

**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,
October 18, 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, October 18, 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 5:46 P.M. and the following answered present:

Commissioner Carl Stenman
Commissioner Cathy Vacchelli
Commissioner Michelle Polgar
Commissioner James 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 September 20, 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, Polgar, and Noonan voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

V. **BILLS AND COMMUNICATIONS**

A. **Accept September 2023 invoices**

Commissioner Noonan moved the invoices be accepted, seconded by Commissioner Polgar. Commissioner Polgar asked about check #39981. Executive Director Griffin explained the reason for this payment. Commissioners voted to approve the invoices with Commissioners Stenman, Vacchelli, Polgar, and Noonan voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

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

- Welles Village Repositioning - No update waiting for response from HUD to application.
- Nye Road - Draft Cooperation Agreement was presented to Town Council for review on October 10, 2023. The agreement will be on the agenda for action at the Town Council's next meeting.

Next design review meetings are on October 17, 2023. A second meeting with ASDRC is set for 5pm and immediately following that meeting a first meeting with TPZ will be held at 7pm.

- The transition to Glendale as Herbert T. Clark's food service provider has been smooth so far. A new menu will be starting later this month.
- The GHA sponsored a Flu and COVID vaccine clinic. The clinic was held for our residents at Village Green/Knox Lane Annex and Center Village on Friday October 6, 2023.
- The GHA, through Imagineers, requested and received a waiver from HUD to continue to inspect the Housing Choice Voucher ("HCV") units using the HQS inspection system instead of converting to the National Standards for the Physical Inspection of Real Estate ("NSPIRE"). Imagineers and many in the industry have identified some concerns with the NSPIRE requirements and believe it will negatively impact the HCV program. The waiver allows us an additional year to inspect under Housing Quality Standards ("HQS") (until October 1, 2024), in hopes that the industry can work through these concerns with HUD.
- Draft rent increases for the December fiscal year-end properties have been created. Center Village's rents are proposed to increase approximately 2.9% and Hebert T. Clark Assisted Living's rents are proposed to increase by 4.2%. Both are driven by both anticipated increases in expenses for 2024 that are identified in the early budget drafts and current financial statements. The optional meal cost at HTCAL is anticipated to increase 6%. Complete

budgets and formal consideration of the rent increases will be presented during the November nonprofit meeting.

VII. REPORTS OF COMMITTEES

A. Personnel Committee

Commissioner Stenman reported that the Personnel Committee met with Executive Directory Griffin to discuss his performance review. The discussion was productive, and all parties signed off on the personnel review.

VIII. UNFINISHED BUSINESS

A. Welles Village Repositioning – This is addressed in the Executive Director report.

B. Review of 6/30/2023 Unaudited Financial Statements – the Commissioners, Executive Director, and Controller reviewed the statements. A general conversation was held about the different variances and overall results.

IX. NEW BUSINESS

A. Resolution 2023-10: Resolution Adopting a Social Media Policy

WHEREAS, the Housing Authority of the Town of Glastonbury, a public body corporate and politic (the “GHA”) is a quasi-public agency created by the municipality under the Connecticut General Statutes, Section 8-40, having all the powers necessary under the law to provide safe, sanitary affordable housing.

WHEREAS, the mission of the GHA is to ensure the provision of rental housing opportunities in the town of Glastonbury (the “Town”) 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 its mission, the GHA maintains a series of policy statements;

WHEREAS, the GHA’s Executive Director, considering the best interests of the GHA and its mission, periodically reviews such policy statements and makes recommendations to the GHA’s Board of Commissioners to either update existing policies or authorize new policies;

WHEREAS, the GHA’s drafted Social Media Policy formally establishes guidelines and procedures for any of the GHA’s employees who may wish to use social media; and

WHEREAS, the GHA's Executive Director hereby recommends that the GHA's Board of Commissioners authorize the adoption of such drafted Social Media Policy.

NOW THEREFOR BE IT RESOLVED that the GHA's Board of Commissioners hereby accepts the GHA's Executive Director's recommendation and hereby adopts the GHA's Social Media Policy.

Commissioner Noonan moved the Resolution be approved, seconded by Commissioner Vacchelli. Discussion identified a non-substantive edit to change the name from Twitter to its new brand name. Commissioners voted to approve the Resolution. The motion passed with Commissioners Stenman, Polgar, Noonan and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

B. Resolution 2023-10A: Resolution Adopting an Updated Rent Collection and Cash Receipt Policy

WHEREAS, the Housing Authority of the Town of Glastonbury, a public body corporate and politic (the "GHA") is a quasi-public agency created by the municipality under the Connecticut General Statutes, Section 8-40, having all the powers necessary under the law to provide safe, sanitary affordable housing;

WHEREAS, the mission of the GHA is to ensure the provision of rental housing opportunities in the town of Glastonbury (the "Town") 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 its mission, the GHA maintains a series of policy statements;

WHEREAS, the GHA's Executive Director, considering the best interests of the GHA and its mission, periodically reviews such policy statements and makes recommendations to the GHA's Board of Commissioners to either update existing policies or authorize new policies;

WHEREAS, the GHA's Executive Director drafted an update to the existing Rent Collection and Cash Receipt Policy which formally establish guidelines and procedures for the GHA's rent collection and cash receipts; and

WHEREAS, the GHA's Executive Director hereby recommends that the GHA's Board of Commissioners authorize the adoption of such drafted Rent Collection and Cash Receipt Policy.

NOW THEREFOR BE IT RESOLVED that the GHA's Board of Commissioners hereby accepts the GHA's Executive Director's recommendation and hereby adopts the GHA's updated Rent Collection and Cash Receipt Policy.

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

B. Resolution 2023-10B: Resolution Authorizing Nye Road Cooperation Agreement

WHEREAS, the Housing Authority of the Town of Glastonbury (the "GHA") and Glastonbury Assisted Housing, Nonprofit, Inc. ("GAHNI") contemplates submitting a funding application(s) to the Connecticut Housing Finance Authority and the State of Connecticut, through its Department of Housing, in January 2024 for funding to develop a mixed-income family housing development located at 55 Nye Road, Glastonbury, CT 06033 (the "Funding Application");

WHEREAS, the Funding Application must evidence a Cooperation Agreement between the GHA and GAHNI and the Town of Glastonbury (the "Town") that includes a provision for a payment in lieu of taxes ("PILOT");and

WHEREAS, a Cooperation Agreement by and among the GHA and/or GAHNI and the Town has previously been negotiated and executed by the parties for each of the properties within the GHA's current portfolio either managed or owned by the GHA.

NOW THEREFORE BE IT RESOLVED that the GHA's Board of Commissioners hereby authorizes its Chairperson and the GHA's Executive Director to negotiate and execute a Cooperation Agreement containing a provision for a PILOT for the property located at 55 Nye Road by and among the Town, the GHA, and GAHNI.

Commissioner Noonan moved the Resolution be approved, seconded by Commissioner Polgar. A brief conversation occurred about the agreement and the PILOT payment included in the agreement. Commissioners voted to approve the Resolution. The motion passed with Commissioners Stenman, Polgar, Noonan and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

There being no further discussions, Commissioner Noonan moved the meeting be adjourned and it was seconded by Commissioner Vacchelli. The motion passed with Commissioners Stenman, Vacchelli, Noonan and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0. The meeting was adjourned at 7:10 P.M.

Respectfully submitted,

Minutes Approved on
November 15, 2023

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson