

**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,
March 20, 2024, 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, March 20, 2024, 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 Jim Noonan
Commissioner Cathy Vacchelli

Executive Director Neil Griffin
Controller Frank Salerno

Excused: Commissioner Michelle Polgar

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 21, 2024, meeting

Commissioner Noonan moved the minutes be approved with the one minor revision identified by Commissioner Stenman on page 2659, seconded by Commissioner Vacchelli. Commissioners voted to approve the minutes. 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.

V. BILLS AND COMMUNICATIONS

A. Accept February 2024 invoices

Commissioner Vacchelli moved the invoices be accepted, seconded by Commissioner Noonan. A discussion followed regarding invoices paid by checks 40452 and 40470. Commissioners voted to approve the invoices with

Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

B. GHA June 30, 2023, Audit Report

Commissioners received and reviewed the audit report and were pleased with the report's findings.

VI. REPORT OF THE EXECUTIVE DIRECTOR, MARCH 2024

- Welles Village Repositioning - Submitted PIC acreage update to field office. Drafting waiver to manage PBV vouchers in cooperation with Imagineers. Continuing to work on Financing Plan submission requirements with EJP Consulting.
- Nye Road - I am working to identify additional funding sources. We are also looking at ways to reduce costs and to minimize the impact of the site and foundation costs.
- Cyber security insurance - new policy bound effective February 14, 2024.
- Welles Village roof replacement - Construction documentation and bid package are being produced with an anticipated bid issuance late in March/early April.
- Welles Village Steps & Stoops - replacement continues.
- GHA wage review - I drafted a wage scale based upon industry input and comparisons which you received at the February 2024 meeting. This wage scale was used to create a draft 2024-2025 payroll schedule for use in creating the budgets for the fiscal year ending June 30, 2025.
- Green Bank Solar MAP – the GHA engaged the Green Bank to see if we can access low to no-cost solar opportunities that would reduce the GHA's and tenants' utility costs at the different properties. The Green Bank surveyed Center Village, Herbert T. Clark Congregate and Village Green/Knox Lane Annex on Tuesday March 12, 2024, as part of its evaluation. The remainder of the GHA's properties or proposed projects will be evaluated by the Green Bank in a second evaluation.
- GHA disposed its 2007 GMC Sierra 2500 pickup truck which had approximately 129,666 miles and numerous defects. The truck's value was estimated to be less than \$5,000 using Edmunds web appraisal page.
- GHA final June 30, 2023, audit was submitted to HUD, CHFA and DOH. It is included as part of your Board Package in the correspondence section.
- The audits for Hebert T. Clark Assisted Living and Center Village, for the period ending December 31, 2023, have been completed and Center Village Limited

Partnership's tax return for calendar year 2023 has been completed and filed after Grow America (formerly National Development Council) approved the draft tax return.

- The Town's Commission on Aging issued an Age Friendly Affordable Housing pamphlet which lists all of the GHA's properties and other housing resources. The GHA assisted the commission with the content.
- Village Green/Knox Lane Annex tenant concerns - At our last meeting three residents spoke about concerns they had. Since the meeting, the GHA's staff has communicated with the Glastonbury Police Department (the "GPD") to determine if there are any cases involving criminal activity associated with any of the alleged parties. The GPD do not currently have any criminal cases involving the address identified or the parties identified by the above-referenced three tenants. The GHA's staff is continuing to look into the allegation of an unauthorized occupant. Since the Board's last meeting, the GHA's property manager did follow-up and speak with each of the three of the tenants about their concerns.

VII. REPORTS OF COMMITTEES

A. Personnel Committee

Commissioner Vacchelli stated the Personnel Committee is planning to meet on April 16, 2024.

The Commissioners then discussed the wage scale ranges as proposed by the Executive Director for each position at the GHA. The Commissioners unanimously agreed to move forward with the proposed new wage scales as part of their consideration during the review/approval of the GHA's 2025 budgets. Commissioners concurred this was an important step to ensure that the GHA continues to offer competitive wages to attract and retain skilled employees.

VIII. UNFINISHED BUSINESS

A. Welles Village Repositioning

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

IX. NEW BUSINESS

A. Resolution 2024-03: Resolution Forgiving HTCAL Property Management Fees

WHEREAS, pursuant to a Management Agreement, The Housing Authority of the Town of Glastonbury (the "GHA") is due a property management fee equal to 5% of the gross revenue earned by Herbert T. Clark Assisted Living Limited Partnership ("HTCLP") for managing the property known as Herbert T. Clark House Assisted Living ("HTCAL");

WHEREAS, on December 31, 2019, the limited partner entity controlled by National Development Council exited HTCLP resulting in GAHNI now wholly controlling both the general partner and limited partner interests in HTCLP;

WHEREAS, it is both advisable and desirable for the GHA to waive its property management fees due from HTCLP for the calendar years ending on December 31, 2019, 2022 and 2023 to benefit the financial well-being of HTCAL; and

WHEREAS, it is also advisable and desirable for the GHA to forgive its deferred property management fee due from HTCLP for the calendar year ending on December 31, 2010.

NOW THEREFOR BE IT RESOLVED that the GHA's Board of Commissioners hereby waives the 2019, 2022 and 2023 property management fees and forgives the deferred 2010 property management fee due from HTCLP.

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, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

There being no further discussions, Commissioner Noonan moved the meeting be adjourned and seconded by Commissioner Vacchelli. 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. The meeting was adjourned at 6:51 P.M.

Respectfully submitted,

Minutes Approved on
April 17, 2024

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson