

**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 20, 2022, 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 on Wednesday, April 20, 2022, 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 5:51 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 Judy Jaskulski

Chairperson Stenman declared a quorum was present.

**II. APPROVAL OF AGENDA AND REVISIONS THERETO**

Chairperson Stenman recommend that, due to Commissioner Noonan's need to leave the meeting by 6:30 P.M., New Business items should be addressed first. All agreed to act on New Business first.

**III. NEW BUSINESS – GHA Budgets, Wages, and Benefits**

**A. Resolution 2022-04: Fiscal Year 2023 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 may receive up to a 3% salary increase for the fiscal year ending June 30, 2023.
2. That a merit pay program is also approved. A pool of up to 1.00% of the payroll schedule's total base salaries shall be made available. The Executive Director is hereby authorized to distribute this merit pay based on performance as determined by his best judgment.
3. That effective July 1, 2022, 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.
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 2022-04A: Village Green & Knox Lane Annex Budget for the Fiscal Year Ending June 30, 2023**

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, 2022;

WHEREAS, a public hearing was held on March 10, 2022, at 1:00 p.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:

That the Housing Authority hereby increases the monthly base rents for elderly housing at Village Green and Knox Lane Annex as follows:

<b>Development &amp; Unit Type</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Village Green A,C,D Unit (old studio)	\$400	\$410	\$418	<b>\$435</b>
Village Green B Unit (1 Bdrm)	\$390	\$400	\$408	<b>\$425</b>
Knox Lane Annex A Unit (efficiency)	\$390	\$400	\$408	<b>\$425</b>
Knox Lane	\$400	\$410	\$418	<b>\$435</b>

Annex B Unit (1 Bdrm)				
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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.

That this rent schedule shall go into effect for all residents as of July 1, 2022.

That the Village Green E-39 and Knox Lane Annex E-149 Budget for the Fiscal Year Ending June 30, 2023, is hereby approved, and the Executive Director is authorized to submit said budget, incorporating the above rent increases, to the Executive Director of the Connecticut Housing Finance Authority.

**C. Resolution 2022-04B: Herbert T. Clark House Congregate Budget for the Fiscal Year Ending June 30, 2023**

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, 2022;

WHEREAS, a public hearing was held on March 11, 2022, at 3:00 p.m. at the Herbert T. Clark House's dining room to discuss the proposed base rent increase; and

WHEREAS, no comments were received opposing the proposed rent increase.

NOW THEREFORE BE IT RESOLVED:

1. That the Housing Authority hereby increases the monthly base rent for the Herbert T. Clark House Congregate from \$661 to \$685, and the congregate monthly services charge from \$932 to \$976.
2. This rent schedule and service charge shall go into effect for all residents as of July 1, 2022.
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, 2023, 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, 2023, 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 2022-04C: Hale Farms Affordable Housing Budget for the Fiscal Year Ending June 30, 2023**

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, 2022; and

WHEREAS, a public hearing was held on March 11, 2022, at 11:00 a.m. at the Housing Authority's main office to discuss the proposed rent increases; and

WHEREAS, 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:

<b>Development &amp; Unit Size</b>	<b>FYE 2021</b>	<b>FYE 2022</b>	<b>FYE 2023</b>
Hale Farms 1 Bedroom	\$640	\$650	\$683
Hale Farms 2 Bedroom	\$715	\$730	\$767

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, 2022.
4. That the Hale Farms Affordable Housing Budget for the Fiscal Year Ending June 30, 2023, is hereby approved, and the Executive Director is authorized to submit said budget, incorporating the above rent increase, to the Executive Director of the Connecticut Housing Finance Authority.

**E. Resolution 2022-04D: Welles Village Budget for the Fiscal Year Ending June 30, 2023**

WHEREAS, the Housing Authority of the Town of Glastonbury Welles Village Budget for the Fiscal Year Ending June 30, 2023, 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, 2023, is hereby approved.

**F. Resolution 2022-04E: Olde Welles Village Budget for the Fiscal Year Ending June 30, 2023**

WHEREAS, the Housing Authority of the Town of Glastonbury (the "GHA") Olde Welles Village Budget for the Fiscal Year End June 30, 2023, provides adequate income and the proposed budgeted expenditures are necessary in the efficient and economical operation of the GHA 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, 2023, is hereby approved.

Commissioner Noonan moved Resolutions 2022-04, 2022-04A, 2022-04B, 2022-04C, 2022-04D and 2022-04E be approved, seconded by Commissioner Vacchelli. Commissioners discussed the Executive Director's salary comparability data provided in the board packet. The material included a recent study of comparable housing authority executive director positions conducted by the Vernon Housing Authority and the Town of Glastonbury salary schedule for similar positions. Commissioners voted to approve the 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 6:25 P.M. Commissioner Noonan's departure meant there was no longer a quorum, so no further business requiring a vote was transacted; however, informational updates were provided on several topics not requiring a vote and recorded into the minutes.

