

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
HELD WEDNESDAY, AUGUST 14, 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, August 14, 2019.

**I. Roll Call**

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

Charlie Magnan  
Wilma Sullivan  
Alan Bergren

Alice Cunningham and Marion Rucker were excused.

Also present were Jeffrey S. Arn, Executive Director, John Mainville, Modernization Coordinator, Teresa Ewald, Fenton, Ewald and Associates 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 July 10, 2019. Motion carried unanimously.

**III. Communications**

A. Community Comment / Public Comment – None.

B. Financial review – Teresa Ewald, Fenton, Ewald and Associates. Ms. Ewald reviewed the consolidated FY 2019 financial report and the first quarter financial report for FY 2020 and answered questions from the Board.

C. E-mail dated July 1, 2019 from Robert Giuditta, Director, Master Insurance Program (MIP), State of Connecticut, Department of Administrative Services, regarding participation in the MIP. Mr. Arn explained to the Board that the MIP bids the property, liability, vehicle and crime policies for the State housing authorities. The Authority has participated in this program in the past.

D. Letter dated July 15, 2019 from David Demchak, President and Chief Executive Officer, Connecticut Interlocal Risk Management Agency (CIRMA), regarding Members’ Equity Distribution check. Miss Drag noted that the distribution has been used to support the Federal Resident Services Program.

E. Section 8 Housing Choice Voucher Utility Allowance schedule effective October 1, 2019. This report is done annually and is a requirement of the housing choice voucher program.

Ms. Sullivan moved and Ms. Magnan seconded the motion to receive Communications B. through E. above. Motion carried unanimously.

#### **IV. Report of the Executive Director**

A. Bills – Ms. Sullivan moved and Ms. Magnan seconded the motion to approve the bills for July 2019. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 24 vacancies as of August 1, 2019. He told the Board that the vacancies at Schwartz Manor will not be filled because of the anticipated renovation project.

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 August and closeout documents to be completed in September. 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 is currently preparing to re-bid the project. The closing for this project will take place with the State of Connecticut Department of Housing in the near future. 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 1<sup>st</sup>, 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 15<sup>th</sup> and is expected to be completed by the end of October. The Rosewood Manor asphalt sidewalk and parking lot replacement project was completed at the end of July.

D. Section 8 Voucher Portfolio Reports - As of August 1, 2019, the total portfolio was 509 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following item was listed on the Procurement Log: Payroll Services. Miss Drag reviewed the quotes for payroll services with the Board and noted that Fenton, Ewald had recommended Harpers Payroll Services (“Harpers”). The first payroll of the fourth quarter will be run with Harpers.

F. Other items – Mr. Arn requested that a resolution to retain Capital Studio Architects to design plans for the office expansion / renovation project be added to the agenda.

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

### **V. Unfinished Business**

Ms. Magnan inquired as to the compliance with the non-smoking policy at the Dorsey Building. Mr. Arn said that the situation has been addressed.

### **VI. New Business**

Ms. Sullivan moved and Ms. Magnan seconded the motion to add to the agenda Resolution R-19-08-1496 to retain Capital Studio Architects to design plans for the office expansion / renovation project. Motion carried unanimously.

A. Ms. Sullivan moved to adopt Resolution R-19-08-1491 to accept a Members’ Equity Distribution check from CIRMA for the Federal Resident Services Program. Ms. Magnan seconded the motion.

Roll call vote:

Ayes – Magnan, Sullivan, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Magnan moved to adopt Resolution R-19-08-1492 to enter into a participation agreement with the State of Connecticut, Department of Administrative Services, Master Insurance Program for the period July 1, 2019 – June 30, 2020. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Magnan, Sullivan, Bergren

Nays - None

Motion carried unanimously.

C. Ms. Sullivan moved to adopt Resolution R-19-08-1493 to adopt a Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program to be effective October 1, 2019. Ms. Magnan seconded the motion.

Roll call vote:

Ayes – Magnan, Sullivan, Bergren

Nays - None

Motion carried unanimously.

D. Ms. Magnan moved to adopt Resolution R-19-08-1494 to accept funding from the State of Connecticut Affordable Housing Program for a rehabilitation project at Harry Schwartz Manor. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Magnan, Sullivan, Bergren

Nays - None

Motion carried unanimously.

E. Ms. Sullivan moved to adopt Resolution R-19-08-1495 to accept funding from the National Housing Trust Fund for a rehabilitation project at Harry Schwartz Manor. Ms. Magnan seconded the motion.

Roll call vote:

Ayes – Magnan, Sullivan, Bergren

Nays - None

Motion carried unanimously.

Ms. Sullivan moved to adopt Resolution R-19-08-1496 to retain Capital Studio Architects to design plans for the office expansion / renovation project. Ms. Magnan seconded the motion.

Roll call vote:

Ayes – Magnan, Sullivan, 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, Ms. Sullivan moved and Ms. Magnan seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:40 PM.

Respectfully submitted,

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Jeffrey S. Arn  
Executive Director

Minutes approved on September 11, 2019

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Alan H. Bergren  
Chairman