

**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,
April 19, 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 P.M. on Wednesday, April 19, 2023, 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
Commissioner Michelle Polgar

Executive Director Neil Griffin
Controller Frank Salerno

Excused: Commissioner Amo-Mensah Amofa

Chairperson Stenman declared a quorum was present.

II. APPROVAL OF AGENDA AND REVISIONS THERETO

None

III. PUBLIC COMMENTS (if any)

None

IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

A. Approve minutes of February 15, 2023 meeting

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, Vacchelli, and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

B. Approve March 15, 2023 meeting

There were no minutes to approve. Chairperson Stenman called that meeting to order at 5:45 P.M. and adjourned it at 5:46 P.M. due to the lack of a quorum.

V. **BILLS AND COMMUNICATIONS**

A. **Accept February and March 2023 invoices**

Commissioner Noonan moved the invoices be approved, seconded by Commissioner Polgar. A discussion followed regarding invoice 39374 and invoice 39439. Commissioners voted to approve the invoices with Commissioners Stenman, Noonan, Vacchelli, and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

B. **GHA June 30, 2022 Audit**

There was a brief discussion on the overall audit.

C. **GHA December 31, 2023 in-house financial statements**

The GHA's Controller, Frank Salerno, presented his summary of the in-house financial statements as of December 31, 2022 highlighting the following:

- Welles Village – discussed variance on overall revenue and, specifically, the operating subsidy. Water expenses are over budget. The Executive Director believes sewer use payment is causing over budget condition since it is paid in full in November (\$48,561).
- State Elderly – briefly discussed maintenance costs.
- HTC Congregate – noted how close to budget the Congregate was operating.

A discussion followed regarding Welles Village's variance on overall revenue and, specifically, the operating subsidy; the State Elderly maintenance costs; and the closeness of the HTC Congregate's operating costs vs. the actual budget.

D. **PHAS Score for June 30, 2023**

Receipt of this information was acknowledged.

VI. **REPORT OF THE EXECUTIVE DIRECTOR, APRIL 2023**

- Welles Village repositioning- The final Bureau Veritas RAD PCA and energy audit report was received and accepted.

I issued the work authorization for EJP Consulting Group, LLC to proceed with the second phase of its work which includes preparing and submitting an application to HUD for the conversion of Welles Village using RAD/Section 18 small PHA blend.

- We held architect interviews with the top two respondents to the Request for Qualifications. The interview panel included town representation since we intend to collaborate with the Town on the Nye Road parcel. All participating in that panel unanimously selected Quisenberry Arcari Malik, LLC ("QA+M") as the firm to perform the work. I will work to negotiate a fee proposal with QA+M.
- Welles Village's 2023 Operating Subsidy Calculation for Calendar Year 2023 has been completed and submitted to HUD. If HUD provides 100% funding, the GHA

will receive \$602,561. In 2022 the GHA would have received \$454,230 at 100% funding.

- I attended the Glastonbury Partners in Planting's 20-year anniversary celebration. I was invited to speak about our partnership over the years.
- I attended the Town Planning & Zoning Meeting on April 4, 2023 to represent the GHA's interests in the event questions arose related to the Town's efforts to draft inclusionary zoning regulations.
- The GHA participated in the Town's Wellness Fair on Friday March 24th. The GHA had a booth and provided information on our properties. Wendy, Stephanie and I attended.
- HTCAL & LTCMAP MOU- CHFA provided us a letter indicating execution of the Long-Term Care Mutual Aid Plan Memorandum of Understanding ("LTCMAP MOU") would not create any defaults under the current agreements with the Connecticut Housing Financing Authority ("CHFA") & HTCAL.

VII. REPORTS OF COMMITTEES

A. Personnel Committee

Commissioner Vacchelli summarized the Personnel Committee's meeting with the Executive Director. They met to discuss compensation comparability and the competitiveness of the full compensation package of the GHA's various positions, with a current focus on maintenance. The Personnel Committee's members and the Executive Director are working to develop wage ranges and steps for each position. If eventually authorized by the Board, such "steps" in compensation ranges would allow staff to understand their earning potential.

The Personnel Committee also provided the Commissioners with the draft Executive Director's performance evaluation documents. The documents include a self-evaluation tool and a formal performance evaluation document. Commissioner Stenman reviewed those final draft documents with the Commissioners who all found the drafts acceptable.

