

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, NOVEMBER 9, 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, November 9, 2022.

I. Roll Call

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

Kenneth Scandariato
Benjamin Lathrop
Mary Ellen Lunt
Frances Patterson
Alan Bergren

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. Patterson moved and Ms. Lunt seconded the motion to adopt the minutes of the regular meeting held on October 12, 2022. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

B. E-mail dated October 24, 2022 from Jeff Brining, Division Manager, Norwich Public Utilities regarding Wholesale Energy Cost Adjustments. Mr. Arn discussed the communication with the Board and the impact the increased rates will have on the Authority’s budgets.

C. State Quarterly Reports for the quarter ending September 30, 2022. Miss Drag reviewed the reports and answered questions from the Board.

D. Memos dated October 25, 2022 from Joanne M. Drag, Finance Director to Jeffrey Arn, Executive Director regarding vacated tenants’ accounts receivable write-offs. Mr. Arn noted that a moratorium had been placed on evictions during the Covid-19 pandemic and the Authority was prohibited from evicting tenants for non-payment of rent.

Minutes of the Norwich Housing Authority – November 9, 2022 page 2

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. Patterson moved and Mr. Scandariato seconded the motion to approve the bills for October 2022. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 21 vacancies as of November 2, 2022 and 13 units were leased in October.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. Renovation work at 29 Quarto Road, which had been damaged by fire, is on-going. The exterior work has been completed. The interior work—electrical, insulation, sheetrock—has started. 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. An anticipated start date is February 2023. 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 renovation project which CHFA/DOH will send to the State of Connecticut Bond Commission for its review and approval. A cost estimate was compiled by PAC Group and the workbook was submitted on September 26, 2022 to CHFA/DOH for the Sunset Park renovation project. The Rosewood Manor Roof/Gutter replacement project – Phase II will be bid Spring 2023. Capital Studio Architects is working on plans and specs for this project, and the Dorsey Building and Rosewood Manor siding and exterior wrapping projects. 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 November 1, 2022, the total portfolio was 486 Housing Choice Vouchers.

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

F. Other items – Mr. Arn distributed a memo to the Board regarding the addition of Juneteenth (June 19th) as a Norwich Housing Authority holiday. The Board reviewed the memo and it was the consensus of the Board to add a resolution to the December agenda regarding this item. Mr. Arn noted that Jason Geel, Maletta and Company, will present the Fiscal Year 2022 audit at the December meeting. There will also be an Executive Session on the December meeting agenda regarding the Executive Director's Performance Evaluation.

Minutes of the Norwich Housing Authority – November 9, 2022 page 3

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-22-11-1626 to write off vacated uncollectible tenants' accounts receivable in the Federal Program. Ms. Patterson seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Mr. Scandariato moved to adopt Resolution R-22-11-1627 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program – Schwartz Manor. Ms. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Ms. Patterson moved to adopt Resolution R-22-11-1628 to write off vacated uncollectible tenants' accounts receivable in the State Elderly Program – Rosewood Manor. Ms. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

Minutes of the Norwich Housing Authority – November 9, 2022 page 4

D. Mr. Scandariato moved to adopt Resolution R-22-11-1629 to write off vacated uncollectible tenants' accounts receivable in the State Moderate Program. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

E. Mr. Scandariato moved to adopt Resolution R-22-11-1630 to write off vacated uncollectible tenants' accounts receivable in the State Affordable Program. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

F. Commission Members – None.

G. Other – None.

VII. Executive Session

No executive session was held.

VIII. Adjournment

There being no further business to discuss, Mr. Scandariato moved and Ms. Lunt seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:35 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on December 14, 2022

Alan H. Bergren
Chairman