

**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 17, 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, April 17, 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 5:45 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

Chairperson Stenman declared a quorum was present.

II. APPROVAL OF AGENDA AND REVISIONS THERETO

None

III. PUBLIC COMMENTS (if any)

Chairperson Stenman welcomed a resident from Knox Lane and her daughter from West Hartford, CT, indicating that (i) public comments were limited in time, (ii) Commissioners may ask questions of the speaker(s) to clarify any statements made during the public comments, and (iii) Commissioners would not be responding to the speakers, rather a member of the GHA's staff would follow-up with the speakers within a reasonable timeframe after any of the speakers' expressed concerns could be adequately researched and evaluated.

Deborah McPeck, 76 Knox Lane

Deborah McPeck provided the Commissioners with a copy of her letter to Stephanie D'Amora, dated March 25, 2024, which contained an attached summary of dates and times she observed George, the son of Irene Motuzick of 68 Knox Lane, on the

Knox Lane property. Ms. McPeck stated that she wants George, the son who she alleges to live at his mother's apartment, to be gone from Ms. Motuzick's apartment and not to be on the Knox Lane property.

Alex Beverly, daughter of Deborah McPeck

Alex Beverly spoke in support of her mother and about her mother's and her concerns. Ms. Beverly stated that by law people cannot reside in the Knox Lane units without being on the lease. She believes that Ms. Motuzick's son, George, who is not on the lease, is living at the 68 Knox Lane address and is bringing drugs onto the property.

Ms. Beverly stated that Ms. Motuzick's son, George, threatened her mother, Ms. McPeck, by breaking a stick or stake over his leg while looking at Ms. McPeck. There was no verbal exchange other than Ms. McPeck saying "I see you" to George.

In addition to asking how the GHA enforces the rules, Ms. Beverly would like to see the following happen:

- Glastonbury police should step up their activity in the Knox Lane area; and
- Ms. Motuzick's son, George, should not threaten her mother. She is concerned for her mother's safety.

IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

A. Approve minutes of March 20, 2024, 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, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

V. BILLS AND COMMUNICATIONS

A. Accept March 2024 Invoices

Commissioner Noonan moved the invoices be approved, seconded by Commissioner Vacchelli. Commissioner Stenman identified check #40598 and check #40626 as accounting for approximately half of the monthly expenditures and indicated the purpose of each check. Commissioner Vacchelli asked what services/materials were provided by check #40608 to Thomaston Comfort Control. Controller Salerno identified the payment was for several HVAC repairs at Center Village. 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.

VI. REPORT OF THE EXECUTIVE DIRECTOR, APRIL 2024

- Welles Village Repositioning- RAD conversion plan language was part of the public hearing held on April 15th to discuss changes to the Five-Year Plan. Also included in the public hearing were the changes to the Administrative Plan which

allows for the management of the project-based vouchers resulting from the RAD conversion.

- Nye Road- Submitted a Congressional Directed Spending Request to Senators Murphy and Blumenthal requesting \$2.5 million in funding for the Nye Road project. Drafting a tenant selection and continued occupancy plan which uses the relevant sections of the current ACOP to manage the Welles Village property.
- The waitlist update (purge) has been completed. The project was started in December and took until the end of March to complete. When staff initiated the project, the GHA had 1,558 applicants on all of our waiting lists. At the end of the project 718 applicants remained. We anticipated a 40% reduction in the number of applicants as a result of the project, since the update had not been undertaken since 2017 (postponed from scheduled 2020 update).
- Village Green/Knox Lane Annex tenant concerns- At our last meeting three residents spoke about their concerns regarding activities at 68 Knox Lane. Since that meeting the GHA's staff has communicated with the Glastonbury Police Department (the "GPD") to determine if there are any cases involving criminal activity involving any of the alleged parties. The GPD does not currently have any criminal cases involving the address identified or the parties identified. The GHA's staff continues to look into the allegations of an unauthorized occupant. The GHA's Property Manager, Stephanie D'Amora, did speak to all three of the tenants about their concerns.
- The Public Hearing on the changes for the GHA's Five-Year Plan, Administrative Plan, Admissions and Continued Occupancy Plan, and Five Year Capital Fund Action Plan was held on Thursday, April 15, 2024, and no outside parties attended. The GHA did not receive any written comments.