VIII. UNFINISHED BUSINESS

A. Welles Village Repositioning

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

B. Village Green Encroachment onto Adjacent Property- waiting on survey crews.

C. MOU Long Term Care Mutual Aid Plan

The Commissioners acknowledged receipt of the letter from CHFA indicating that executing the LTCMAP MOU would not create any defaults under any of the current agreements with CHFA.

A motion was made by Commissioner Noonan and seconded by Commissioner Vacchelli to authorize the GHA's Executive Director or Chairperson to execute and submit the LTCMAP MOU with a copy of the executed MOU also to be sent to CHFA.

The Commissioners voted to approve the motion which passed with Commissioners Stenman, Noonan, Vacchelli, and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

IX. NEW BUSINESS

A. Resolution 2023-04: Fiscal Year 2024 Employee Salary & Benefit Schedule

WHEREAS the Housing Authority of the Town of Glastonbury (the "Housing Authority") has reviewed the compensation package provided to its employees;

WHEREAS the Housing Authority wishes to offer competitive compensation packages to attract and retain professional employees; and

WHEREAS this goal must be balanced with the fiscal needs of the Housing Authority's properties.

THEREFORE, BE IT RESOLVED

1. That the Housing Authority's employees may receive up to a 6.0% salary increase for the fiscal year ending June 30, 2024.
2. That a merit pay program is also approved. A pool of up to 1.00% of the payroll schedule's total base salaries is to be made available. The Executive Director is hereby authorized to distribute this merit pay based on performance as determined by his best judgment.
3. That effective July 1, 2023 the medical insurance co-pay will be 15%.
4. That the Housing Authority will continue to participate in the Town of Glastonbury Health Insurance program which, as of July 1, 2010, became a self-insured health insurance plan.
5. That the Housing Authority will continue with the new hybrid pension product which is a combined define benefit and defined contribution plan.

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

B. Resolution 2023-04A: Village Green & Knox Lane Annex Budget for the Fiscal Year Ending June 30, 2024

WHEREAS, the Housing Authority of the Town of Glastonbury (the “Housing Authority”) has, in accordance with the Connecticut General Statutes, notified residents living in Village Green and Knox Lane Annex that rents will be increased effective July 1, 2023;

WHEREAS, a public hearing was held on March 13, 2023 at 11:00 a.m. at the Knox Lane Community Hall to discuss the proposed rent increases; and

WHEREAS, no comments were received opposing the proposed rent increases.

NOW THEREFORE BE IT RESOLVED:

That the Housing Authority hereby increases the monthly base rents for elderly housing at Village Green and Knox Lane Annex as follows:

Development & Unit Type	2010-2021	2021-2022	2022-2023	2023-2024
Village Green A,C,D Unit (old studio)	\$410	\$418	\$435	\$460
Village Green B Unit (1 Bdrm)	\$400	\$408	\$425	\$450
Knox Lane Annex A Unit (efficiency)	\$400	\$408	\$425	\$450
Knox Lane Annex B Unit (1 Bdrm)	\$410	\$418	\$435	\$460

That the excess of base percentage for the elderly housing program at Village Green and Knox Lane Annex shall remain at 30% of adjusted income.

That this rent schedule shall go into effect for all residents as of July 1, 2023.

That the Village Green E-39 and Knox Lane Annex E-149 Budget for the Fiscal Year Ending June 30, 2024, is hereby approved, and the Executive Director is authorized to submit said budget, incorporating the above rent increases, to the Chief Executive Officer of the Connecticut Housing Finance Authority.

C. Resolution 2023-04B: Herbert T. Clark House Congregate Budget for the Fiscal Year Ending June 30, 2024

WHEREAS, the Housing Authority of the Town of Glastonbury (the “Housing Authority”) has, in accordance with the Connecticut General Statutes, notified residents living in the Hebert T. Clark House Congregate that rents will increase effective July 1, 2023;

WHEREAS, a public hearing was held on March 15, 2023, at 3:00 p.m. at the Herbert T. Clark House Congregate's dining room to discuss the proposed base rent increase; and

WHEREAS, no comments were received opposing the proposed rent increase.

