

**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 21, 2025, 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 21, 2025, at the main office located at 25 Risley Road in the town of Glastonbury, Connecticut. The meeting notice was posted on the GHA's webpage and 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 5:50 PM and the following answered present:

Commissioner Carl Stenman  
Commissioner Cathy Vacchelli  
Commissioner Nyja Hart  
Commissioner Michelle Polgar

GHA Executive Director Neil J. Griffin, Jr.  
GHA Controller Thomas Cochran

Chairperson Stenman declared that a quorum was present.

*Commissioner James Noonan was excused from this meeting.*

**II. APPROVAL OF AGENDA AND REVISIONS THERTO (if any)**

*None.*

**III. PUBLIC COMMENTS (if any)**

*None.*

**IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING  
Approve Minutes of April 23, 2025, Special Meeting**

Commissioner Polgar moved the April 23, 2025 minutes be approved, seconded by Commissioner Vacchelli. There were no comments. The April 23, 2025 minutes were approved 4-0, with Commissioners Stenman, Vacchelli, Hart and Polgar voting Yea, no one voting nay and no one abstained.

**V. BILLS AND COMMUNICATIONS**

- **Accept April 2025 Invoices**

Commissioner Vacchelli moved acceptance of the April monthly invoice report; this was seconded by Commissioner Hart. A brief discussion occurred where Commissioners Vacchelli and Polgar asked about invoices and associated paid checks #41953 and #41972 and if the costs were covered by insurance.

Controller Cochran confirmed that they both were covered by the insurance claim. Commissioners Stenman, Vacchelli, Hart, and Polgar voting Yea, no one voted nay, and no one abstained. The invoices were accepted 4-0.

- **March 31, 2025 Financials**

The GHA's Controller, Thomas Cochran, provided a brief overview of the March 31, 2025, financials. After the overview, the Commissioners reviewed each set of financials and asked any remaining questions.

Welles Village - Commissioner Stenman asked about the revenue from the CFP Grants and how that impacted the GHA's financial statements.

Elderly – A brief discussion occurred on rental revenue accounts and how rents are posted to the four rental revenue accounts with the new contract rents and HAP payments for some tenants and others paying a base rent and possible excess of base rent.

Congregate Management – It was noted that the electrical was running significantly above the budgeted amount; it appears that the budgeted yearly amount of \$22,000 contained a typo - it should have been \$42,000.

Center Village – Commissioners and the Controller discussed the cause for electricity running higher than budgeted

Section 8 – A brief discussion focused on revenue and what expenses are offset by which revenues.

## **VI. REPORT OF THE EXECUTIVE DIRECTOR**

- Welles Village Repositioning – We received all of HUD's comments on our draft closing package and have made the requested adjustments or corrections. HUD extended the RCC commitment (i.e. closing) date to June 12, 2025. HUD needs to revise the RCC to reflect a single HAP contract and the new blended rents to comply with the December notice that HUD issued. After discussing this with our CPA consultants, it would seem more favorable for us to close July 1<sup>st</sup> or shortly thereafter to allow for a cleaner accounting transition and closeout audit. We will discuss this option with HUD during our next call

HQS inspections are ongoing and repairs resulting from the inspections are being made. The Housing Choice Voucher program orientation and lease

signing meetings are scheduled for May 19<sup>th</sup> through May 21<sup>st</sup>. Sessions are offered at 9am and 5pm on the 19<sup>th</sup> and 20<sup>th</sup> and at 9am on the 21<sup>st</sup>.

- Nye Road – GHA’s not-for-profit affiliate was successful in securing a 9% LIHTC reservation. Carl, Lou, and I attended CHFA’s board meeting for the announcement. The Nye Road application was the second highest scoring application. The project was awarded \$1,529,500 in annual credits. We have since held two meetings with the design team and construction manager to move forward with the drawings from their current 90% construction drawings to reach 100% construction drawings. We are also working with the MDC and Eversource to finalize the utility connection drawings.

