

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, MAY 8, 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, May 8, 2019.

I. Roll Call

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

Charlie Magnan
Marion Rucker
Wilma Sullivan
Alan Bergren

Alice Cunningham 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. Ms. Magnan moved and Mr. Rucker seconded the motion to adopt the minutes of the regular meeting held on April 10, 2019. Motion carried unanimously.

III. Communications

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

B. U. S. Department of Housing and Urban Development - Section 8 Income Limits as of April 24, 2019. Ms. Drag explained that this schedule is used in the Section 8 Housing Choice Voucher program and as the basis to calculate the Federal and State Income Limits for admission and continued occupancy.

C. 2019 Federal Income Limits for admission and continued occupancy.

D. 2019 State Income Limits for admission and continued occupancy.

E. Memo dated May 1, 2019 from John Mainville, Modernization Coordinator, regarding Rosewood Manor bituminous sidewalks/parking lots replacement and line striping. Mr. Mainville reviewed his memo with Board and explained the need to replace the bituminous sidewalks and parking lots.

F. Memo dated May 1, 2019 from John Mainville, Modernization Coordinator, regarding Rosewood Manor Phase II ductless split heating and cooling project and electrical panel upgrades. Mr. Mainville noted that the eight (8) additional ductless split units and electrical panel upgrades would be done through a change order to the original bid and that the contractor would have the work completed by early June.

G. Proposed Public Comment Policy. Mr. Arn reviewed the policy with the Board.

Ms. Magnan moved and Mr. Rucker seconded the motion to receive Communications B. through G. above. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Magnan moved and Mr. Rucker seconded the motion to approve the bills for April 2019. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 35 vacancies as of May 1, 2019. There are seven (7) units that are not being leased as those units are part of the Eastwood Court and Schwartz Manor rehabilitation projects. He noted that the Authority's developments were recently posted on the nationwide Go Section 8 website.

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. The rehabilitation of the last five units (units 21-25) began on April 1st and was completed on May 8th with the residents moving back to their units the following week. The project is expected wrap up in June. 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 is subject to State of Connecticut Bond Commission approval. The scope of Schwartz Manor project has been greatly reduced due to funding constraints. The Authority was also awarded a predevelopment grant for Sunset Park. Capital Studio Architects is developing plans and specifications for the Sunset Park interior and exterior renovation project and Eagle Environmental has been conducting preliminary testing. It is anticipated that a SSHP grant application will be submitted later this year for renovations to Sunset Park. The Rosewood Manor Ductless Split heating and cooling project – Phase II started on March 25th and is expected to be completed in June. A Community Development Block Grant application was submitted in February for Phase III of this project. The Window Replacement Project at Oakwood Knoll is being designed by Capital Studio Architects. This project will be bid in late May or early June.

D. Section 8 Voucher Portfolio Reports - As of May 1, 2019, the total portfolio was 512 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following items were listed on the Procurement Log: Annual Maintenance of 30 Mitsubishi Ductless Mini Split Units, Power Washing and Gutter Cleaning at JFK I and Melrose Park, Removal of Trip Hazards at Concrete Sidewalks at Westwood Park and Oakwood Knoll, Roof Replacement at 25-27 Pembroke Avenue and Tree Trimming at Sunset Park. He informed the Board that he and two staff members recently attended a two day training on Project Based Vouchers and would be developing a RFP for a consultant to assist the Authority in implementing a Project Based Voucher program in its State units.

F. Other items – None.

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

V. Unfinished Business

None.

VI. New Business

A. Ms. Sullivan moved to adopt Resolution R-19-05-1481 to establish the 2019 Federal Income Limits for admission and continued occupancy. Ms. Magnan seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Magnan moved to adopt Resolution R-19-05-1482 to establish the 2019 State Income Limits for admission and continued occupancy. Ms. Sullivan seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

C. Ms. Magnan moved to adopt Resolution R-19-05-1483 to enter into a contract with Webster and Son Paving, LLC, to repave the bituminous sidewalks and parking lots at Rosewood Manor. Mr. Rucker seconded the motion. The Board discussed the resolution. Ms. Magnan moved to amend the resolution to change the contingency percentage from ten (10%) percent to fifteen (15%) percent for this project. Mr. Rucker seconded the motion. Motion carried unanimously.

Roll call vote on the amended resolution:

Ayes – Magnan, Rucker, Sullivan, Bergren
Nays - None

Motion carried unanimously.

D. Ms. Sullivan moved to adopt Resolution R-19-05-1484 to enter into a change order with Barry Associates, Inc. to install the ductless split heating and cooling systems and electrical panel upgrades in an additional eight (8) units at Rosewood Manor. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Sullivan, Bergren
Nays - None

Motion carried unanimously.

E. Ms. Magnan moved to accept Resolution R-19-05-1485 to adopt a Public Comment Policy. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Sullivan, Bergren
Nays - None

Motion carried unanimously.

F. Commission Members

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 5:10 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on June 12, 2019

Alan H. Bergren
Chairman