**IV. PUBLIC COMMENTS**

None

**V. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING**

**A. Approve Minutes of the Meeting of March 16, 2022**

Deferred to the meeting scheduled on May 18, 2022.

**VI. BILLS AND COMMUNICATIONS**

**A. Accept March 2022 Invoices**

Deferred to the meeting scheduled on May 18, 2022.

## VII. REPORT OF THE EXECUTIVE DIRECTOR

### A. Report of the Executive Director, April 11, 2022

- Welles Village Repositioning: The RFP is currently under review. The review panel identified the top two respondents. I am currently verifying references and then, if the reference results do not impact the scoring, virtual interviews will be scheduled with the top two firms.
- Audit for FYE 6/30/2021: The GHA's Final Audit for FY Ending on June 30, 2021, was received and hard copies have been distributed to you in a separate package. The audit report included a schedule of all funds balances which reflects the audited balances for Olde Welles Village and the Revolving Fund.

HTCAL Cash Shortfall: Two families were moved-in during March. Six units remain vacant. Staff expects to move three families in during April. All three applicants are currently pending Homecare approval which commenced in early March. Two additional applicants are coming the week of April 18-22<sup>nd</sup> to start their third-party verifications and homecare eligibility process.

- HCV program: The GHA received approval from HUD for two expedited waivers for the HCV program. One waives the SEMAP scoring on the HQS Interim and quality control inspections during the pandemic period. The second will allow us to set the payment standard up to 120% of the FMR. Presently we can only go up to 110%. This second waiver will provide voucher holders better access to rental opportunities in the current rental market where rents have increased dramatically.
- Sodexo contract: This contract renewed effective May 1, 2022, which is a thirty-day delay from the normal renewal date. The delay was request be me so we could notice the residents at HTCAL of the increase in cost to them. The cost to HTCAL residents increased \$36 per month to \$522 per month for three meals per day. This is a 7.9% increase over the current cost. Both HTCAL and Congregate meal costs increased 10% over the current contracted rate. Food cost inflation and minimum wage increase are the largest impacts. We were fortunate last year, the contract renewed just prior to inflationary pressures starting (renewals were HTCAL 2.4% and Congregate 2.6% increases).
- Intern: I am working with the Housing & Community Development Leadership Institute ("HDLI") to have an intern placed at the GHA for a three-to-six-month period. The intern will be paid \$15.00 per hour and HDLI will pay for half of the hourly rate plus all FICA and unemployment costs. I will receive a list of potential candidates to review and make a selection. All of an intern's work should start around June 1, 2022, and must be completed by

December 31, 2022. Candidates are anticipated to work between 5-20 hours per week. I am hoping to obtain a 15-20 hour per week candidate.

- **Project Based Vouchers for Village Green & Knox Lane Annex and Affordable-Hale Farms:** I have made preliminary inquiries into the GHA receiving up to twenty vouchers to project base. This will benefit both the properties and the tenants. The property revenues will increase since the vouchers will pay the market rent (FMR) which is greater than the base rent the residents currently pay us. The vouchers will provide the tenants with a formula rent so their payment towards rent is not greater than 30% of their income. A tenant currently paying base rent is likely paying greater than 30% of their income towards rent.
  - The administrator of the vouchers (the agency that will provide us the vouchers) will perform the rent calculations and inspect the units annually. The administrator earns an administrative fee for performing these services. The goal is to strengthen the fiscal resources of both properties and, at the same time, provide a better product to our residents.
  - Tentative timeline for applying for vouchers is estimated to be between May and June.

## **VIII. REPORTS OF COMMITTEES**

None

## **IX. UNFINISHED BUSINESS**

### **A. Town of Glastonbury Affordable Housing Plan**

Commissioner Stenman shared that the Affordable Housing Steering Committee has completed its work and submitted a draft report to the Town's Plan and Zoning Commission and held a public hearing to solicit feedback prior to voting to send the draft report to the Town Council for its consideration.

### **B. Welles Village Repositioning**

The evaluation of responses to the RFP for a consultant are ongoing and it is anticipated a firm will be selected in the coming week.

### **C. Executive Director Employment Contract**

Potential contract terms and conditions will be discussed by the Board's personnel committee and then resultant, recommended contract terms and conditions will be forwarded to outside counsel for review and commencement of drafting a contract.

### **D. Executive Director FY 2022 Performance Criteria**

This matter was deferred to the meeting scheduled on May 18, 2022.

There being no further discussions the meeting was adjourned at 6:59 P.M.

Respectfully submitted,

Minutes Approved on  
April 20, 2022

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Neil J. Griffin, Jr.  
Secretary

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Carl F. Stenman  
Chairperson