

**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,
September 21, 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, September 21, 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 5:48 P.M. and the following answered present:

Commissioner Carl Stenman
Commissioner Jim Noonan
Commissioner Cathy Vacchelli

Executive Director Neil Griffin
Controller Frank Salerno

Chairperson Stenman declared a quorum was present.

II. APPROVAL OF AGENDA AND REVISIONS THERETO

Chairperson Stenman recommended deferring the Executive Director's report and Unfinished Business to be the last two items. All Commissioners unanimously agreed to the change.

III. PUBLIC COMMENTS (if any)

None

IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

A. Approve Minutes of July 20, 2022, Meeting

B. Approve Minutes of August 4, 2022, Special Meeting

Commissioner Noonan moved the July and August 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.

V. **BILLS AND COMMUNICATIONS**

A. **Accept July and August 2022 Invoices**

Commissioner Noonan moved the July and August invoices be accepted, seconded by Commissioner Vacchelli. Commissioner Vacchelli asked about invoice 38977 payable to the Town of Glastonbury. Controller Salerno answered stating the payment was for the fiscal year ended June 30, 2022's payment in lieu of taxes (PILOT). 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. **Received June 30, 2022, Unaudited Financial Statements**

The financial statements were reviewed and Commissioners asked several questions. Answers were provided by Controller Salerno and Executive Director Griffin.

VI. **REPORTS OF COMMITTEES**

A. **Personnel Committee**

Commissioner Noonan moved that the Commissioners enter Executive Session to discuss a personnel matter and potential land acquisition. The motion was seconded by Commissioner Vacchelli. The motion passed with Commissioners Stenman, Noonan, and Vacchelli voting yea, no one voted nay, and no one abstained.

The Commissioners entered executive session at 5:53 P.M. with all Commissioners and Executive Director Griffin in attendance.

The Commissioners exited executive session at 6:10 P.M.

VII. **NEW BUSINESS**

A. **Executive Director Contract**

1. **Resolution 2022-09 Authorizing the Housing Authority of the Town of Glastonbury To Enter into an Employment Agreement with Neil J. Griffin, Jr., Its Executive Director**

WHEREAS, the mission of the Housing Authority of the Town of Glastonbury, a public body corporate and politic (the "GHA"), is to ensure the provision of housing opportunities for lower-income persons in viable community settings by developing and operating its programs (i) to ensure that people are housed to acceptable standards, (ii) at affordable costs, (iii) in a manner that requires increasingly less subsidies from public resources, (iv) in an environment that stimulates socially inclusive communities which break down barriers between

tenants and home owners, and (v) to provide the basis for individuals to realize their full potential;

WHEREAS, in support of, and to achieve and maintain its above-cited mission, the GHA wishes to attract and retain a staff of highly qualified administrative, technical and professional employees including, but not limited to, the Executive Director;

WHEREAS, the GHA's above-stated mission must also be balanced with the physical and fiscal needs of the properties which are owned and/or managed by the GHA;

WHEREAS, in furtherance of the above, the GHA's Board of Commissioners (the "Board") and Neil J. Griffin, Jr., the GHA's current Executive Director ("Griffin") believe that it is in the best mutual interests of the parties to enter into an employment agreement (the "Employment Agreement") such that (i) the GHA's expectations and general parameters of Griffin's employment as the GHA's Executive Director are clearly defined, and (ii) Griffin's understanding of what is expected of his performance and general parameters of employment as the GHA's Executive Director are clearly understood;

WHEREAS, the Board previously authorized the GHA's engagement of Pullman & Comley, LLC ("Pullman") to assist and provide legal counsel, specifically labor expertise, to the GHA in conjunction with the drafting of the Employment Agreement;

WHEREAS, under the direction of the Board's Personnel Committee, Pullman drafted multiple iterations of the Employment Agreement incorporating, but not limited to, employment guidelines and parameters established by the Board's Personnel Committee;

WHEREAS, each of the GHA, acting through the Board's Personnel Committee, and Griffin, with the benefit of their respective outside counsel have and in good faith, negotiated the content of the Employment Agreement; and

WHEREAS, following its review of the Employment Agreement, the Board concluded that the Employment Agreement's content is acceptable and that entering into the Employment Agreement with Griffin represents the GHA's best interests.

NOW THEREFORE, be it resolved that the GHA's Board of Commissioners hereby authorizes Carl F. Stenman, the GHA's current Chairperson, to execute the Employment Agreement, with an effective date of July 1, 2022, on behalf of the GHA.

Commissioner Noonan moved the resolution be approved, 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.

B. Resolution 2022-09A

1. Acknowledgement and Appreciation of Judith E. Jaskulski's Service

WHEREAS, the Housing Authority of the Town of Glastonbury, a public body corporate and politic (the "GHA"), was established by Resolution passed by the Glastonbury Board of Selectmen on June 24, 1943 and June 28, 1943 and reaffirmed by the Glastonbury Town Council's Resolution adopted on March 13, 1967, as amended on February 22, 1980;

WHEREAS, the GHA is a quasi-public agency created by the municipality under the Connecticut General Statutes (the "C.G.S."), Section 8-40, having all the powers necessary under the law to provide safe, sanitary affordable housing;

WHEREAS, the GHA's mission is to ensure the provision of housing opportunities for lower-income persons in viable community settings by developing and operating its programs (i) to ensure that people are housed to acceptable standards, (ii) at affordable costs, (iii) in a manner that requires increasingly less subsidies from public resources, (iv) in an environment that stimulates socially inclusive communities which break down barriers between tenants and home owners, and (v) to provide the basis for individuals to realize their full potential;

