

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JUNE 12, 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, June 12, 2019.

I. Roll Call

Chairman Bergren called the meeting to order at 4:40 PM and the following answered present:

Charlie Magnan
Wilma Sullivan
Alan Bergren

Alice Cunningham and Marion Rucker were 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 Ms. Sullivan seconded the motion to adopt the minutes of the regular meeting held on May 8, 2019. Motion carried unanimously.

III. Communications

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

B. Memorandum of Understanding (“MOU”) with Reliance Health. Mr. Arn reviewed the agreement with the Board noting that it is a one year contract.

Ms. Magnan moved and Ms. Sullivan seconded the motion to receive Communication B. above. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Sullivan moved and Ms. Magnan seconded the motion to approve the bills for May 2019. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 35 vacancies as of June 1, 2019. There are eight units at Eastwood Court and one unit at Sunset Park that are not being leased as those units are a part of the MOU with Reliance Health.

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 and construction was completed on May 8, 2019. Site work will be completed by the end of July and closeout documents to be completed in August. 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 for renovations to Sunset Park if there is a funding round. A Community Development Block Grant (CDBG) application was submitted in February for Phase III of the Rosewood Manor Ductless Split heating and cooling project with electrical upgrades. The City Council is expected to act on the CDBG requests at its meeting to be held on June 17th. The Window Replacement Project at Oakwood Knoll is out to bid. A walk thru was held on June 5th. Bids for this project are due on June 19th. The Rosewood Manor asphalt sidewalk and parking lot replacement project will be substantially complete by the end of June.

D. Section 8 Voucher Portfolio Reports - As of June 1, 2019, the total portfolio was 515 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following items were listed on the Procurement Log: Site Drainage at Rosewood Manor; Tree Removal at Rosewood Manor and Rosewood Manor Sewer Line Repair.

F. Other items – None.

Ms. Magnan moved and Ms. Sullivan 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-19-06-1486 to enter into a Memorandum of Agreement with Reliance Health. Ms. Magnan seconded the motion.

Roll call vote:

Ayes – Magnan, Sullivan, Bergren

Nays - None

Motion carried unanimously.

B. Commission Members – Mr. Arn thanked Ms. Sullivan for her assistance with the Renters Rebate program last month.

C. Other – Mr. Arn gave the Board the 2019 NAHRO Conference and Exhibition Registration form for the Board’s consideration and requested permission to attend this conference in Boston in July. Ms. Magnan moved and Ms. Sullivan seconded the motion to allow the Executive Director to attend this conference. Motion carried unanimously.

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 5:05 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on July 10, 2019

Alan H. Bergren
Chairman