

**MINUTES OF THE REGULAR COMMISSIONERS MEETING
OF THE
HOUSING AUTHORITY OF THE TOWN OF GLASTONBURY
at the Main Office
25 Risley Road, Glastonbury, CT 06033
WEDNESDAY,
March 16, 2022, at 5:45 P.M.**

The Commissioners of the Housing Authority of the Town of Glastonbury (the "GHA") met in regular session at 5:45 P on Wednesday, March 16, 2022, at the main office located at 25 Risley Road in the Town of Glastonbury, Connecticut. The meeting notice was posted in the vestibule of the GHA's main office located at 25 Risley Road, Glastonbury, Connecticut.

I. ROLL CALL

Chairperson Carl Stenman called the meeting to order at 5:55 P.M. and the following answered present:

Commissioner Carl Stenman
Commissioner Jim Noonan
Commissioner Cathy Vacchelli

Executive Director Neil Griffin
Controller Frank Salerno (remote)

Excused: Commissioner Judy Jaskulski

Chairperson Stenman declared a quorum was present.

II. APPROVAL OF AGENDA AND REVISIONS THERETO

None

III. PUBLIC COMMENTS

None

IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

A. Approve Minutes of the Meeting of February 16, 2022

Commissioner Noonan moved the minutes be approved as written, seconded by Commissioner Vacchelli. Commissioners voted to approve the minutes. The motion passed with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

V. **BILLS AND COMMUNICATIONS**

A. **Accept February 2022 Invoices**

The paid invoices for February 2022 were reviewed by the Commissioners. Commissioner Noonan moved the invoices be accepted. Commissioner Vacchelli seconded the motion. Discussion occurred and Commissioners asked questions on check numbers:

- 38138, paid to the Town of Glastonbury - Executive Director Griffin informed the Board that the payment is made in lieu of property tax.
- 38100, paid to CLP – Executive Director Griffin explained that when a rent calculation is a negative figure, the GHA makes a payment in that amount directly to the utility company of tenant's choice.

The motion passed with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

VI. **REPORT OF THE EXECUTIVE DIRECTOR**

A. **Report of the Executive Director, March 10, 2022**

- Welles Village repositioning- RFP issued and closes on March 31, 2022.
- Audit for FYE 6/30/2021- The draft audit has been received. When we procured the audit, we had gone over five years without triggering Federal Single Audit requirements; however, last year we triggered the Single Federal Audit requirements. We did again in fiscal year ending 6/30/2021 and look to do so in the foreseeable future. The Federal Single Audit requirements requires more work by the auditor; a modification to the auditor's fees is necessary and a schedule reflecting the fee modification is attached.
- HTCAL cash shortfall- HTCAL's staff is working to lease up vacant units. One unit leased this week, three applications are in process, three more are starting third-party verifications and applying for the homecare program.
- Public Hearing on Annual Plan, ACOP, Administrative Plan and Five-Year Action Plan Changes- A public hearing was held on Tuesday March 15, 2022, at 4:00 p.m. (Note: no one attended this public hearing).
- The Preemployment Drug Screening Policy- This policy is in need of updating. With recent legislation passed making recreational marijuana legal, the GHA needs to update its policy to treat marijuana more like alcohol. We would remove marijuana from the list of controlled substances we test for. In the interim I would ask that the Board allows us to hire anyone who tests positive for marijuana until we can formally change the testing procedures with our drug screening vendor.

The Commissioners agreed to allow this interim change until the GHA's policy is revised/updated.

- Expedited waivers for the HCV program- The GHA applied for two expedited waivers; one is to waive the SEMAP scoring on the HQS Interim and quality control inspections during the pandemic period, and the second would allow us to set the payment standard up to 120% of the FMR. Presently we can only go up to 110%. This second waiver will provide voucher holders better access to rental opportunities in the current rental market where rents have increased dramatically.
- Additional HCV HAP funding- The GHA applied for additional HVC HAP funding under the ARP Extraordinary Circumstances opportunity and was awarded \$45,069. We applied because we are experiencing an increase in monthly HAP expenses related to the increasing rental rates. We do not anticipate the funding award will allow us to issue any of our unissued vouchers but will prevent us from going into a shortfall. Without the funding we were projecting a loss of approximately \$31,000 for fiscal year end.
- Knox Lane Annex Walking Trail- Lisa Zerio, the Town's Director of Parks and Recreation, notified the GHA that the Town was unsuccessful in obtaining a Urban Forestry Climate Change Grant to construct a walking trail at the soccer field adjacent to Knox Lane Annex.

