconded the motion to receive items B. through F. above. Motion carried unanimously.

Ms. Patterson moved and Ms. Lunt seconded the motion to approve the proposed Executive Director Evaluation Form. Motion carried unanimously. Chairman Bergren asked the Board members to complete the form and to give the completed form to Vice-Chairman Lunt at the November Board meeting.

V. Unfinished Business

None.

VI. New Business

A. Ms. Patterson moved to adopt Resolution R-22-10-1625 to contract with Capital Studio Architects for the State Elderly – Rosewood Manor Roof Replacement Project – Phase II. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

B. Commission Members – None.

C. Other – None.

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 5:15 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on November 9, 2022

Alan H. Bergren
Chairman