

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, MARCH 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, March 9, 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

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 February 9, 2022. Motion carried unanimously.

III. Communications

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

B. Revised / Restated Affirmative Action Policy Statement; C. Revised / Restated Fair Housing Policy Statement; D. Revised / Restated Equal Employment Opportunity, Non-Discrimination and Non-Harassment Policy; E. Revised / Restated Americans with Disabilities Act (“ADA”) Notice; F. Revised / Restated Americans with Disabilities Act (“ADA”) Grievance Procedure. Mr. Arn noted that the above revised / restated policies, statements and procedures are reviewed and updated on an annual basis to comply with current laws and regulations and that there were no changes from the previous policies.

G. Letter dated March 2, 2022 from David Holmes, Capital Studio Architects, regarding the Rosewood Manor Roof Replacement Project – Phase I bid responses. Mr. Arn and Mr. Mainville reviewed the bid responses with the Board. It was noted that the recommendation is to accept the second lowest responsible bidder as the Authority had workmanship and warranty issues with the apparent low bidder on previous Authority contracts.

Ms. Patterson moved and Ms. Lunt seconded the motion to receive communications B. through G. 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 February 2022. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 32 vacancies as of March 1, 2022.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The bid opening for the Rosewood Manor Roof/Gutter replacement project – Phase I took place on February 10th. The bids were reviewed and the recommendation from David Holmes, Capital Studio Architects, is to contract with JJS Universal Construction Company who is the second lowest responsible bidder. The Authority has had previously contracts with this company and has been very satisfied with the quality of their work. The low bidder was disqualified based on a prior unsatisfactory roofing contract with the Authority. This project will be funded from Community Development Block Grant PY 47 funds and State Elderly – Rosewood Manor reserves. An application for Community Development Block Grant PY 48 funds has been submitted for Phase II of the Rosewood Manor Roof/Gutter replacement project. After soliciting three (3) quotes for laundry facilities service for Westwood Park–Dorsey Building, Eastwood Court, Schwartz Manor and Rosewood Manor, the recommendation is to enter into an agreement with Launderama, LLC. Capital Studio Architects are working on the plans and specifications to upgrade the Dorsey Building elevator. This project will be funded from the Federal 2022 Capital Fund Program. A grant application had been submitted for the Sunset Park renovation project and a reduced scope of work cost estimate has been compiled. A conference call with CHFA and DOH took place on January 19th. A call from CHFA on March 1st invited the Authority to submit a new application which CHFA will submit to the State of Connecticut Bond Commission for review and approval.

D. Housing Choice Voucher Portfolio Reports - As of March 1, 2022, the total portfolio was 475 Housing Choice Vouchers. Mr. Arn noted that he is developing a Memorandum of Understanding (MOU) with City of New London to expand the Authority's jurisdiction into New London so that voucher holders will be able to widen their search for an appropriate rental unit. The New London Housing Authority does not have a housing choice voucher program. He has also requested from HUD third party approval to begin the process of project basing vouchers in the Authority's State Elderly, Moderate and Affordable units.

E. Procurement Log – Mr. Arn noted the following item was listed on the Procurement Log: Behavioral Health Connecticut, LLC regarding the renewal of the Employee Assistance Program.

F. Other items – None.

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

V. Unfinished Business

None.

VI. New Business

A. Ms. Patterson moved to adopt Resolution R-22-03-1601 regarding a pay increase for nonunion employees effective April 1, 2022. Ms. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Ms. Lunt moved to adopt Resolution R-22-03-1602 reaffirming/restating the Authority’s Affirmative Action Policy Statement, Fair Housing Policy Statement, Equal Employment Opportunity, Non-Discrimination and Non-Harassment Policy, Americans with Disabilities Act Notice and Americans with Disabilities Act Grievance Procedure. Ms. Patterson seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Ms. Lunt moved to adopt Resolution R-22-03-1603 to enter into an agreement for laundry facility services with Launderama, LLC, for Eastwood Court, Westwood Park – Dorsey Building, Schwartz Manor and Rosewood Manor. Ms. Patterson seconded the motion.

Roll call vote:

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

Motion carried unanimously.

D. Ms. Lunt moved to adopt Resolution R-22-03-1604 to award the Rosewood Manor Roof Replacement Project – Phase I to JJS Universal Construction Company. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

E. Commission Members – None.

F. Other – Mr. Arn noted that Jackie McGuire’s, Senior Property Manager, last day is April 1st. The Board wished her the very best and thanked her for her dedication to the Authority over the past 25 years.

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 April 13, 2022

Alan H. Bergren
Chairman