VII. REPORTS OF COMMITTEES

None

VIII. UNFINISHED BUSINESS

A. Town of Glastonbury Affordable Housing Plan

Commissioner Stenman provided an update on the plan's final draft and the April 5th public hearing date with the Town Plan and Zoning Commission. Pursuant to statute, the plan must be adopted by the Town Council by June 1st.

B. Welles Village Repositioning

This was covered above in the section titled Report of the Executive Director, March 10, 2022.

C. Executive Director Employment Contract

Executive Director Griffin indicated his desire to move forward with an employment contract. Chairperson Stenman and Executive Director Griffin will individually put together bullet points to identify what provisions are important to the respective parties for inclusion in the subject contract.

D. Executive Director FY 2022 Performance Criteria

Discussion occurred. Chairperson Stenman expressed that he envisioned a two-person personnel committee creating the annual review of the Executive Director and presenting it to the Board annually at a meeting.

A draft performance evaluation document will be created using the current document and adding the topics suggested by the Executive Director for evaluation.

IX. NEW BUSINESS**A. Resolution 2022-03, Resolution Approving Five Year Action Plan, Administrative Plan and ACOP**

WHEREAS, the Housing and Economic Recovery Act (“HERA”), Title VII, Small Public Housing Authorities Paperwork Reduction Act exempts Qualified Public Housing Authorities (each a “PHA”) from the requirement to prepare and submit an annual plan;

WHEREAS, the Housing Authority of the Town of Glastonbury (the “GHA”) is a PHA, therefore no annual plan has been prepared, but the Five-Year Plan 2020-2024 annual public hearing regarding any changes to the goals, objectives, and policies of the GHA, including the Five-Year Action Plan, Admissions and Continued Occupancy Plan (“ACOP”) and Administrative Plan, was held by a public meeting on March 15, 2022;

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) requires PHAs to have an ACOP, Administrative Plan and Five-Year Action Plan;

WHEREAS, the ACOP is the GHA’s written statement of policies used to carry out the public housing program in accordance with federal law and regulations, and HUD’s requirements;

WHEREAS, the Administrative Plan is the GHA’s written statement of policies used to carry out the housing choice voucher (Section 8) program in accordance with federal law and regulations, and HUD’s requirements;

WHEREAS, the Five-Year Action Plan is the GHA’s written statement of planned uses for capital fund program funding in accordance with federal law and regulations, and HUD’s requirements; and

WHEREAS, the GHA made revisions to the Five-Year Action Plan, Administrative Plan and ACOP and the changes were discussed as part of the public hearing held on March 15, 2022, and no comments were received.

NOW THEREFORE BE IT RESOLVED that the GHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions; and

IT IS FURTHER RESOLVED that the GHA's

- ACOP 2022 update,
- Administrative Plan 2022 update,
- Five Year Action Plan 2022-2026 (capital fund), and
- Five Year Plan 2020-2024

are each hereby adopted.

Commissioner Noonan moved the resolution be approved, seconded by Commissioner Vacchelli. After a brief discussion, Commissioners voted to approve the resolution. The motion passed with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

B. CHFA Outreach to Chairperson

Chairperson Stenman updated the Board indicating that CHFA had reached out to him asking if he would consider providing training to CHFA's multifamily underwriters. Previously, Chairperson Stenman had been asked to return to CHFA in a consulting capacity, and he declined, concerned that there could be a perceived conflict of interest. After discussing the training opportunity, Chairperson Stenman again declined the opportunity, citing the same concern.

C. D & O Coverage

The Board asked the Executive Director to arrange for a representative of the GHA's insurer to provide the Board with a summary of Directors and Officers insurance coverage.

There being no further business, Commissioner Noonan moved that the meeting be adjourned. Commissioner Vacchelli seconded the motion. The motion was carried unanimously 3-0, and the meeting was adjourned at 6:55 P.M.

Respectfully submitted,

Minutes Approved on
April 20, 2022

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson