

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, APRIL 13, 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, April 13, 2022.

I. Roll Call

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

Mary Ellen Lunt
Frances Patterson
Benjamin Lathrop
Alan Bergren

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

II. Election of Officers

Chairman Bergren asked for nominations for officers from the Board. Mr. Lathrop nominated the following slate of officers:

Alan Bergren, Chairman
Mary Ellen Lunt, Vice-Chairman
Benjamin Lathrop, Assistant Treasurer
Frances Patterson, Resident Commissioner

Chairman Bergren asked if there were any other nominations. Hearing no other nominations, he closed nominations and asked for a motion to appoint the slate of officers as presented. Mr. Lathrop moved and Ms. Patterson seconded the slate of officers as presented be elected. Motion carried unanimously.

III. Minutes

A. Ms. Lunt moved and Ms. Patterson seconded the motion to adopt the minutes of the regular meeting held on March 19, 2022. Motion carried unanimously.

IV. Communications

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

B. Section 8 Management Assessment Program (“SEMAP”) Certification form for March 31, 2022. Mr. Arn reviewed the SEMAP Certification with the Board and noted that it is submitted to HUD annually.

C. Memo dated March 24, 2022 from Jeff Arn, Executive Director, regarding a Memorandum of Understanding and Agreement (MOUA) with the City of New London Housing Authority as it pertains to the Housing Choice Voucher Program. Because of the lack of affordable housing for Housing Choice Voucher holders, HUD has encouraged Housing Authorities to expand their outreach. Mr. Arn noted that he had negotiated with the City of New London Housing Authority to expand the geographic area that the Norwich Housing Authority’s Housing Choice Voucher holders will be able to search for an apartment. Mr. Arn reviewed the MOUA with the Board.

D. Memo dated March 25, 2022 from Jeff Arn, Executive Director, regarding Housing Choice Voucher Payment Standards. Mr. Arn reviewed the need to increase the payment standards to 120% of the Fair Market Rent and had requested a waiver from HUD.

E. Letter dated March 28, 2022 from Dominique Blom, General Deputy Assistant Secretary, U.S. Department of Housing And Urban Development, regarding the expedited waiver to allow for establishment of payment standards from 111 to 120 percent of the FMR with an expiration date of December 31, 2022. Mr. Arn noted HUD’s approval of the expedited waiver to increase the payment standards for the Housing Choice Voucher program.

F. Memo dated April 6, 2022 from Jeff Arn, Executive Director, regarding contract rents for Housing Choice Voucher holders leasing an NHA property. Mr. Arn noted that a Rent Reasonable study was performed by Affordable Housing to determine the appropriate rents for the State properties when leased to a Housing Choice Voucher holder.

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

V. Report of the Executive Director

A. Bills – Ms. Patterson moved and Ms. Lunt seconded the motion to approve the bills for March 2022. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 25 vacancies as of April 1, 2022.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Rosewood Manor Roof/Gutter replacement project – Phase I with JJS Universal Construction Company started on April 4, 2022. An application for Community Development Block Grant PY 48 funds has been submitted for Phase II of the Rosewood Manor Roof/Gutter replacement project. A hearing with the Community Development Advisory Board is scheduled for April 19th. Launderama will begin providing laundry services on May 3, 2022 to Westwood Park–Dorsey Building, Eastwood Court, Schwartz Manor and Rosewood Manor. The card machines for the use of the washers and dryers have been installed. 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 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. A conference call with CHFA and DOH will take place on April 18th regarding this project. There are two roofs at Sunset Park that need to be replaced. Three quotes were obtained and there is a resolution on the agenda to approve a contractor to replace the roofs.

D. Section 8 Voucher Portfolio Reports - As of April 1, 2022, the total portfolio was 476 Housing Choice Vouchers.

E. Procurement Log – – Mr. Arn noted the following item was listed on the Procurement Log: Servpro of Norwich/Windham County regarding a hazardous material clean up at 55 Melrose Park .

F. Other items – Mr. Arn requested permission to attend the New England Regional Council of NAHRO Annual Conference and Exhibition to be held on June 12th through June 15th in Manchester, VT. Ms. Patterson moved and Ms. Lunt seconded the motion to approve the request to attend the conference. Motion carried unanimously.

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

VI. Unfinished Business

None.

VII. New Business

A. Ms. Patterson moved to adopt Resolution R-22-04-1605 to certify the Section 8 Management Assessment Program for March 31, 2022. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-22-04-1606 to approve the Memorandum of Understanding and Agreement with the New London Housing Authority as it pertains to the Housing Choice Voucher Program. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

C. Ms. Lunt moved to adopt Resolution R-22-04-1607 to approve the revised Housing Choice Voucher payment standard. 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-22-04-1608 to approve the contract rents for Housing Choice Voucher holders leasing an NHA property. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

Mr. Lathrop moved and Ms. Lunt seconded the motion to suspend the rules to add to the agenda Resolution R-22-04-1609 to contract with JJS Universal Construction Company to replace the roofs 3/5 Pembroke Avenue and 9/11 Pembroke Avenue, Norwich. Motion carried unanimously.

Ms. Patterson moved to adopt Resolution R-22-04-1609 to contract with JJS Universal Construction Company to replace the roofs 3/5 Pembroke Avenue and 9/11 Pembroke Avenue, Norwich. Ms. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

E. Commission Members – None.

F. Other – None.

VIII. Executive Session

No executive session was held.

IX. Adjournment

There being no further business to discuss, Ms. Lunt moved and Ms. Patterson 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 May 11, 2022

Alan H. Bergren
Chairman