

**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, February 15, 2023, 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, February 15, 2023, at the main office located at 25 Risley Road in the Town of Glastonbury, Connecticut. The meeting notice was posted on GHA's website and 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 Cathy Vacchelli
Commissioner Jim Noonan

Excused: Commissioner Amo Mensah Amofa

Also Present:

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 January 18, 2023, Meeting

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

V. BILLS AND COMMUNICATIONS

A. Accept January 2023 Invoices

Commissioner Noonan moved the January invoices be accepted, seconded by Commissioner Vacchelli. During the subsequent discussion, Commissioner Vacchelli asked about the payments made by check #39233 to Reliable Flooring contractor LLC. Commissioner Stenman and Executive Director Griffin verified that the payment was made for multiple jobs and it did not represent just one job. 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 – February 2023

- Welles Village repositioning- RAD Physical Needs Assessment draft report has been received. We are currently reviewing it for accuracy and to see if we need to request any adjustments or need clarification on some of the assumptions.
- USPS has since restored mail service to all addresses on Knox Lane.
- NERC conference- Carl & I attended the NERC-NAHRO conference. The conference had several timely sessions. One provided the opportunity to meet and speak with the Director of HUD's Affordable Housing Transaction Division which oversees the RAD/Section 18 Small PHA Blend transactions. We have exchanged an initial email to identify some questions I have. The division director and I will schedule a call in the near future. The call should include the GHA, EJP, the Affordable Housing Transaction Division's Director and their staff to discuss our vision and talk through any potential opportunities or regulatory requirements we should be aware of as we proceed.
- A single-family unit in Welles Village had the pipes freeze and burst leading to a water leak. Staff were made aware of the issue around 8:30 a.m. on Monday, February 6, 2023. We immediately responded to mitigate the damage and initiate repairs. The GHA was unable to get a restoration company to respond after calling several due to the volume of activity that resulted from the subzero temperatures over the preceding twenty-four hours. The insurance adjuster visited the site on Tuesday, February 7, 2023. We relocated the tenant to a local hotel for 48 hours and are hoping to subsequently return the tenant to the unit. The apartment may subsequently need the flooring replaced, but we will not know this right away.
- The base rent review has begun. We are evaluating the inflationary impacts on our operations and what we expect to need for a base rent increase. Notices will be going out to residents to indicate the proposed increases to receive tenant input and a public meeting for each property. The tenant input

and proposed increases will be brought to the Board for review and action in April when the budgets are reviewed and approved.

- HTCAL's CHFA asset manager advised us they could not provide us anything in writing for the LTCMAP MOU until CHFA's legal team performs a due diligence process on the MOU. I requested that the CHFA legal team be asked to review the MOU so we may obtain the assurances in writing from CHFA. The estimated timeframe from the asset manager was that they could be a couple of months out. I will follow up in a few weeks to see if CHFA's legal team provided an estimated timeframe to complete its due diligence.
- Town Council amended the hybrid pension vesting schedule from ten years to five years. The GHA may need to ratify the change for its employees; if it is required, we will add it to March's Agenda.

VII. REPORTS OF COMMITTEES

- A. Personnel Committee (the "PC")**– Commissioner Stenman reported that members of the PC met with the Executive Director to review the draft evaluation material and requested some input from the Executive Director. Neil will provide the PC with his feedback to further refine the documents. Once complete the PC will bring the updated, draft documents to the full Board for review and approval.

VIII. UNFINISHED BUSINESS

A. Welles Village Repositioning

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

B. Village Green – Encroachment onto Adjacent Property

No activity this month.

C. MOU for Connecticut Long Term Care Mutual Aid Plan

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

IX. NEW BUSINESS

None

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 6:31 P.M.

Respectfully submitted,

Minutes Approved on
March 15, 2023

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson