

**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,
May 15, 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, May 15, 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

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 residents from Center Village, 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.

Ronald and Barbara Circo of 75 New London Turnpike, Apt. 103

A letter dated May 15, 2024, from Ronald and Barbara Circo was received by the Commissioners at the meeting.

Barbara Circo stated there is only one window with a screen in their apartment that can be opened (located in the bedroom) plus a French door to the outside in the

living room. She has asked repeatedly for a screen for the French door or, alternatively, an apartment change; however, they prefer not to change apartments. The Circo's identified they are requesting this modification because they believe that it would provide adequate ventilation for the living area as they are concerned about the respiratory effects of the indoor air quality. They feel their apartment has limited or inadequate ventilation. The Circos even offered to pay for a screen to be installed on the French doors in their apartment.

IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

A. Approve minutes of April 17, 2024, meeting

Commissioner Noonan moved the minutes be approved as written, seconded by Commissioner Vacchelli. Commissioners voted to approve the minute. 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 April 2024 Invoices

Commissioner Noonan moved the invoices be accepted, seconded by Commissioner Vacchelli. Commissioner Noonan asked about check #40675 and Executive Director Griffin said he would get back to the Commissioners with an answer as to the purpose of that payment. Commissioners voted to accept 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, MAY 2024

- Welles Village Repositioning- Work continues on the requirements to schedule a concept call and submission of financing plan. HUD's plan to close its Public Information Center ("PIC") for 60 days to transition to a new system called Housing Information Portal ("HIP") has accelerated our process. We are concerned that once PIC closes the transition to HIP will not go to plan and further delay our Rental Assistance Demonstration ("RAD") closing. To this effect, I have completed the environmental review requirements to bring to the Town so it can perform the review and sign off, with the exception of the review component by the State Historic Preservation Office ("SHPO") which was submitted on April 22nd. We are waiting on SHPO's response to our submission. Radon testing of all apartments has been scheduled to occur in May.

Another set of tenant meetings have been scheduled to discuss the RAD conversion progress and tenant feedback. The meetings are scheduled for 1pm on May 21st and 5:30 pm on May 22nd.

- Nye Road- I continue to communicate with contemplated funders and identify opportunities to increase funding. I have identified three new opportunities which we will run down and work into our development proforma.

- Village Green/Knox Lane Annex tenant concerns- Staff and I are continuing to look into previously expressed resident concerns and plan on meeting with or calling the involved parties during the month of May. We are working to better identify the facts of the situation or have evidence provided to us showing that the concern raised is not occurring.
- 2024 Capital Fund awards were announced on Monday May 6th. Welles Village received \$767,102.00, a decrease of \$42,939 over the 2023 award or roughly a 5.3% decrease.
- Solar Marketplace Assistance Program (“MAP”)- the CT Greenbank has provided the GHA with its estimated benefits for participation in the Solar MAP program. Under this model the CT Greenbank would pay for all of the costs of designing, installing, and insuring the solar system. The CT Greenbank would lease the system to the entity owning the respective property. The tenants and the respective owner would receive a financial benefit over the twenty-year term of the lease. The base line system is calculated off of a 30% credit; however, there is a competitive opportunity for the system to obtain a 50% credit. The Village Green & Knox Lane Annex systems would require the 50% credit to be economically viable.

If the GHA is interested in pursuing, we would need to execute lease agreements with CT Greenbank to be included in their end of June round of projects. The GHA could move out to the next round of projects if we cannot meet this timeframe.

The Solar MAP PowerPoint presentation provided by CT Green Bank was reviewed as a part of this conversation.

VII. REPORTS OF COMMITTEES

A. Personnel Committee

Commissioner Vacchelli updated the Commissioners on the Executive Director’s performance review process. Commissioner Polgar is planning to meet with at least one staff person who reports directly to the Executive Director. The Executive Director is preparing the requested information for submission to the Personnel Committee.

VIII. UNFINISHED BUSINESS

A. Welles Village Repositioning

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

IX. NEW BUSINESS

None

X. ADJOURNMENT

There being no further business, Commissioner Noonan moved the meeting be adjourned, 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 7:33 P.M.

Respectfully submitted,

Minutes Approved on
June 19, 2024

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson