

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
BOARD OF COMMISSIONERS
HELD WEDNESDAY, JANUARY 14, 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, January 14, 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
Benjamin Lathrop
Marice Raynor
Alan Bergren

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

II. Minutes

A. The minutes of the Special meeting held on December 10, 2025 will be voted on next month.

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

III. Communications

A. Memo dated January 2, 2026 from Jeffrey Arn, Executive Director, to Board of Commissioners regarding 2026 Conferences and Travel. Mr. Lunt moved and Mr. Milton seconded the motion to approve the Executive Director’s 2026 Conference and Travel schedule. Motion carried unanimously.

B. Memo dated January 5, 2026 from Lucia Smith, Deputy Executive Director/Finance Director, to Jeffrey S. Arn, Executive Director, regarding Vacated Tenants’ Accounts Receivable for the Federal Housing Program.

C. Memo dated January 5, 2026 from Lucia Smith, Deputy Executive Director/Finance Director, to Jeffrey S. Arn, Executive Director, regarding Vacated Tenants’ Accounts Receivable for the State Housing Programs.

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

IV. Report of the Executive Director

A. Bills – Ms. Lunt moved and Mr. Milton seconded the motion to approve the bills for December 2025. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 17 vacancies as of January 1, 2026 and 8 units were rented in December. There is a waiting list for all properties.

C. Modernization Report – Mr. John Mainville, Modernization Coordinator, prepared the report and reviewed same with the Board. The Westwood Park Roof Replacement is 90 percent complete and, weather permitting, should be completed in the next week. The Phase I and Phase II of the JFK II boiler replacement is on hold until we get the funding contract from CDBG. Oakwood Knoll Cast Iron Sewer Pipe replacement is ongoing and in the process of being completed. Oakwood Knoll siding project will be going out to bid March or April, and will be funded by the Lead Based Paint Grant received by HUD in 2024. We have solicited quotes from 3 companies for sidewalk lifting at JFK II with only one response from Connecticut Basement Systems in the amount of \$15,524.60.

D. Housing Choice Voucher Portfolio Report - As of January 1, 2026, the total portfolio was 461 Housing Choice Vouchers (“HCV”). Mr. Arn indicated that HUD has requested that we not issue any more vouchers until they know what the funding for 2026 will be.

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

V. Unfinished Business

No unfinished business.

VI. New Business

A. Mr. Milton moved to adopt Resolution R-26-01-1752 to write off vacated uncollectible tenants accounts receivable in the Federal Program. Ms. Lunt seconded the motion.

Roll call vote:

Ayes – Milton, Lathrop, Lunt, Bergren, Raynor

Nays - None

Motion carried unanimously.

B. Mr. Milton moved to adopt Resolution R-26-01-1753 to write off vacated uncollectible tenants accounts receivable in the State Elderly Program–Schwartz Manor. Ms. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

C. Mr. Milton moved to adopt Resolution R-26-01-1754 to write off vacated uncollectible tenants accounts receivable in the State Elderly Program – Rosewood Manor. Ms. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

D. Mr. Milton moved to adopt Resolution R-26-01-1755 to write off vacated uncollectible tenants accounts receivable in the State Moderate Program. Ms. Lunt seconded the motion.

Roll call vote:

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

Motion carried unanimously.

G. Commission Members – Mr. Lathrop thanked the staff for their dedication to the Authority.

H. Other - None.

VII. Executive Session

No Executive Session was held.

VIII. Adjournment

There being no further business to discuss, Ms. Lunt moved and Mr. Milton 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 February 11, 2026

Alan H. Bergren
Chairman