

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JULY 14, 2021**

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, July 14, 2021.

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
Wilma Sullivan
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 May 12, 2021. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment –There was no comment.

B. Memo dated June 3, 2021 from Jeffrey Arn, Executive Director, regarding the increase in employee contribution to the Municipal Employees Retirement System (MERS). Mr. Arn reviewed the memo with the Board.

C. E-mail dated June 14, 2021 from Robert Giuditta, HR Administrator, Master Insurance Program (MIP), State of Connecticut, Department of Administrative Services, regarding participation in the MIP. Mr. Arn reviewed the agreement with the Board and noted that there was no charge for participating in the program.

D. Notification of Award dated June 30, 2021 from Joan Wessell, Executive Director, Senior Resources Agency on Aging, regarding a grant award for the Federal Resident Services Program. Miss Drag noted that the Authority has received this grant for the past 18 years for the Federal Resident Services program.

Mr. Lathrop moved and Ms. Patterson seconded the motion to receive Communications B. through D. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Lunt moved and Ms. Sullivan seconded the motion to approve the bills for May 2021 and June 2021. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 32 vacancies as of June 30, 2021 and that 12 units were leased between May 4th and June 30th.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Main Office Renovation and Expansion project was awarded to Nosal Builders, Inc. and was closed out on June 16, 2021. Capital Studio Architects designed the plans and specs for the Dorsey Building Flooring Replacement - Hallways and Laundry Rooms project. This project is out to bid and there will be a pre-bid walk-through on July 15th with a bid opening on July 22nd. A future project will be to add cameras in the Dorsey Building hallways. A grant application had been submitted for the Sunset Park renovation project and a reduced scope of work cost estimate has been compiled. An application was submitted to the City of Norwich for the Community Development Block Grant - Program Year 47 for the Rosewood Manor Roof/Gutter replacement project–Phase I. The Community Development Advisory Committee met on May 3rd and recommended to the City Council to fund the Rosewood Manor Roof/Gutter replacement project. The City Council met on June 6th to award the Program Year 47 funding.

D. Housing Choice Voucher Portfolio Reports - As of June 1, 2021, the total portfolio was 493 Housing Choice Vouchers and as of July 1, 2021 the portfolio was 491 Housing Choice Vouchers.

E. Procurement Log – No items were on the June 3, 2021 procurement log. Mr. Arn noted the following items on the July 6, 2021 Procurement Log: Replacement of the Fire Alarm Panel at Westwood Park, Network Infrastructure Improvements at the Main Office and Maintenance Office and Furniture purchases for the new and renovated offices.

F. Other items – Mr. Arn noted that the Annual ConnNAHRO Conference will be held at the Mohegan Sun on August 23 – 24, 2021. The Federal Repositioning Plan has been put on hold pending the outcome of the Infrastructure bill that is currently in Congress. The Infrastructure bill could increase the Federal Capital Fund Program monies.

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

V. Unfinished Business

None.

VI. New Business

A. Ms. Patterson moved to adopt Resolution R-21-07-1569 to contract with Capital Studio Architects for the Dorsey Building flooring replacement project. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

B. Mr. Lathrop moved to adopt Resolution R-21-07-1570 regarding a one-time pay increase for employees enrolled in MERS effective June 27, 2021. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

C. Ms. Lunt moved to adopt Resolution R-21-07-1571 to enter into a participation agreement with the State of Connecticut, Department of Administrative Services, Master Insurance Program for the period July 1, 2021 – June 30, 2022. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

D. Mr. Lathrop moved to adopt Resolution R-21-07-1572 to enter into a contract with Eastern Connecticut Area Agency on Aging (dba Senior Resources Agency on Aging) for the Federal Resident Services Program for the period October 1, 2021 through September 30, 2022. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Sullivan, Bergren

Nays - None

Motion carried unanimously.

E. Commission Members

F. Other

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 5:10 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on August 11, 2021

Alan H. Bergren
Chairman