

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, NOVEMBER 13, 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, November 13, 2019.

I. Roll Call

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

Charlie Magnan
Marion Rucker
Alice Cunningham
Wilma Sullivan
Alan Bergren

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

II. Minutes

A. Ms. Sullivan moved and Ms. Magnan seconded the motion to adopt the minutes of the regular meeting held on October 9, 2019. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

B. Memo dated November 5, 2019 from Jeff Arn, Executive Director, regarding his appointment to the National Association of Housing and Redevelopment Officials (“NAHRO”) Legislative Network Advisory Committee. Mr. Arn noted that he would be required to attend the three (3) conferences that NAHRO holds during the year. Ms. Magnan moved and Ms. Cunningham seconded the motion to approve the Executive Director’s attendance at the NAHRO conferences and indicated the Board’s support. Motion carried unanimously.

Mr. Arn noted that if the Commissioners would like to attend any of the NAHRO conferences to let him know.

Ms. Magnan moved and Ms. Cunningham seconded the motion to receive Communication B. above. Motion carried unanimously.

IV. Report of the Executive Director

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

B. Vacancy Reports – Mr. Arn noted that the Authority had 20 vacancies as of November 1, 2019. He told the Board that the four (4) vacant units at Schwartz Manor and the vacant unit at Rosewood Manor will not be rented because of the anticipated renovation project at Schwartz Manor. He noted that staff is working to streamline the application process.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn reviewed the same with the Board. The Eastwood Court project is substantially complete. Punch list items will be completed in the spring. The closing for the Schwartz Manor substantial rehabilitation project with the State of Connecticut Department of Housing has been finalized. This project has an expected construction start date of December 10, 2019. PAC Group is the construction manager for this project. The Authority was also awarded a predevelopment grant for Sunset Park. 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. Phase III of the Rosewood Manor Ductless Split heating and cooling project with electrical upgrades 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 middle of December. Approximately 50 of the 74 units have been completed.

D. Section 8 Voucher Portfolio Reports - As of November 1, 2019, the total portfolio was 500 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted that there were no items listed on the Procurement Log.

F. Other items – The Authority’s Holiday Dinner is going to be held on December 13th.

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

V. Unfinished Business

The Board adopted a Selection of Tenant Commissioner Policy at its February meeting. Notices were mailed to all Authority residents and Housing Choice Voucher participants on October 18, 2019. Mr. Arn informed the Board that, as of November 13th, no one had picked up a petition form and that the deadline to do so is November 15th. Ms. Cunningham asked to address the Board. She stated that due to health reasons, her remaining time on the Board would be limited although she will continue to serve until a new Commissioner is appointed by the City Manager. The Chairman and the Commissioners thanked Ms. Cunningham for her service and commitment to the Board.

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VI. New Business

A. Commission Members – None.

B. Other – Mr. Arn distributed a draft of the Admissions and Continued Occupancy Policy (ACOP) to the Board for their review. He noted that this document has been reviewed by the staff during meetings that were held over the past few months. This item will be on the next Board agenda for its approval.

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 4:55 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on December 11, 2019

Alan H. Bergren
Chairman