

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, MAY 11, 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, May 11, 2022.

I. Roll Call

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

Kenneth Scandariato
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 Assistant Secretary

Chairman Bergren welcomed Kenneth Scandariato to the Board. It was noted that office of Assistant Secretary was vacant. Ms. Patterson moved and Ms. Lunt seconded the motion that Kenneth Scandariato be elected Assistant Secretary. Motion carried unanimously.

Mr. Scandariato moved and Ms. Patterson seconded the motion to suspend the rules to add Communication G. Proposed Audit Fees from Jason Geel, Maletta & Company, and Resolution No. R-22-05-1613 regarding the audit contract extension with Maletta & Company. 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 April 13, 2022. Motion carried unanimously.

IV. 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 20, 2022; C. 2022 Federal Income Limits for admission and continued occupancy; D. 2022 State Income Limits for admission and continued occupancy. Mr. Arn reviewed Communications B. through D. with the Board. HUD sets the income limits annually and the Authority uses those limits to set the admissions and continued occupancy for the Federal and State programs.

E. Application to Authorize Lowering Eligibility Age in State Elderly Developments to Fifty-Five (55). Mr. Arn and Miss Drag reviewed the application with the Board. The application needs to be submitted annually to the City Manager and CHFA for their approval per State Statute.

F. FY 2022 Financial Statements – Drafts. Miss Drag reviewed the State FY 2022 Financials with the Board and answered their questions.

G. Proposed Audit Fees from Jason Geel, Maletta & Company. Mr. Arn noted that the Authority had contracted with Maletta to perform the annual audit for FYs 2020 through 2022 with an option to extend the contract for FYs 2023 and 2024.

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

V. Report of the Executive Director

A. Bills – Ms. Lunt moved and Mr. Scandariato seconded the motion to approve the bills for April 2022. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 27 vacancies as of May 2, 2022 and 11 units were leased in April.

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. All roofs have been completed and work has begun on the soffits, facias and gutters. 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 took place on April 19th. Launderama began providing laundry services on May 3, 2022 to Westwood Park–Dorsey Building, Eastwood Court, Schwartz Manor and Rosewood Manor. 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 bi-weekly

conference call with CHFA and DOH was held on April 22nd regarding this project. A quote tabulation for sweeping and sand removal from all parking lots was reviewed. The Authority will have a HUD Real Estate Assessment Center (REAC) physical inspection on June 9, 2022 at its Federal developments.

D. Section 8 Voucher Portfolio Reports - As of May 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: Mobile Phone Service. He reviewed the change from Verizon to T-Mobile with the Board.

F. Other items – Mr. Arn noted that the July 1 renewal rates for the Anthem health insurance coverage through the City of Norwich had increased by more than 20%. He contacted Meridian Risk Management (“Meridian”), who recommended the State of Connecticut Partnership Plan with Anthem. Because the rates are substantially less than the renewal rates with the City, the Authority will be opting out of the City’s Anthem plan and signing up with the State’s Anthem Partnership Plan effective July 1. Meridian will assist with the conversion and will be the brokers for the Authority with the State.

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

VI. Unfinished Business

None.

VII. New Business

A. Ms. Patterson moved to adopt Resolution R-22-05-1610 to establish the 2022 Federal Income Limits for admission and continued occupancy. Mr. Scandariato seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-22-05-1611 to establish the 2022 State Income Limits for admission and continued occupancy. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

C. Ms. Lunt moved to adopt Resolution R-22-05-1612 to submit an application to the Connecticut Housing Finance Authority to lower the eligibility age in the State Elderly developments to fifty-five (55) years old. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

D. Mr. Scandariato moved to adopt Resolution R-22-05-1613 to approve and audit contract extension with Maletta & Company. Ms. Patterson seconded the motion.

Roll call vote:

Ayes – Scandariato, Lathrop, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

E. Commission Members – Commissioner Lathrop also welcomed Mr. Scandariato to the Board noting his willingness to serve. Mr. Scandariato stated that he was grateful for the opportunity to serve and hoped to be a positive influence on the Board.

F. Other – None.

VIII. Executive Session

No executive session was held.

IX. 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 5:45 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on June 8, 2022

Alan H. Bergren
Chairman