

**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,
November 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 P.M. on Wednesday, November 15, 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 5:45 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 October 18, 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, 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 October 2023 invoices**

Commissioner Noonan moved the invoices be accepted, seconded by Commissioner Polgar. Commissioner Noonan asked about check #40045 and Commissioner Polgar asked about check #40066. Executive Director Griffin and Controller Salerno provided a summary of the purpose of each payment. Commissioner Stenman identified the purpose of the payment made by check number 40099. Commissioners voted to accept 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, November 2023**

- Welles Village Repositioning - No update. Waiting for a response from HUD. Application still “under review”.
- Nye Road – The Town Council approved the Cooperation Agreement with a 5% PILOT. The GHA and its design team are to present to the PAD Subcommittee & ASDRC on Tuesday November 14th. The Town Council will set a public hearing date at their November 14th meeting for the Nye Road zone change and PAD approval.

I gave a tour of the Nye Road site and Center Village to Journey Found so they could get a feel for the property location and the type of property we anticipate from a finishes perspective. Journey Found is the organization that will manage and provide the support services to the DDS units in the Nye Road development.

- RentPayment - GHA has engaged its software provider MRI/HAB to provide an online payment solution for residents. The online payment solution is estimated to reduce the current credit card processing costs that the GHA incurs by approximately \$14,000 annually. The GHA will transition to an online only payment for anyone who wishes to pay with a debit or credit card. The online solution will also provide the opportunity for residents to pay by a resident-initiated ACH or electronic money order.

After consulting with the GHA’s attorneys, we were not able to negotiate the usual contract language we would typically like to see in our terms and conditions. However, we believe any legal exposure that the GHA may have under the RentPayment solution would be mitigated/covered under our Fidelity Crime policy. With this in mind, and considering the benefits provided to our residents and the GHA’s lowered credit card processing costs, we opted to have the GHA participate. We hope to make the RentPayment platform available to residents in early 2024.

- Herbert T Clark Assisted Living held a successful open house on the afternoon of Thursday, November 2, 2023. The open house was held a week after the segment on HTCAL aired on WFSB's Great Day Connecticut show.
- Staff are preparing to send out a waiting list update to all applicants on our waiting lists. The update purges the waiting list of applicants who (i) are no longer interested in being on the waitlists, (ii) who do not respond to the request, or (ii) for whom the GHA no longer has a current address(i.e., mail is returned to the GHA without a forwarding address provided).

VII. REPORTS OF COMMITTEES

No current report. The Executive Director is to draft his proposed performance criteria for FY 2023-24 for the Personnel Committee's subsequent review.

VIII. UNFINISHED BUSINESS

A. Welles Village Repositioning – This item is addressed in the Report of the Executive Director.

IX. NEW BUSINESS

None

X. EXECUTIVE SESSION (potential real estate acquisition)

Commissioner Noonan moved to enter executive session at 6:06 P.M., seconded by Commissioner Vacchelli. The motion passed with Commissioners Stenman, Vacchelli, Noonan and Polgar voting Yea, no one voted Nay, and no one abstained. Executive Director Griffin attended this executive session.

The executive session was exited at 6:20 P.M.

There being no further business, 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 6:21 P.M.

Respectfully submitted,

Minutes Approved on
December 20, 2023

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson

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