NOW THEREFORE BE IT RESOLVED:

1. That the Housing Authority hereby increases the monthly base rent for the Herbert T. Clark House Congregate from \$685 to \$719, and the congregate monthly services charge from \$1,045 to \$1,142.
2. This rent schedule and service charge shall go into effect for all residents as of July 1, 2023.
3. That, in accordance with Section 8-119(1) of the Connecticut General Statutes, the Housing Authority submits for approval by the Commissioner of the Department of Housing a Management Plan and Congregate Services Management Plan for the fiscal year ending June 30, 2024, for the operation and management of The Herbert T. Clark House (C-16).
4. The Housing Authority herewith approves the proposed Management Plan and Congregate Services Management Plan for the fiscal year ending June 30, 2024, and agrees that, upon approval of this document by the Department of Housing, it shall become a part of the contract between the Housing Authority and the State of Connecticut.

D. Resolution 2023-04C: Hale Farms Affordable Housing Budget for the Fiscal Year Ending June 30, 2024

WHEREAS, the Housing Authority of the Town of Glastonbury (the "Housing Authority") has, in accordance with the Connecticut General Statutes, notified residents living in the Hale Farms affordable housing units that rents will be increased effective July 1, 2023; and

WHEREAS, a public hearing was held on March 16, 2023, at 1:00 p.m. at the Housing Authority's main office to discuss the proposed rent increases; and

WHEREAS, no comments were received opposing the proposed base rent increases.

NOW THEREFORE BE IT RESOLVED:

1. That the Housing Authority hereby increases the monthly base rents for Hale Farms affordable housing as follows:

Development & Unit Size	FYE 2022	FYE 2023	FYE 2024
Hale Farms 1 Bedroom	\$650	\$683	\$751
Hale Farms 2 Bedroom	\$730	\$767	\$844

2. That the excess of base percentage for the Hale Farms affordable housing program shall remain at 30% of adjusted income.
3. That this rent schedule shall go into effect for all residents as of July 1, 2023.
4. That the Hale Farms Affordable Housing Budget for the Fiscal Year Ending June 30, 2024, is hereby approved, and the Executive Director is authorized to submit said budget, incorporating the above rent increase, to the Chief Executive Officer of the Connecticut Housing Finance Authority.

E. Resolution 2023-04D: Welles Village Budget for the Fiscal Year Ending June 30, 2024

WHEREAS, the Housing Authority of the Town of Glastonbury Welles Village Budget for the Fiscal Year Ending June 30, 2024 provides adequate income and the proposed budgeted expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents.

NOW THEREFORE BE IT RESOLVED that the Welles Village Budget for the Fiscal Year Ending June 30, 2024 is hereby approved.

F. Resolution 2023-04E: Olde Welles Village Budget for the Fiscal Year Ending June 30, 2024

WHEREAS, the Housing Authority of the Town of Glastonbury (the "GHA") Olde Welles Village Budget for the Fiscal Year End June 30, 2024, provides adequate income and the proposed budgeted expenditures are necessary in the efficient and economical operation of the GHA for the purpose of serving low-income residents.

NOW THEREFORE BE IT RESOLVED that the Olde Welles Village Budget for the Fiscal Year Ending June 30, 2024, is hereby approved.

Commissioner Noonan moved that Resolutions 2023-04A, 2023-04B, 2023-04C, 2023-04D and 2023-04E be approved, seconded by Commissioner Polgar. Commissioners voted to approve the Resolutions. The motion passed with Commissioners Stenman, Noonan, Vacchelli and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0

G. Resolution 2023-04F: Authorizing Executive Director to Negotiate and Execute Architectural Services Contract for Nye Road

WHEREAS, the Housing Authority of the Town of Glastonbury (the "GHA") issued a Request for Qualifications (the "RFQ") for on-call architectural/MEP/structural service;

WEHREAS the evaluation of the eight responses to the RFQ resulted in the top two rated and ranked firms being interviewed; and

WHERAS it was the unanimous decision of the interview panel to negotiate a contract with the top rated and ranked respondent to the RFQ, Quisenberry Arcari Malik Architects, LLC (QA+M).

NOW THEREFORE BE IT RESOLVED THAT the GHA hereby authorizes the Executive Director to enter into negotiations with QA+M and to execute a resultant contract with QA+M to provide architectural services for the GHA's development of the property located on Nye Road.

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

Commissioner Stenman thanked everyone for volunteering their time serving as Commissioners as this is National Volunteer Week.

There being no further discussions Commissioner Noonan moved the meeting be adjourned and seconded by Commissioner Vacchelli. The motion passed with Commissioners Stenman, Noonan, Vacchelli and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0. The meeting adjourned at 7:52 P.M.

Respectfully submitted,

Minutes Approved on
May 17, 2023

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson