

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORWICH HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
HELD WEDNESDAY, FEBRUARY 11, 2026**

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, February 11, 2026.

**I. Roll Call**

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

Keith Milton  
Mary Ellen Lunt  
Alan Bergren

Benjamin Lathrop and Marice Raynor were excused.

Also present were Jeffrey S. Arn, Executive Director, John Mainville, Modernization Coordinator, Lucia Smith, Deputy Executive Director/Finance Director.

**II. Minutes**

A. Mr. Milton moved and Ms. Lunt seconded the motion to adopt the minutes of the special meeting held on December 10, 2025. Motion carried unanimously.

B. Mr. Milton moved and Ms. Lunt seconded the motion to adopt the minutes of the regular meeting held on January 14, 2026. Motion carried unanimously.

**III. Communications**

A. Community Comment / Public Comment – None.

B. Quarterly reports for the period ended December 31, 2025. Ms. Smith reviewed the reports with the Board.

C. Federal Low Income Public Housing Operating Budget for Fiscal Year 2027 (April 1, 2026 – March 31, 2027). Ms. Smith reviewed the budget for Fiscal Year 2027 with the Board.

Mr. Milton moved and Ms. Lunt seconded the motion to receive Communications B. through C. Motion carried unanimously.

#### **IV. Report of the Executive Director**

A. Bills – Mr. Milton moved and Ms. Lunt seconded the motion to approve the bills for January 2026. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 17 vacancies as of January 31, 2026 and 5 units were rented in January. There is a waiting list for all properties.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report and reviewed the same with the Board. The Westwood Park roof replacement is completed and payment has been made to the contractor. The reprogrammed money from CDBG for JFK II Phase I Boiler Replacement Project was advertised in the paper by the Town of Norwich for a response date of February 13, 2026. We were awarded \$225,000 for this project. After that, we should get more information on when we can proceed. The Oakwood Knoll Cast Iron Sewer Pipe Replacement is on hold until the weather gets a little warmer. The Oakwood Knoll Siding Project is starting. We have a meeting with the city officials to get the permits, and it is scheduled to go out to bid in March 2026. We are waiting for the contracts from the CDBG office so we can proceed with the JFK II Phase II Boiler Replacement Project. We were awarded \$203,476 on July 7, 2025. The JFK II Sidewalk Slab lifting is on track and will start in the Spring.

D. Housing Choice Voucher Portfolio Report - As of February 1, 2026, the total portfolio was 459 Housing Choice Vouchers (“HCV”).

E. Other items – Mr. Arn noted that there is a resolution on the agenda for the 4 percent increase effective April 1, 2026 for non-union staff. He also mentioned that the Maintenance staff has been busy and using a lot of resources removing the snow these past few weeks. He then noted that there have been watermain breaks that the town is responsible for.

Mr. Milton moved and Ms. Lunt seconded the motion to receive Communications B. through D. Motion carried unanimously.

#### **V. Unfinished Business**

No unfinished business.

#### **VI. New Business**

A. Ms. Lunt moved to adopt Resolution R-26-02-1756 to approve the Federal Low Income Housing Program Operating Budget for FY 2027 (April 1, 2026 - March 31, 2027). Mr. Milton seconded the motion.

Roll call vote:

Ayes – Milton, Lunt, Bergren

Nays - None

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Motion carried unanimously.

B. Mr. Milton moved to adopt Resolution R-26-02-1757 to set the cable tv rate charge for April 1, 2026- March 31, 2027. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Milton, Lunt, Bergren  
Nays - None

Motion carried unanimously.

C. Mr. Milton moved to adopt Resolution R-26-02-1758 regarding a pay increase for nonunion employees effective April 1, 2026. Ms. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

H. Other - None.

**VII. Executive Session**

No Executive Session was held.

**VIII. Adjournment**

There being no further business to discuss, Mr. Milton moved and Ms. Lunt seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:04 PM.

Respectfully submitted,

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Jeffrey S. Arn, Executive Director

Minutes approved on March 11, 2026

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Alan H. Bergren, Chairman