

**MINUTES OF THE ANNUAL COMMISSIONERS MEETING
OF THE
HOUSING AUTHORITY OF THE TOWN OF GLASTONBURY
at the Main Office
25 Risley Road, Glastonbury, CT 06033
WEDNESDAY,
July 20, 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 PM on Wednesday, May 18, 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 5:45 P.M. and the following answered present:

Commissioner Carl Stenman
Commissioner Jim Noonan
Commissioner Cathy Vacchelli

Executive Director Neil Griffin
Controller Frank Salerno

Excused: Commissioner Judy Jaskulski

Chairperson Stenman declared a quorum was present.

II. APPROVAL OF AGENDA AND REVISIONS THERETO

No changes

III. PUBLIC COMMENTS (if any)

Chris Dawson addressed the Board, advocating to improve the wage schedule for the maintenance staff that work for him. Chris identified several current issues including inflationary trends, comparable wages paid by the town, and the year around volume of work handled by his staff. When asked about himself, Chris made it clear he was only at the meeting to speak about his staff and not himself.

IV. ELECTION OF OFFICERS

Commissioner Noonan nominated Commissioner Stenman as Chairperson, and Commissioner Vacchelli as Vice Chairperson. Commissioner Vacchelli seconded the motion and 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. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

A. Approve Minutes of May 18, 2022

Commissioner Noonan moved the May minutes be approved as written, seconded by Commissioner Vacchelli. Commissioners voted to approve the minutes as written. 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. BILLS AND COMMUNICATIONS

A. Accept May and June 2022 Invoices

Commissioner Noonan moved the May and June invoices be accepted, seconded by Commissioner Vacchelli. 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.

VII. REPORT OF THE EXECUTIVE DIRECTOR

A. Report of the Executive Director, July 13, 2022

- Welles Village repositioning- Kick off meeting was held, and GHA has started to provide EJP with all of the data they have requested. Bi-weekly update meetings will be held with staff.
- HTCAL cash shortfall- we are continuing to monitor the cash flow and HTCAL staff are working to lease up the remaining units. Homecare approval continues to be slow, but staff are monitoring the process and communicating to DSS supervisors when necessary.
- HDLI intern- We did not have an intern placed with us for the first group of interviews. I interviewed an additional candidate, and I am waiting to hear if there is an opportunity with this person.
- Cupola replacement is almost complete.
- REAC Physical Inspection- Welles Village received a disappointing score of 50. This is a 36-point departure from the last score of 86 received in 2019. The scoring is broken into five categories: site, building exterior, building systems, common area and unit.

We firmly believe the site scoring was a gross mischaracterization of the overall conditions that existed on the day of the inspection. Once the prevalence report is available, we will sit down with the maintenance staff and review our findings from the report to identify areas of improvement. There are definitely areas we need to ensure we are inspecting and repairing appropriately during our annual inspection.

There are some point deductions that are beyond our control such as blocked egress which occurs when a tenant has an air conditioner in the

only bedroom window or a piece of furniture in front of the only bedroom window. We lost 5.92 points for this type of condition. We lost 20.27 points for the site condition when a more reasonable scoring likely would have only resulted in a 7-9 point reduction.

I sent an email, on June 20th, to the field office, specifically Jennifer Gottlieb and James Staunton, documenting our concern with the score and that we did not see a clean fit for an appeal. I asked for their advice and if they saw an opportunity to appeal the score. To date I have not received a response to my email.

- GHA continues to collaborate with town staff in an effort to identify opportunities to increase our affordable housing offerings.

VIII. REPORTS OF COMMITTEES

Personnel Committee – Executive Director Employment Contract

Commissioner Stenman shared they are making progress on the Executive Director employment agreement. They are waiting on outside counsel's final editing. They are still looking to make the contract effective retroactive to July 1, 2022

IX. UNFINISHED BUSINESS

A. Town of Glastonbury Affordable Housing Plan

Commissioner Stenman updated the Commissioners that the Affordable Housing Plan was approved by the Town Council during their June 15, 2022, meeting.

B. Welles Village Repositioning

Update is provided in the Executive Director's report,

C. Executive Director FY 2022 Performance Criteria

This criteria has not yet been finalized and reviewed by the Board's Personnel Committee.

X. NEW BUSINESS

None

There being no further discussions, Commissioner Noonan moved the meeting be adjourned. Commissioner Vacchelli seconded the motion. The motion was carried unanimously 3-0 and the meeting was adjourned at 7:07 P.M.

Respectfully submitted,

Neil J. Griffin, Jr.
Secretary

Minutes Approved on
September 21, 2022

Carl F. Stenman
Chairperson

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