A preliminary call with M&T Bank was held to discuss potential options for construction period and permanent financing through the bank to see if M&T Bank could offer more favorable terms than the current terms offered by CHFA. We have provided M&T Bank with our development proforma to review and submit a financing proposal to us.

- Personnel Handbook update – work with theHRC continues and we are working through drafts with theHRC
- I attended HAI’s Board meeting from April 30<sup>th</sup> through May 3<sup>rd</sup>. I participated as a member of the Finance Committee. HAI Group provided additional training sessions for participants, and I was able to attend other committee meetings. I was pleased to meet such a strong group of professionals from across the country and have the opportunity to learn more about HAI’s various efforts and the work efforts the various committee members are engaged in with their agencies.

## **VII. REPORTS OF COMMITTEES (if any)**

- **Personnel Committee**

Commissioner Vacchelli reported that the Executive Director’s performance review is in process. They have the documentation needed to proceed.

## **VIII. UNFINISHED BUSINESS (if any)**

- **Welles Village Repositioning**

*Addressed above in the Report of the Executive Director.*

- **CT Green Bank SolarMAP – Herbert T. Clark Congregate**

It was agreed that due to Green Bank’s timeframe to commence the work, the unfinished business item will be closed and reported on in the Executive Director’s report as needed.

## **IX. NEW BUSINESS**

## **Resolution 2025-05: Resolution Approving New Bank Accounts and Adding Signers to the Existing Revolving Fund**

WHEREAS, the Housing Authority of the Town of Glastonbury, a public body corporate and politic ("Client"), as the property manager, wishes to (i) open two new accounts for the Welles Village Rental Assistance Demonstration transaction, and (ii) add two new Commissioners as signers to the existing Revolving Fund checking account.

NOW THEREFORE, BE IT RESOLVED: that

1. Client designates M&T Bank ("M&T") as its depository.
2. The person(s) signing below are authorized to open the Account or Box and to designate, or certify to the designation of, the Authorized Signers.
3. Any Authorized Signer may, on behalf of Client, transact with and through M&T all business relating to the Account, or any Box, in his/her discretion and in accordance with the Commercial Deposit Account Agreement ("CDAA") or other applicable agreement, including, but not limited to, depositing funds to and withdrawing funds from the Account by any means M&T permits (e.g., signing, endorsing, negotiating, or taking any action with respect to checks and other Items; using an ATM or debit card; initiating funds transfers); obtaining services in connection with the Account; granting security interests or other rights in the Account by any means; incurring and paying liabilities, fees, costs, and expenses; updating Account or Box information; adding and removing Authorized Signers; and closing the Account or Box.
4. Any Authorized Signer may, on behalf of Client, enter into, amend, or terminate agreements and other documents relating to the Account or Box, or services provided in connection therewith ("Services"), including, but not limited to, agreements for ATM or debit cards, treasury management services, or funds transfers, waivers, releases, indemnities, and assignments.
5. Any Authorized Signer may, on behalf of Client: (a) give notices, certifications, directions, instructions, orders, and waivers (collectively, "Directions") relating to the Account, Box, or Services and serve as M&T's contact for notices, demands, directions, and instructions from M&T relating to the Account, Box, or Services; and (b) delegate authority to any other person or entity to act on Client's behalf in any way relating to the Account, Box, or Services (e.g., electronic banking, transaction initiation), which persons and entities may or may not be signers on the Account or Box and may or may not have the ability to delegate authority to others. M&T may act on any Directions or delegation of an Authorized Signer or delegate without inquiry and without regard to the application of any proceeds, provided that M&T acts in good faith. M&T does not have any obligation to act upon the Directions of any person who is not an Authorized Signer.
6. M&T is authorized and directed to: (a) cash, accept, certify, pay, and otherwise honor all Items or other written instruments or orders for the payment, transfer, or withdrawal of money when such Items, instruments, or orders are signed, drawn,

accepted, or endorsed on behalf of Client with the purported actual or facsimile signature of any Authorized Signer or delegate, regardless of how the signature was applied; and (b) accept, pay, and otherwise honor electronic or oral instructions or orders for the payment, transfer, or withdrawal of money when such instructions or orders are submitted, or reasonably believed to have been submitted, by any Authorized Signer or delegate on behalf of Client in accordance with the CDAA or other applicable agreement governing the Account or services provided in connection with the Account.