WHEREAS, the GHA provides the above-referenced housing to families, individuals, and seniors whose incomes range from below 30% of the Area Median Income (the "AMI") and up to and including 80% of the AMI, depending upon the program;

WHEREAS, the GHA currently provides its housing assistance to approximately seven hundred individuals living in 434 affordable apartments throughout the Town of Glastonbury including those in Welles Village, Center Village, Village Green, Knox Lane Annex, Herbert T. Clark House - Congregate, and Herbert T. Clark House - Assisted Living;

WHEREAS, pursuant to the C.G.S, Section 8-41, the Glastonbury Town Council appoints members comprising the GHA's Board of Commissioners; and

WHEREAS, the Glastonbury Town Council appointed Judith E. Jaskulski to serve as a Commissioner of the GHA effective on July 27, 2004 and she diligently and adeptly served as the Tenant Commissioner through and including July 31, 2022 by assisting in guiding the GHA to effectively achieve its mission throughout that time frame.

NOW THEREFORE, be it resolved by the GHA's Board of Commissioners that the GHA hereby formally recognizes Judith E. Jaskulski's approximate 18 years of dedicated and capable service to the GHA, the Town of Glastonbury, and the residents of the affordable rental communities identified above, and hereby formally acknowledges and expresses its sincere appreciation to Judith E. Jaskulski for such ardent service.

Commissioner Noonan moved the resolution be approved, 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.

C. Freedom of Information Update

Chairperson Stenman shared several handouts that were provided by the presenter of the Conn-NAHRO FOI session at the convention.

VIII. REPORT OF THE EXECUTIVE DIRECTOR

A. Report of the Executive Director, September, 2022

- Welles Village repositioning- EJP is still reviewing the material we provided them.
- GHA's new website went live on August 16, 2022.
- HDLI intern- We did identify an intern who will work with us once a week for an 8-hour day. We hope for the intern to start working with us in September.
- Cupola replacement is complete.
- Tenant encroachment onto neighboring parcel at Village Green. The new owner reached out via email to identify the issue and offered to sell GHA the back 40 or 50 feet of his parcel which would amount to .20 of an acre for \$29,000 or .25 of an acre for \$36,000. I am looking for input from commissioners to see if they have any interest in pursuing the purchase of this land.
- The encroachment results from one of our tenants who installed landscaping on the abutting land (generally speaking), some shrubs and flowers were installed, and the area was cleaned up, edged into a bed, and provides an aesthetical improvement to the space). Unfortunately, this work was done without the permission of the GHA. If the Board of commissioners is not interested in acquiring the abutting land offered to us, then I would ask the current owner of the land how he would wish for us to proceed to cure the encroachment. Once we understand the agreed to solution our property manager will meet with the tenants that created the issue.

- GHA received the Low Loss Award from Housing Authority Insurance in recognition of a low loss average over the past three years.
- DSS increased the assisted living rates for HTCAL approximately 5% effective July 1, 2022.
- Welles Village operating subsidy for Calendar Year 2022 is estimated to be \$422,542.00. Our final eligibility for CY 2021 was \$490,229.
- Workers Compensation audit premium was reduced for 2022 to \$3,249 from \$7,894 in 2021. This decrease is attributed to the diligence of Joyce, Chris Dawson and Frank who monitored our contractors' workers compensation certificates and ensured we had certificates on file. For those who do not have coverage the staff made sure their invoices split out labor and material. This saves us from being charged a premium for the material costs.
- Wage comparability data for our maintenance positions was included in your board packet. The data provided is the wage scales for similar Town positions. This material is being provided in response to the conversation that occurred in the July 2022 meeting's public comment period.
- HUD awarded GHA four new Housing Choice Vouchers and \$47,542.58 in HAP budget authority along with an additional \$3,000 in special fees to lease the units up. The additional vouchers and budget authority were automatically awarded to GHA and came from the Consolidated Appropriations Act 2022. HUD awarded vouchers to every HCV program based upon a formula that used several factors in determining the award size. The additional four vouchers bring GHA's total number of vouchers up to thirty-seven vouchers available to issue.
- GHA continues to collaborate with town staff to identify opportunities to increase our affordable housing offerings.
- The Connecticut Department of Housing and HUD's field office director will be coming to the Herbert T Clark House on Monday, September 19, 2022, at 11:00 am for an open house to view the renovation work completed using DOH's FLEX program Funds and HUD's National Housing Trust Funds (distributed through DOH). The open house will provide an opportunity for comments by all before the noon meal and GHA will provide tours of the work to representatives of each of the funding agencies.
- Center Village rent increase schedule for January 1, 2023 will be a minimum increase of 4%. This lower increase value relies on the operations having residual cash flow still forecasted for FY 2024 to offset the rental increase potential. Need to evaluate further after first draft of operating budget is

completed. We are anticipating utility increase in the range of 15-23%, maintenance material and contract service increases in the 8-12% range driven by

A discussion occurred among the Commissioners about the encroachment on the abutting property to Village Green. Commissioners discussed the merits and value to the purchase of the abutting property as proposed by the current owners, Brian and Jill Fitzgerald. Commissioners came to a consensus that the proposed price for the .20 or .25 of an acre did not provide enough value to the property to pay such a premium for the proposed acreage. The Executive Director was asked to reach out to the owners to see what other options are available to solve the encroachment issue.

Commissioner Noonan left the meeting at 6:45 P.M.

IX. UNFINISHED BUSINESS

A. Welles Village Repositioning

Update is provided in the Executive Director's report,

B. Executive Director FY 2022 Performance Criteria

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

There being no further discussions the meeting was adjourned at 7:14 P.M.

Respectfully submitted,

Neil J. Griffin, Jr.
Secretary

Minutes Approved on
October 19, 2022

Carl F. Stenman
Chairperson

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