



SPECIAL MEETING OF THE EXECUTIVE COMMITTEE

MINUTES – APRIL 26, 2023

Members or Representatives in Attendance:

Canaan (Falls Village), Henry Todd, Chair
Harwinton, Mike Criss, Vice-Chair
Morris, Tom Weik, Treasurer (**LEFT AT 1:05PM**)
North Canaan, Charlie Perotti, Secretary
New Hartford, Dan Jerram, At-Large
Barkhamsted, Don Stein, At-Large

Members Absent: NONE

Others Present:

Robert Phillips, Executive Director – NHCOC

1. Determination of Quorum and Call to Order:

Chairman Todd called the meeting to order at 11:03AM.

2. NHCOC Office Location/EdAdvance Space in Litchfield.

Discussion ensued on the current lease arrangement with the landowner at the existing office location in Goshen. The proposed lease with EdAdvance was also discussed as well as the existing an future staffing levels as it pertains to office space needs. Other comments included whether the COG has a future involving leased space or purchase to own buildings/land.

A motion was made (Stein) and 2nd (Todd) to move forward with the relocation to EdAdvance pending a legal opinion on the monetary liability of NHCOC regarding the termination of the current lease with the landowner-Goshen Housing Trust (GHT). Discussion ensued and the motion was modified to also include;

- *Request to EdAdvance to allow access to space for fit-out modification prior to a lease start date revision to at least 120 days past the formal notification date to GHT as required by the lease agreement,*
- *Request to EdAdvance to memorialize an 'exit clause' in the proposed lease agreement to allow NHCOC to terminate the agreement with no notice or penalty should EdAdvance sell the building or property during the period of the lease agreement and/or extension.*

- *Request to EdAdvance to stipulate that any future extension beyond the initial 5-year period be subject to the same 2% annual increase as provide for in years 1-5 as unfettered rights to the year 2028.*
- *Modify Section 2 of the draft agreement to remove the term “mutually” as it is deemed unnecessary and potentially redundant.*
- *Modify Section 8 of the draft agreement to clarify that the Utilities, Maintenance and Other Services are not our responsibility to pay/maintain and there is no jeopardy for additional cost increases to the tenant outside of the annual increases outlined in Section 3 – Rent.*

The modified motion passed 5-1 (nay – Criss)

3. Nominating Committee Discussion for FY23-24 Officers and EC Members

General ideas on transition given the upcoming local elections were discussed as well as the process outlined in the NHCOC Bylaws.

The Chair nominated Criss, Jerram and Weik as members of the Nominating Committee and suggested retuning to the policy board with a recommendation to keep the same slate of current officers until after the results of the November election.

4. EXECUTIVE SESSION – Personnel

Motion to Enter into Executive Session made (Todd) and 2nd (Criss) at 12:22PM. The Executive Director was invited to participate.

Motion to Adjourn Executive Session made (Todd) and 2nd (Criss) at 12:46PM.

No motions were made at the conclusion of the Executive Session.

5. Draft FY23-24 NHCOC Annual Budget Review and Endorsement for Board Approval

The Executive Director presented the draft annual budget and discussed it line by line as well as the NHCOC staffing plan moving into the 23-24 Fiscal Year. The members suggested that the budget be converted from a cash in/cash out basis to a more comprehensive document showing total dollars incoming and outgoing from NHCOC including those monies allocated to project related staff time.

No motions were made.

Approval of Minutes of the Special Meeting of the Executive Committee – January 12, 2023 and March 9, 2023

Motion (Jerram) and 2nd (Criss) to approve both sets of minutes as presented.

Adjournment:

Motion (Todd) and 2nd (Stein) to adjourn the meeting at 1:22PM