7. Each Authorized Signer or delegate is authorized to do all things contemplated by these Resolutions through any means M&T permits, including electronically. M&T may rely on any of the following to the same extent as the actual signature or proof of identity of each such person to bind Client: (a) any electronic or digital signature of such person; (b) any identifier (e.g., Personal Identification Number) issued by M&T or any other party to such person; or (c) any other information that M&T may reasonably rely upon to authenticate such person.

8. Each Authorized Signer or delegate, acting alone, is authorized to do all things contemplated by these Resolutions; any requirement of Client that requires the signature, approval, or action of more than one person is solely an internal requirement of Client; and M&T has no duty to enforce any such requirement or any liability in connection therewith.

9. Client understands the authorities being granted to each Authorized Signer or delegate, as set forth herein.

10. Client releases and shall defend and indemnify M&T against all Losses resulting from actions taken or not taken in good faith and in reliance upon these Resolutions and any delegation of authority hereunder.

11. M&T is authorized to rely on these Resolutions and the actual or purported signatures of any of Client's Authorized Signers until Client's account officer has actually received and had a reasonable time to act on written notice from Client revoking these Resolutions or such authority. These Resolutions supersede any resolutions previously provided to M&T by Client.

12. Client is duly organized, validly existing, and in good standing in the state/jurisdiction of its organization. No other action or consent of any other person or entity is necessary for these Resolutions to be effective.

### **Resolution 2025-05A: Resolution to Update the GHA's Maintenance Charge List**

WHEREAS, the Housing Authority of the Town of Glastonbury (the "GHA") assesses certain maintenance charges to residents of the dwelling units within the GHA's portfolio for damages to such dwelling units not related to normal wear and tear (the "Tenant Charge List");

WHEREAS, the GHA periodically reviews and revises the Tenant Charge List;

WHEREAS, the GHA's most recent revisions to the Tenant Charge List occurred in May, 2022; and

WHEREAS, the GHA has determined that it is necessary and appropriate to update the various identified rates and charges contained in the Tenant Charge List based upon current labor and material expenses.

NOW THEREFORE BE IT RESOLVED that the GHA hereby revises its Tenant Charge List, as follows:

### **Tenant Charge List**

**as of May 22, 2025**

ITEM/DESCRIPTION	RATE
Labor charge per hour	\$ 34.00
Billing minimum = 15-minute increments; minimum charge of	\$ 10.00
Lockout after 4:30 pm, Weekends and Holidays	\$ 175.00
Door lock Changes; Per cylinder (each)	\$ 15.00
Duplicate key (each)	\$ 3.00
Unlisted Replacement parts or contracted repairs billed out at the GHA's purchase cost.	
Labor Charge for billable after-hours or holiday call-outs other than lockout	\$ 203.00
 <b>GARBAGE REMOVAL</b>	
Remove unwanted rubbish from inside the unit per dump run	\$ 75.00
Remove unwanted rubbish from outside the unit per dump run	\$ 75.00
 <b>LANDSCAPING/YARD</b>	
Snow removal from sidewalks	\$ 75.00
Lawn mowing	\$ 75.00

Shrub trimming	\$	75.00
Shed door Hasp	\$	8.50
Replace mailbox	\$	40.00

**WINDOWS**

Replacement of 3-light window sash (complete)	\$	75.00
Replacement of 6-light window sash (cellar)	\$	85.00
Replacement window sash with colonial grids	\$	110.00
Window screen with frame	\$	25.00
Re-screen window screen	\$	15.00

**DOORS**

Storm door re-screen with existing frame	\$	22.00
Storm door screen with frame	\$	40.00
Storm door glass replaced	\$	35.00
Storm door glass with frame	\$	50.00
Storm door closer (#90)	\$	15.00
Storm door handle kit	\$	15.00
Storm door chain kit	\$	5.00

**BATHROOM**

Sink	\$	125.00
Shower curtain and rod	\$	20.00
Shower head	\$	20.00
Light globe	\$	20.00
Towel bar	\$	20.00

**KITCHEN**

Light fixture (complete)	\$	50.00
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Cabinet doors	\$	40.00
Drawer tracks	\$	15.00

**LIGHTS**

Hall light fixture (complete)	\$	20.00
Hall light globe (only)	\$	11.50
Porch light fixture (complete)	\$	35.00
Porch light globe (only)	\$	15.00

**UNIT ITEMS**

Passage set for closets and bedrooms	\$	45.00
Smoke alarms (regular)	\$	40.00
Smoke alarms (combination)	\$	45.00
Smoke alarms disconnected or removed by tenant	\$	50.00
Smoke alarm batteries removed by tenant	\$	25.00

**PETS**

Clean up excretion from pets	\$	50.00
Clean up other debris from pets	\$	50.00

**RENT & TENANT ITEMS**

Late Rent (past the 10th of the month)		Per statute
Notice to Quit (Marshall's Fee)	\$	50.00
Returned Check	\$	35.00
Service of Writ, Summons and Complaint (2nd Notice)		Actual Cost
Filing Fee for Writ, Summons and Complaint		Actual Cost
Attorney's Fees		Actual Cost
Marshal's Fee for Eviction		Actual Cost
Mover's Fee		Actual Cost

### **Resolution 2025-05B: Resolution Adopting Juneteenth Holiday**

WHEREAS, the Housing Authority of the Town of Glastonbury, a public body corporate and politic (the "GHA") is a quasi-public agency created by the municipality under the Connecticut General Statutes, Section 8-40, having all the powers necessary under the law to provide safe, sanitary affordable housing;

WHEREAS, the mission of the GHA is to ensure the provision of rental housing opportunities in the town of Glastonbury for lower-income persons in viable community settings by developing and operating its programs (i) to ensure that people are housed to acceptable standards, (ii) at affordable costs, (iii) in a manner that requires increasingly less subsidies from public resources, (iv) in an environment that stimulates socially inclusive communities which break down barriers between tenants and home owners, and (v) to provide the basis for individuals to realize their full potential; and

WHEREAS, the GHA recognizes the importance of observing the Juneteenth Holiday.

NOW THEREFOR BE IT RESOLVED that the GHA's Board of Commissioners hereby adds Juneteenth as an official holiday observed by the GHA effective with the 2025 calendar year.

Commissioner Polgar moved Resolutions 2025-05, 2025-05A, and 2025-05B be approved. The motion was seconded by Commissioner Hart. There was a brief discussion on each Resolution. Commissioners asked about the derivation of the various labor costs for Resolution 2025-05A and if the charges represented the actual costs to the GHA or a cost-plus markup. Executive Director Griffin answered that the costs are actual costs for parts with no markup and the average labor cost, except in the case of a lock-out where it is a discounted labor cost.

Commissioners Stenman, Vacchelli, Hart, and Polgar voting Yea, no one voted nay, and no one abstained. The Resolutions were approved 4-0.

### **X. ADJOURNMENT**

There being no further discussions, Commissioner Hart moved the meeting be adjourned. Seconded by Commissioner Polgar. The motion passed with Commissioners Stenman, Polgar, Vacchelli and Hart voting Yea, no one voting Nay and no one abstained. The motion was approved 4-0. The meeting was adjourned at 7:25 P.M.

Respectfully Submitted,

Minutes Approved on June 18, 2025

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Neil J. Griffin, Jr.  
Secretary

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Carl F. Stenman  
Chairperson

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