

**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,
November 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 PM on Wednesday, November 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 5:45 P.M. and the following answered present:

Commissioner Carl Stenman
Commissioner Cathy Vacchelli
Commissioner Jim Noonan
Commissioner Amo-Mensah Amofa

Also Present were:
Executive Director Neil Griffin
Controller Frank Salerno

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 October 19, 2022, Meeting

Commissioner Noonan moved the October minutes be approved as written, seconded by Commissioner Vacchelli. Commissioners voted to approve the minutes as written. The motion passed with Commissioners Stenman, Vacchelli, Noonan, and Amofa voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

V. **BILLS AND COMMUNICATIONS**

A. **Accept October 2022 Invoices**

Commissioner Noonan moved the October invoices be accepted, seconded by Commissioner Vacchelli. Commissioner Stenman asked if the payment made by CN-38928 (for WV Stoops) was a capital fund project. Executive Direct Neil Griffin confirmed that it was. The motion passed with Commissioners Stenman, Noonan, Vacchelli, and Amofa voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

B. **Unaudited Financial Statements for Period Ending September 30, 2022**

A brief discussion on each program's financial statements occurred identifying different variances, including utilities and maintenance costs.

VI. **REPORT OF THE EXECUTIVE DIRECTOR**

A. **Report of the Executive Director – November, 2022**

- Welles Village repositioning- EJP visited the site and met with Carl & I. I am preparing a RAD physical needs assessment scope of services document to issue for pricing to four vendors. This is the next step in the evaluation process.
- Tenant Encroachment onto Neighboring Parcel at Village Green- I will reach out to the owner after receiving direction from the Board of Commissioners
- Affordable Housing Options- Town's public hearing on Nye Road is continuing Wednesday, November 9, 2022, at 8:00 p.m.
- Electrical Generation Contract- Preliminary pricing came back at \$0.1522 per kWh for 24 months. We presently are paying \$0.0868 per kWh. Eversource's current price is \$0.1225 per kWh with a new rate for January 1, 2023 to be announced in November. Pricing has eased some over the past sixty days. The thought is that by waiting until after winter to renew our contract we potentially could do 10-20% better than what we are seeing now. This would provide a better long-term result and we would absorb the short-term impact of the Eversource rate increase for the first three months of 2023.
- Cyber Security Enhancements- New equipment has been installed and we are starting to roll out second factor authentication for VPN access. These changes are to reduce our exposure to cyber threats.

- I submitted a Section 8 Project Based Voucher application to Middletown Housing Authority on November 9, 2022 for Hale Farms and Village Green/Knox Lane Annex. The application requested 20 vouchers to be project based in our properties: 3 at Hale Farms and 17 at Village Green/Knox Lane Annex.
- HCV Program Waiver- The GHA submitted a waiver extension for its HCV program. The waiver extension was submitted to keep the payment standard at 120% of FMR through December 31, 2023. We did this to ease the burden of high rents in the region on HCV participants. HUD granted the waiver extension on October 31, 2022.
- Juneteenth- Effective October 1, 2022, the State of Connecticut has joined the federal government in recognizing Juneteenth Independence Day as a legally recognized state holiday (PA 22-128). The first recognition of the holiday by Connecticut will be June 19, 2023. I offer this information to start a discussion on the GHA's possible recognition of the Juneteenth holiday. The Town of Glastonbury is currently working on evaluation and potential recognition.

VII. REPORTS OF COMMITTEES

No reporting

VIII. EXECUTIVE SESSION

Commissioner Noonan moved the Commissioners go into executive session to discuss potential land acquisition, seconded by Commissioner Vacchelli. The motion passed with Commissioners Stenman, Noonan, Vacchelli, and Amofa voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

Executive session was entered at 6:34 P.M., with Commissioners Stenman, Noonan, Vacchelli, Amofa, Executive Director Griffin, and Controller Salerno present.

The commissioners exited the executive session at 6:46 P.M.

Commissioner Amofa left the meeting at 6:47 P.M.

IX. UNFINISHED BUSINESS

A. Welles Village Repositioning

This item is addressed in the Executive Director's report.

B. Executive Director Performance Criteria

The Executive Director was requested to email preliminary performance evaluation information to the members of the Board's Personnel, Committee.

C. Village Green – Encroachment onto Adjacent Property

This item is addressed in the Executive Director's Report

X. NEW BUSINESS**A. MOU for Connecticut Long Term Care Mutual Aid Plan (“LTC-MAP”)**

Prior to signing the Memorandum of Understanding (“MOU”) for the LTC-MAP, GHA will submit a copy of the referenced MOU to the State's Interagency Team supporting the Affordable Assisted Living Demonstration Project (the “Interagency Team”). The GHA will request that authorized signatories of the Interagency Team acknowledge and confirm that (i) the Interagency Team supports the GHA's participation, in its role as the managing agent for Herbert T. Clark Assisted Living Limited Partnership (“HTCLP”), and (ii) the GHA's entering into the referenced MOU will not violate any of the terms and conditions contained in any agreements by and among HTCLP and the members of the Interagency Team including, but not limited to, the Connecticut Housing Finance Authority (“CHFA”) and the Department of Economic and Community Development (“DECD”) (as now administered by the Department of Housing (“DOH”)).

There being no further discussions, Commissioner Noonan moved, and Commissioner Vacchelli seconded, that the meeting be adjourned. 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 and the meeting adjourned at 6:50 P.M.

Respectfully submitted,

Minutes Approved on
December 21, 2022

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson