

**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,
June 19, 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, June 19, 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 Cathy Vacchelli
Commissioner Jim Noonan
Commissioner Michelle Polgar

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 (if any)

None

IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

A. Approve minutes of May 15, 2024, meeting

Commissioner Noonan moved the minutes be approved, seconded by Commissioner Polgar. A change to Section IV was accepted and the minutes were approved with the correction. The motion passed with Commissioners Stenman, Noonan, Vacchelli, and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

V. BILLS AND COMMUNICATIONS

A. Accept May 2024 Invoices

Commissioner Noonan moved the invoices be accepted, seconded by Commissioner Vacchelli. Executive Director Griffin updated the Commissioners

on last month's question regarding check #40675 and he explained the purpose of the expenditure. Commissioner Stenman asked about the payment made by check #40823 for repairs to a 2008 truck and if the GHA anticipated replacing it in the near future. Executive Director Griffin indicated no; the truck is the GHA's spare vehicle; the work was performed to improve the vehicle's performance and handling so that we could extend the vehicle's useful life. Commissioners voted to accept the invoices with Commissioners Stenman, Noonan, Vacchelli, and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

VI. REPORT OF THE EXECUTIVE DIRECTOR, JUNE 2024

- Welles Village Repositioning- tenant meetings were held on May 21st and 22nd. A total of twelve residents attended both sessions.

A draft update to RAD Physical Condition Assessment was received and Bureau Veritas is working to align the items and costs with the original document to make the evaluation easier.

- Nye Road- Evaluated Federal Home Loan Bank AHP grant and, because we would be partnering with HAI Group and not a bank who would provide us a loan of value equal to the grant we are seeking, we would not have a competitive application for AHP. The value of participating with CHFA brings an additional \$1,000,000 opportunity loan vs. the AHP's maximum potential \$850,000 award.

Town Council approved the ground lease extension at its May 28, 2024, meeting. The extension provides a term through August 31, 2025, with an extension option through October 31, 2025.

We are working with the design and construction manager team to identify ways to reduce costs. We were able to identify a better foundation/soil improvement approach that will reduce construction costs.

- Solar Marketplace Assistance Program (MAP)- the CT Greenbank has provided the GHA with the draft lease documents. Attorney Scaramozza has reviewed the draft documents and provided feedback which we will share with the Green Bank in an effort resolve any concerns.

Initial concept design review with the Town indicated that the CT Green Bank may need to revise its desired design for Center Village to comply with the Town Center's overlay regulations.

- Parks & Recreation hosted a well-attended ribbon cutting for the new playground in Welles Park. I spoke on behalf of the GHA thanking Parks & Recreation for surveying our residents and using their input to help inform the new playground equipment purchases. Immediately following the ribbon

cutting, WACY held its summer registration barbeque. This event was also very well attended.

- Summer meals program will operate out of the Welles Village community room again this summer. The program runs from June 13, 2024, through August 9, 2024, and serves breakfast and lunch. Glastonbury YFS staffs the meals program.
- HCV Shortfall- Imagineers identified a shortfall in HAP funding and on Monday, June 17, 2024, HUD confirmed that we will have a shortfall. Imagineers drafted the shortfall application for additional funding, and I signed and submitted it the same day. The next step is a shortfall meeting with HUD.
- HUD announced that it plans to delay an implementation of transition to the Housing Information Portal (“HIP”) and possibly the application of Section 102 and 104 of the Housing Opportunity through Modernization Act of 2016 (“HOTMA”). Further, HUD announced it is delaying the transition to the new National Standards for the Physical Inspection of Real Estate (“NSPIRE-V”) with the new effective date being October 1, 2025.
- RentPayment had a “soft” opening in June. Thus far 44 residents of Welles Village have enrolled in the program, with approximately 20 residents of Village Green/Knox Lane Annex and Center Village also enrolling.
- Staff have worked to reinvestigate screen options for the French doors at Center Village. Two products are being looked into to see if they are possible options, one is a new product that came into the market in 2022 sometime.
- Staff set up a meeting with Village Green resident who is alleged to have an unauthorized occupant. Staff wants to hear her side of the story and provide the resident an opportunity to prove the alleged unauthorized occupant does reside elsewhere.

VII. REPORTS OF COMMITTEES

A. Personnel Committee

Commissioner Vacchelli indicated that the Board’s Personnel Committee had completed its draft evaluation of the Executive Director performance for FY 2023-24 and that it was ready for the Board’s review.

VIII. EXECUTIVE SESSION

Commissioner Vacchelli made a motion that Commissioners go into executive session at 6:26 P.M. to discuss a personnel matter, seconded by Commissioner Noonan. 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. Attending the Executive Session were all four Commissioners.

Commissioners exited the executive session at 7:09 P.M.

The Commissioners indicated they were very pleased with the Executive Director Griffin's performance and that the Personnel Committee's members would meet with the Executive Director to finalize the performance review.

IX. UNFINISHED BUSINESS

A. Welles Village Repositioning

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

X. NEW BUSINESS

A. CT Green Bank SolarMAP

The proposed lease document has been reviewed by the GHA's outside counsel and an email containing Executive Director Griffin's questions and the GHA's outside counsel's comments and questions was sent to the Green Bank for its review and response.

B. Nye Road Ground Lease - Town of Glastonbury

The Town signed the ground lease extension which provides a term that expires no later than October 31, 2025.

C. HAI Committee Request

The Executive Director submitted a written request seeking the Board's authorization for him to participate on a committee of the HAI Group, a member-owned insurance carrier founded by, and dedicated to, the public and affordable housing communities. Commissioners Stenman, Vacchelli, Noonan, and Polgar all agreed that such participation was highly appropriate and unanimously agreed to allow the Executive Director to participate on a committee of the HAI Group.

XI. ADJOURNMENT

There being no further business, Commissioner Noonan moved the meeting be adjourned, seconded by Commissioner Polgar. The motion passed with Commissioners Stenman, Noonan, Vacchelli, and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0. The meeting was adjourned at 7:22 P.M.

Respectfully submitted,

Minutes Approved on
July 17, 2024

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson