

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JUNE 8, 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, June 8, 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
Alan Bergren

Benjamin Lathrop 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. Patterson moved and Mr. Scandariato seconded the motion to adopt the minutes of the regular meeting held on May 11, 2022. Motion carried unanimously.

III. Communications

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

B. Memo dated June 1, 2022 from Jeff Arn, Executive Director, regarding the change in health insurance providers. Mr. Arn reviewed his memo and answered questions from the Board.

Mr. Scandariato moved and Ms. Lunt seconded the motion to receive Communication B. Motion carried unanimously.

IV. Report of the Executive Director

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

B. Vacancy Reports – Mr. Arn noted that the Authority had 26 vacancies as of June 1, 2022 and 7 units were leased in May.

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 and is substantially complete. An application for Community Development Block Grant PY 48 funds was submitted for Phase II of the Rosewood Manor Roof/Gutter replacement project. The Community Development Advisory Board recommended the full funding request to the City Council. Capital Studio Architects have completed the plans and specifications to upgrade the Dorsey Building elevator and the project will be bid in June or July. 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 for the Sunset Park renovation project which CHFA will submit to the State of Connecticut Bond Commission for review and approval. Bi-weekly conference calls are being held with CHFA and DOH regarding this project. The Authority will have a HUD Real Estate Assessment Center (REAC) physical inspection on June 9, 2022 at its Federal developments. Mr. Mainville reviewed the Proposal and Quote Tabulation for the repairs to 29 Quarto Road that was damaged by fire.

Mr. Scandariato moved and Ms. Lunt seconded the motion to suspend the rules to add to the agenda the Quote Tabulation for the fire damaged repairs to 29 Quarto Road. Motion carried unanimously. Ms. Patterson moved and Mr. Scandariato seconded the motion to accept the proposal from JJS Universal Construction Company, 63 Airport Road, Dudley, MA 01571 for \$26,500.00 to make the repairs to 29 Quarto Road as outlined in its proposal. Motion carried unanimously.

D. Section 8 Voucher Portfolio Reports - As of June 1, 2022, the total portfolio was 475 Housing Choice Vouchers.

E. Procurement Log – No items.

F. Other items – Mr. Arn noted that he will be attending the NERC NAHRO conference next week.

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

V. Unfinished Business

None.

VI. New Business

A. Ms. Patterson moved to adopt Resolution R-22-06-1614 to enter into an agreement for health insurance benefits effective July 1, 2022. Mr. Scandariato seconded the motion.

Roll call vote:

Ayes – Scandariato, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Patterson moved to adopt Resolution R-22-06-1615 to amend the Agreement between the Norwich Housing Authority and UE Local 222, CILU #37. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Scandariato, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

C. Mr. Scandariato moved to adopt Resolution R-22-06-1616 to amend the Norwich Housing Authority's Personnel Policies regarding Article 11.8 – Insurance. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Scandariato, Lunt, Patterson, Bergren

Nays - None

Motion carried unanimously.

D. Commission Members – None.

E. Other – None.

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 5:33 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on July 13, 2022

Alan H. Bergren
Chairman