VII. REPORTS OF COMMITTEES

A. Personnel Committee

Commissioner Vacchelli explained that she and Commissioner Polgar have the planning documents. They will be discussing the documents and setting up a meeting with Executive Director Neil Griffin.

VIII. UNFINISHED BUSINESS

A. Welles Village Repositioning

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

IX. NEW BUSINESS

Commissioner Noonan moved Resolutions 2024-04 through 2024-04F to be approved, seconded by Commissioner Vacchelli.

The GHA's Controller's Memorandum dated 4/10/24 regarding FY 2025 Budget Presentation was reviewed discussed; appreciation was expressed for all of the work in preparing the GHA's budgets for FY 2025.

A general discussion followed regarding the payroll schedule, each budget and the policy changes outlined in Resolution 2024-04F with the following items specifically discussed in greater detail.

- There was a focus on the wage ranges for GHA's multiple positions
- Welles Village – Commissioner Stenman asked about the utilities and a discussion followed regarding the budgeted amounts.
- Village Green and Knox Lane Annes – Commissioner Stenman identified the increase in revenue resulting from the additional project-based vouchers.
- HTC Congregate – Commissioner Stenman identified the decrease in electricity costs and a discussion followed regarding the assumptions associated with the budgeted amounts.
- A brief discussion was held on the Administrative Plan policy changes and changes in the other components of Resolution 2024-04F.

A. Resolution 2024-04: Fiscal Year 2025 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.

NOW THEREFORE, BE IT RESOLVED

1. That the Housing Authority's employees' annual wages shall be set to be within the range for the employee's position identified in the updated Housing Authority Employee Wage Scale effective July 1, 2024;
2. That a 4.0% cost-of-living increase has been applied to the new Housing Authority Employee Wage Scale that is effective July 1, 2024;
3. That effective July 1, 2024, 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; and
5. That the Housing Authority will continue with the new hybrid pension product which is a combined define benefit and defined contribution plan.

B. Resolution 2024-04A: Village Green & Knox Lane Annex Budget for the Fiscal Year Ending June 30, 2025

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, 2024;

WHEREAS, a public hearing was held on March 13, 2024, 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:

1. 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 | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 |
|---|------------------|------------------|------------------|------------------|
| Village Green A, C, D Unit (old studio) | \$418 | \$435 | \$460 | \$469 |
| Village Green B Unit (1 Bedroom) | \$408 | \$425 | \$450 | \$459 |
| Knox Lane Annex A Unit (efficiency) | \$408 | \$425 | \$450 | \$459 |
| Knox Lane Annex B Unit (1 Bedroom) | \$418 | \$435 | \$460 | \$469 |

2. 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.
3. That this rent schedule shall go into effect for all residents as of July 1, 2024.
4. That the *Village Green E-39 and Knox Lane Annex E-149* Budget for the Fiscal Year Ending June 30, 2025, 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 2024-04B: Herbert T. Clark House Congregate Budget for the Fiscal Year Ending June 30, 2025

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, 2024;

WHEREAS, a public hearing was held on March 13, 2024, at 3:00 p.m. at the Herbert T. Clark House Congregate's dining room to discuss the proposed base rent increase; and

WHEREAS, one resident inquired about what the increase is driven by, a second resident voiced frustration that they do not have much money left over after paying their rent, and a third resident commented that their social security increases were being used to pay the increase in rent.

