

**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 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, July 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 6:10 P.M. and the following answered present:

Commissioner Carl Stenman
Commissioner Cathy Vacchelli
Commissioner Michelle Polgar

Excused:

Commissioner James Noonan
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

Executive Director Neil Griffin recommended that Resolution 2023-07C be added to "New Business" to allow for the approval of the Nye Road purchase and ground lease.

Commissioner Polgar moved that the recommended agenda addition be approved as stated, seconded by Commissioner Vacchelli. Commissioners voted to approve the agenda's addition. The motion passed with Commissioners Stenman, Polgar, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

III. PUBLIC COMMENTS

None

IV. ELECTION OF OFFICERS

Commissioner Vacchelli moved that Commissioner Stenman be reelected as Chairperson, Commissioner Polgar seconded. The motion passed with Commissioners Stenman, Polgar, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

Commissioner Stenman moved that Commissioner Vacchelli be reelected as Vice Chairperson. Commissioner Polgar seconded the motion. The motion passed with Commissioners Stenman, Polgar, 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 June 21, 2023, meeting**

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

VI. BILLS AND COMMUNICATIONS**A. Accept June 2023 invoices**

Commissioner Vacchelli moved the invoices be accepted, seconded by Commissioner Polgar. Questions were asked about payments made by check numbers 39655 and 39711. Controller Frank Salerno and Executive Director Neil Griffin provided explanations for each one. Commissioners voted to approve the invoices with Commissioners Stenman, Vacchelli, and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

B. Low Loss Ratio Award from HAI Group

Commissioners acknowledged the low loss ratio award.

C. Executive Director Memo – Majority Leaders’ Roundtable on Affordable Housing.

Commissioners acknowledged receipt of the subject memo. This item appears under New Business for discussion.

D. Review April Financials (provided at June meeting)

Commissioner Stenman questioned several variances in the accounts as identified in Controller Salerno’s memo. There was further discussion about the different variances between budget and actual.

VII. REPORT OF THE EXECUTIVE DIRECTOR, July 2023

- Welles Village repositioning- I requested a fee proposal from EJP Consulting Group, LLC (“EJP”) for a scope of services that has EJP drafting and submitting the disposition application for the undeveloped land in Welles Village after GHA reviews and approves. The disposition application will disconnect the undeveloped land from the Welles Village property in HUD’s perspective. This will allow the GHA to develop the land in the future without HUD’s prior review and approval.

The Resident Information Notices have been delivered and tenant meetings have been scheduled for Thursday, July 13, 2023, and Monday, July 17, 2023.

- Nye Road- The Town negotiated agreements with each of the two tenants in 55 Nye Road that had remaining tenant renewal options in their leases. The agreements with each of these tenants terminate their respective renewal options and provide final move-out dates of no later than June 30, 2024.

The final draft of the Ground Lease for 55 Nye Road between the GHA and the Town is scheduled to be presented to the Town Council on July 11, 2023.

The final draft of the Memorandum of Understanding (MOU”)between the Town & the GHA is also scheduled to be presented to the Town Council on July 11, 2023.

- DEP Process Nye Road- Commissioner Stenman and I have a preliminary call scheduled with representatives from the Connecticut Housing Finance Authority (“CHFA”) and the State Department of Housing (“DOH”) on Monday, July 10, 2023, to discuss the Nye Road project. This call is part of the Development Engagement Profile (“DEP”) process that CHFA and DOH have instituted in the past several funding rounds.
- Congress & Welles Village Funding- There is a surprising new development after the debt ceiling agreement. As identified in the most recent PHADA Advocate, an influential bloc of the House’s lawmakers argued the caps set a ceiling, not a floor. Consequently, the House Majority set even lower top-level lines that could result in deeper cuts to HUD’s funding. I will continue to monitor the reports from Washington DC to see if any of Welles Village’s funding could be impacted.
- We are exploring an online payment option for tenants through MRI Software LLC. The online payment option will allow tenants to control their payments to us via a mobile app or web page. The platform is called MRI RentPayment and we have a demonstration set for Tuesday July 11, 2023. The RentPayment product allows tenants to pay by Debit, Credit, EBT, ACH

or electronic money order and will save the GHA significant credit card fees which are currently being incurred when tenants make rental payments using their credit cards.

- A Request for Proposals (“RFQ”) for a construction manager for the redevelopment of 55 Nye Road has been issued. Responses to this RFQ are due Friday, August, 11, 2023.

Another RFQ for the GHA’s legal services has been updated and will be issued shortly.

VIII. REPORTS OF COMMITTEES

A. Personnel Committee

Commissioner Stenman provided an update. The Personnel Committee received the Executive Director’s self-evaluation, met with several of the Executive Director’s direct reports, and are now ready to author his performance evaluation which is anticipated to be shared with the Commissioners, for review and comment, at the their next meeting.

IX. UNFINISHED BUSINESS

A. Welles Village Repositioning – Tenant meetings were held, and a summary of the comments and questions will be typed up. The document will include answers to all of the tenants’ questions. This document will be issued to all tenants and Commissioners once completed. Generally speaking, the concerns identified dealt with the projected rent increases to be paid by tenants currently paying flat rent. Residents requested this be phased in over the maximum allowable period of five years (vs. a three-year minimum). Tenants in attendance voiced no opposition about the plan to reposition Welles Village. Tenants are just starting to understand the concept, and we look forward to more input from tenants at future meetings.

B. Village Green Encroachment – The final survey map and legal description has been received. CATIC finalized the title policy. If the Commissioner’s approve the purchase of approximately 0.18 acres tonight, then the closing will be held Thursday July 20, 2023 and this matter will be completed.

X. NEW BUSINESS

A. Resolution 2023-07: Resolution Authorizing the Housing Authority of the Town of Glastonbury to Purchase Land

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;

WHEREAS the GHA develops and operates 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; and

WHEREAS, in furtherance of the above, the GHA's Board of Commissioners (the "Board") wishes to increase the setback between the GHA's buildings at Village Green located at 60-68 Knox Lane and the abutting property at 78 Hubbard Street by acquiring approximately 0.18 acres of land from the owners of 78 Hubbard Street, such purchased land to be added to the Village Green & Knox Lane Annex land parcel, known as 10-119 Knox Lane, by lot line adjustment.

NOW THEREFORE, be it resolved that the Board hereby authorizes:

1. the GHA to acquire approximately 0.18 acres of land located at the rear of 78 Hubbard Street, Glastonbury, CT, currently owned by Brian Fitzgerald and Jill Fitzgerald, for a purchase price of up to \$10,000; and
2. the GHA's Executive Director, the Board's Chairperson, and/or a principal of the GHA's outside counsel, Hoopes, Morganthaler Rauch & Scaramozza LLC, to sign any documents required to effectuate the above referenced transaction.

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

B. Resolution 2023-07A: Wells Village RAD/Section 18 Small PHA Blend Application

RESOLUTION OF THE HOUSING AUTHORITY OF THE TOWN OF GLASTONBURY (THE "GHA") APPROVING THE GHA'S APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") FOR RENTAL ASSISTANCE DEMONSTRATION ("RAD") CONVERSION OF 199 PUBLIC HOUSING UNITS AND CERTIFYING AN AGREEMENT TO COMPLY WITH ALL REQUIREMENTS OF THE PROGRAM AND PIH NOTICE 2012-32 AND PIH NOTICE 2019-23, REV-4 AND APPROVING THE GHA TO DISPOSE OF UP TO 80% OF ITS PUBLIC HOUSING UNITS UNDER THE RAD/SECTION 18 SMALL PHA BLEND PROCESS PROVIDED UNDER PIH NOTICE 2021-17

WHEREAS, the mission of the GHA is to ensure the provision of housing opportunities for lower-income persons in viable community settings;

WHEREAS, the GHA develops and operates 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 homeowners, and (v) to provide the basis for individuals to realize their full potential;

WHEREAS, Congress authorized RAD (Public Law 112-55) with the stated purpose "... to preserve and improve public housing and certain other multifamily housing through the voluntary conversion of properties with assistance under section 9... to properties with assistance under a project-based subsidy contract under section 8...";

WHEREAS, there has been an unpredictable funding trend of HUD funding, particularly capital funding for public housing, due to Congressional budget decisions;

WHEREAS, RAD allows Public Housing Agencies ("PHAs") to convert public housing subsidies into a long-term, Project-Based Section 8 rental assistance subsidy, with more stable and predictable revenues, and further allows PHAs to seek other sources of financing for public housing renovation;

WHEREAS, the GHA has determined that disposition of its public housing units and replacement with vouchers would allow the GHA to leverage additional funding via Low-Income Housing Tax Credits, private financing, and other sources to rehabilitate and modernize the housing stock to the benefit of the tenants and the city/county;

WHEREAS, the GHA currently operates 199 public housing units for families, more specifically known as Welles Village;

WHEREAS, the GHA has determined that submitting a RAD application for 199 public housing units is financially feasible and that the preliminary financing proposal is able to meet the project's indicated needs in comparison to all costs and operating expenses involved in the conversion;

WHEREAS, in accordance with RAD program resident notification and consultation requirements and in anticipation of submitting a RAD application, the GHA has conducted a minimum of two (2) resident meetings and summarized the comments and responses from these meetings;

WHEREAS, the residents of RAD-impacted properties will enjoy all of the rights and protections that are built into the RAD program, including: the requirement that owner renews leases; continued participation in and funding eligibility of resident participation organizations; continued participation in self-sufficiency programs; and grievance procedures;

WHEREAS, post-conversion, RAD-converted residents also would have the rights to opt out and move, subject to a requirement that the resident live at the applicable property for a period of one (1) year, and further to the availability of tenant-based vouchers;

WHEREAS, the Section 18 Demolition and Disposition Program allows PHAs to remove units from the Public Housing program and convert them to Housing Choice Voucher subsidy through either the use of Tenant-Based or Project-Based vouchers

WHEREAS, HUD has recently introduced the RAD/ Section 18 Small PHA Blend for any PHA with 250 or fewer public housing units under its Annual Contributions Contract ("ACC"), which allows the PHAs to dispose of up to eighty percent (80%) of the units in a Converting Project under Section 18;

WHEREAS, the GHA has determined that submitting a RAD/Section 18 Small PHA Blend application is in the best interest of the GHA and its residents; and

WHEREAS, the GHA has also determined that it is in keeping with its mission to submit a disposition application for the approximate five (5) undeveloped acres that are to the rear (north) of the GHA's main office and located between Deming Road, Denslow Road, Wyllys Street, and Webster Circle to allow for a future affordable housing development.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the GHA hereby approves the submission of an application to HUD to participate in the RAD program and to dispose of to eighty percent (80%) of its Public Housing Units under the RAD/Section 18 Small PHA Blend process provided under Notice PIH2021-17;

RESOLVED, that the Board hereby also approves the submission of a disposition application to HUD for the approximate five (5) acres of undeveloped land located to the north of the GHA's main office and located between Deming Road, Denslow Road, Wyllys Street, and Webster Circle; and

RESOLVED, that the GHA's Executive Director is authorized to negotiate and execute any documents required to effectuate the above referenced transactions.

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

C. Nye Road MOU with the Town of Glastonbury

Commissioners discussed the Memorandum of Understanding (the "MOU") and reviewed its content and terms. Approval to negotiate and execute the MOU had previously been provided with the authorization to purchase property located on Nye Road so no further action regarding the MOU is required.

D. Resolution 2023-07B: Write Off Uncollectable Tenant Accounts Receivable (“TAR”)

WHEREAS, it is necessary for the Housing Authority of the Town of Glastonbury (the “GHA”) to write off uncollectible accounts to maintain financial statements that accurately reflect the true financial condition of the GHA.

NOW THEREFORE BE IT RESOLVED THAT the GHA hereby authorizes the writing off of the following TAR amounts to the various housing programs:

Welles Village (CT40-01)	\$8,987.94
Congregate	\$0.00
Center Village	\$6,708.00
Village Green & Knox Lane Annex	<u>\$1,640.00</u>
Total:	\$17,335.94

The GHA’s Controller is hereby authorized to immediately write off said TAR amounts.

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

E. Majority Leader’s Roundtable Group on Affordable Housing

Commissioner Vacchelli moved to authorize the GHA’s Executive Director to apply to participate in the Majority Leader’s Roundtable Group on Affordable Housing, seconded by Commissioner Polgar. Commissioners voted to approve the motion. The motion passed with Commissioners Stenman, Polgar, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

F. Resolution 2023-07C: Resolution Authorizing the Housing Authority of the Town of Glastonbury to Purchase and Lease Property on Nye Road

The undersigned, being the Executive Director & Secretary of the Housing Authority of the Town of Glastonbury (the “GHA”) certifies that the following is a true and correct copy of the Resolution duly adopted and ratified by the GHA’s Board of Commissioners (the “Board”), at a meeting held on July 19, 2023 in accordance with the laws of the State of Connecticut and the bylaws of the GHA at which a quorum was present, and that such Resolution is and remains in full force and effect and has not been rescinded or modified:

WHEREAS, the mission of the GHA is to ensure the provision of housing opportunities for lower-income persons in viable community settings;

WHEREAS, the GHA develops and operates 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 furtherance of the above, the Board wishes to expand the GHA's portfolio of affordable rental properties in the town of Glastonbury;

WHEREAS, at its meeting on May 17, 2023, the Board adopted Resolution 2023-05 approving the purchase of certain improved land on Nye Road and its subsequent lease of such improved land to the Town of Glastonbury (the "Town"); and

WHEREAS, this Resolution 2023-07C supersedes Resolution 2023-05 approving the purchase and ground lease of that certain improved land on Nye Road with updated and specific parcel information.

NOW THEREFORE, be it resolved that the Board hereby authorizes:

1. the GHA to acquire from Nye Road Partners, LLC improved property on Nye Road in the town of Glastonbury, shown as "Area B" on the attached, for a purchase price of up to \$500,000;
2. the GHA to acquire from the Town certain unimproved property comprising a portion of 277 Western Boulevard shown as "Area C" on the attached (which land parcel may be enhanced by additional areas comprising a portion of 277 Western Boulevard) for consideration of \$1;
3. the GHA to ground lease such collective property to the Town, for nominal consideration, to afford a period of time for the Town to terminate or await termination of space leases at such property; and
4. the GHA's Executive Director & Secretary, the Board's Chairperson, and/or either principal of the GHA's outside counsel, Hoopes, Morganthaler Rauch & Scaramozza LLC, to sign any documents required to effectuate the above referenced transactions.

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

There being no further discussions, Commissioner Polgar moved the meeting be adjourned and it was seconded by Commissioner Vacchelli. The motion passed with Commissioners Stenman, Vacchelli, and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0. The meeting was adjourned at 7:20 P.M.

Respectfully submitted,

Minutes Approved on
August 14, 2023

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson