

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, MARCH 10, 2021**

The Board of Commissioners (“Board”) of the Norwich Housing Authority (“Authority”) met in regular session at the Rosewood Manor Community Room, 335 Hamilton Avenue, Norwich, Connecticut, at 4:30 PM, Wednesday, March 10, 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
Wilma Sullivan
Alan Bergren

Frances Patterson was excused.

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

II. Minutes

A. Mr. Lathrop moved and Ms. Lunt seconded the motion to adopt the minutes of the regular meeting held on February 10, 2021. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – None.

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.

Miss Drag 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.

G. Cost comparison on a copier proposal prepared by Jeff Arn, Executive Director. Mr. Arn reviewed the cost comparison with the Board.

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

IV. Report of the Executive Director

A. Bills – Mr. Lathrop moved and Ms. Sullivan seconded the motion to approve the bills for February 2021. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 28 vacancies as of March 1, 2021.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The contract signing for the Rosewood Manor Ductless Splits and Electrical Upgrade Project – Phase IV with Barry Associates took place on March 1, 2021. Barry Associates started the project on March 3, 2021. The Main Office Renovation and Expansion project was awarded to Nosal Builders, Inc. Foundation work, framing, roofing, windows, wiring, HVAC installation, insulation, sheetrock, taping and painting have been completed for the three (3) new office addition spaces, vestibule and reception area. Painting of the existing offices along with new carpet and vinyl flooring installation will take place in March. This project is estimated to be complete in May. The future projects that are currently being designed will be to add cameras in the main office as part of the office renovation project, add cameras in the Dorsey Building hallways and to replace flooring in the Dorsey Building hallways and laundry rooms. A grant application had been submitted for the Sunset Park renovation project and a reduced scope of work cost estimate is being compiled.

D. Section 8 Voucher Portfolio Reports - As of March 1, 2021, the total portfolio was 489 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following item was listed on the Procurement Log: Rosewood Manor apartment hazardous clean-up.

F. Other Items – The location of the April 14, 2021 Board meeting will be at Rosewood Manor.

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

V. Unfinished Business

There was no unfinished business to discuss.

VI. New Business

A. Ms. Lunt moved to adopt Resolution R-21-03-1557 regarding a pay increase for nonunion employees effective April 1, 2021. Ms. Sullivan seconded the motion.

Roll call vote:

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

Motion carried unanimously.

B. Mr. Lathrop moved to adopt Resolution R-21-03-1558 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. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Ms. Lunt moved to adopt Resolution R-21-03-1559 to enter into an agreement with RICOH USA, Inc. regarding a copier lease. Ms. Sullivan seconded the motion.

Roll call vote:

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

Motion carried unanimously.

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D. Mr. Lathrop moved to adopt Resolution R-21-03-1560 to set the cable tv rate charge for April 1, 2021- March 31, 2022. Ms. Sullivan seconded the motion.

Roll call vote:

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

Motion carried unanimously.

E. Commission Members – Mr. Lathrop addressed the Board and noted that he was honored to be serving on the Norwich Housing Authority’s Board of Commissioners.

F. Other – None.

VII. Executive Session

A. Personnel Matter – Ms. Sullivan moved and Ms. Lunt seconded the motion to enter into Executive Session to discuss a personnel matter at 5:10 p.m. Chairman Bergren requested that Jeffrey Arn, Executive Director be present.

Mr. Lathrop moved and Ms. Lunt seconded the motion to exit Executive Session at 5:25 PM. Motion carried unanimously.

Chairman Bergren noted that no votes were taken in Executive Session.

Mr. Lathrop moved and Ms. Lunt seconded the motion to suspend the rules to added Resolution R-21-03-1561 to amend the Executive Director’s Employment Agreement to the agenda. Motion carried unanimously.

Mr. Lathrop moved to adopt Resolution R-21-03-1561 to amend the Executive Director’s Employment Agreement. Ms. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

VIII. Adjournment

There being no further business to discuss, Ms. Lunt moved and Mr. Lathrop seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:30 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on April 14, 2021

Alan H. Bergren
Chairman