NOW THEREFORE BE IT RESOLVED:

1. That the Housing Authority hereby increases the monthly base rent for the Herbert T. Clark House Congregate from \$719 to \$744, and the congregated monthly services charge from \$1,142 to \$1,203.
2. This rent schedule and service charge shall go into effect for all residents as of July 1, 2024.
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, 2025, 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, 2025, 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 2024-04C: Hale Farms Affordable Housing Budget for the Fiscal Year Ending June 30, 2025

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, 2024; and

WHEREAS, a public hearing was held on March 14, 2024, at 1:00 p.m. at the Housing Authority's main office to discuss the proposed rent increases; and

WHEREAS, no outside person attended, and 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 2023 | FYE 2024 | FYE 2025 |
|------------------------------------|-----------------|-----------------|-----------------|
| Hale Farms 1 Bedroom | \$683 | \$751 | \$783 |
| Hale Farms 2 Bedroom | \$767 | \$844 | \$879 |

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, 2024.
4. That the Hale Farms Affordable Housing Budget for the Fiscal Year Ending June 30, 2025, 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 2024-04D: Welles Village Budget for the Fiscal Year Ending June 30, 2025

WHEREAS, the Housing Authority of the Town of Glastonbury Welles Village Budget for the Fiscal Year Ending June 30, 2025, 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, 2025, is hereby approved.

F. Resolution 2024-04E: Olde Welles Village Budget for the Fiscal Year Ending June 30, 2025

WHEREAS, the Housing Authority of the Town of Glastonbury (the "Housing Authority") Olde Welles Village Budget for the Fiscal Year End June 30, 2025, provides adequate income and the proposed budgeted expenditures are necessary in the efficient and economical operation of the Housing Authority 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, 2025, is hereby approved.

G. Resolution 2024-04F: Approving Five Year Action Plan, Administrative Plan, and ACOP

WHEREAS, the Housing and Economic Recovery Act (“HERA”), Title VII, Small Public Housing Authorities Paperwork Reduction Act exempts Qualified Public Housing Authorities from the requirement to prepare and submit an annual plan;

WHEREAS, the Housing Authority of the Town of Glastonbury (the “Housing Authority”) is a qualified Public Housing Authority (“PHA”), therefore no annual plan has been prepared, but the Five-Year Plan 2020-2024 annual public hearing regarding any changes to the goals, objectives and policies of the Housing Authority, including the Five-Year Action Plan, Admissions and Continued Occupancy Plan (“ACOP”) and Administrative Plan, was held by a public meeting on April 4, 2024;

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) requires PHAs to have an ACOP, Administrative Plan and Five Year Action Plan;

WHEREAS, the ACOP is the Housing Authority’s written statement of policies used to carry out the public housing program in accordance with federal law and regulations, and HUD requirements;

WHEREAS, the Administrative Plan is the Housing Authority’s written statement of policies used to carry out the housing choice voucher (Section 8) program in accordance with federal law and regulations, and HUD requirements;

WHEREAS, the Five Year Action Plan is the Housing Authority’s written statement of planned uses for capital fund program funding in accordance with federal law and regulations, and HUD’s requirements; and

WHEREAS, the Housing Authority made revisions to the Five Year Action Plan, Administrative Plan and ACOP and the changes were discussed as part of the public hearing held on April 4, 2024, and no comments were received.

NOW THEREFORE BE IT RESOLVED that the Housing Authority certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement and by maintaining records reflecting these analyses and actions; and

IT IS FURTHER RESOLVED that the Housing Authority's

- ACOP 2024 update,
- Administrative Plan 2024 update,
- Five Year Action Plan 2024-2028 (capital fund), and
- Five Year Plan 2020-2024 update

is each hereby adopted.

Commissioners voted to approve all of these Resolutions. 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

Commissioner Noonan left the meeting at 6:55 P.M.

Chairperson Stenman thanked everyone for volunteering their time serving as Commissioners as April is Volunteer Appreciation Month.

Chairperson Stenman noted that, in his role as a Volunteer Tour Guide at The Bushnell, he and an associate will be providing a virtual tour of The Bushnell at HTC in June.

Chairperson Stenman apprised the Commissioners that he has been invited to participate on the Town of Glastonbury's Commission on Aging's Affordable Housing Subcommittee.

Chairperson Stenman adjourned the meeting at 7:21 P.M.

Respectfully submitted,

Minutes Approved on
May 15, 2024

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson

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