

MINUTES OF THE ANNUAL COMMISSIONERS MEETING
of the
HOUSING AUTHORITY OF THE TOWN OF GLASTONBURY
at the Main Office
25 Risley Road, Glastonbury, CT 06033
WEDNESDAY,
July 16, 2025, at 5:45 P.M.

The Commissioners of the Housing Authority of the Town of Glastonbury (the “GHA”) gathered for the annual meeting at 5:45 P.M. on Wednesday, July 16, 2025, at the GHA’s 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 James Noonan
Commissioner Nyja Hart
Commissioner Michelle Polgar
Commissioner Cathy Vacchelli *joined remotely as a non-voting participant*

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

Chairperson Stenman declared that a quorum was present.

II. ELECTION OF OFFICERS

Commissioner Noonan moved Carl Stenman as Chairperson, Seconded by Commissioner Polgar. Commissioner Noonan moved Cathy Vacchelli as Vice Chairperson, seconded by Commissioner Polgar. There was no further discussion. The election of Commissioner Stenman as Chairperson and Commissioner Vacchelli as Vice Chairperson was approved 4-0 with Commissioners Stenman, Polgar, Noonan, and Hart voting Yea, no one voting Nay, and No one abstained.

III. APPROVAL OF AGENDA AND REVISIONS THERTO (if any)

None.

IV. PUBLIC COMMENTS (if any)

Kathleen Cerne, a tenant at Center Village in unit 214, expressed concern about the air conditioning in Center Village. She indicated that a member of the GHA's staff stated that air conditioning is not required by CT law and also commented about the length of time to repair the non-functioning portion of the building's air conditioning in July.

Theresa Beaulieu, another tenant at Center Village in unit 202, expressed concern about the three-week timeframe in June it took to complete repairs to the air conditioning serving units in her hallway after the unit's compressor failure. She also expressed concern about the impact of the cost of the numerous repairs on rent. Last, she expressed concern about a comment made to her by a member of the GHA's staff: "We don't have to provide you with A/C it is a luxury."

Note: The Executive Director stated that the air conditioning unit that services Kathleen Cerne's unit at Center Village failed on the morning of Thursday, June 10, 2025, and the repair was completed on Wednesday, July 16, 2025. The three-week repair time frame in June for the compressor impacting unit 202 resulted from the contractor's delay in receiving the part from the manufacturer.

V. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

Approve Minutes of May 21, 2025, meeting

Commissioner Polgar moved the May 21, 2025 minutes be approved, seconded by Commissioner Noonan. There were no revisions. The minutes were approved 4-0 with Commissioners Stenman, Polgar, Noonan, and Hart voting Yea, no one voting Nay, and no one abstained.

Note: The meeting originally scheduled for June 18, 2025 was cancelled prior to the scheduled date as a quorum was not available to conduct official business.

VI. BILLS AND COMMUNICATIONS

• Accept May & June Invoices

Commissioner Noonan moved the May & June invoices be accepted, seconded by Commissioner Hart. Commissioner Stenman commented on check 42170, the reimbursement to the GHA's Executive Director, Neil J. Griffin, Jr., for traveling to HAI meetings noting that the GHA was reimbursed by HAI for these costs. Commissioner Noonan inquired about check 42122 questioning if it was for a single lock; it was confirmed to be for multiple lock sets purchased. The invoices for May and June were accepted 4-0 with Commissioners Stenman, Polgar, Noonan, and Hart voting Yea, no one voting Nay, and no one abstained.

VII. REPORT OF THE EXECUTIVE DIRECTOR

June Report

- Welles Village Repositioning – The transaction was closed on May 31, 2025. We are working with HUD on the post-closing requirements and making sure that all of the required documents are filed and actions to close out the public housing program and initiate the project-based voucher program are taken.

Our plan is to take the month of June to verify the tenant data transferred to Imagineers to reduce, or hopefully eliminate, any errors prior to submitting the new admission 50058 file to HUD and making the HAP payments to Welles Village Housing LLC.

- Nye Road- Final Eversource designs have been received. The Connecticut Housing Finance Authority (“CHFA”) provided the initial cost estimate for its third-party environmental review and a check was issued to CHFA to pay for this cost.
- Personnel Handbook update work with the HRC continues. We continue to review and provide feedback on drafts. Last week the GHA received Sections 6 and 7 to review.
- We are initiating our planned IT upgrades to phase out Microsoft 10. Most of the desktops running Microsoft 10 are at their end of life and are scheduled for replacement before October with some having already been replaced in June. We will also be replacing the fiber switch at the main office and updating the Uninterruptable Power Supply (“UPS”) that provides protection to the networking equipment.
- The requested French door screen at Center Village has been installed and the tenant, who is very pleased with the installation, agreed to an installment plan to repay the GHA for the cost.
- The WACY registration and kick off barbecue was held on Thursday, May 29, 2025. The event was well attended by many WACY program participants.
- The annual performance evaluation process is finishing with most employees having had an opportunity to sit down with their supervisor to review their performance and discuss their goals for the upcoming fiscal year.

July Report

- Welles Village Repositioning- Working with Imagineers to verify tenant and HAP payment data for tenants’ rent payments and subsidy payments as part of the quality control effort on the 50058 new admission file submission to HUD.

- Nye Road- Working with design team to update drawings. Have submitted to Town for staff review process and preparing to proceed on final zoning approval with the changes brought forth since the original design approval was granted. The Low-Income Housing Tax Credit (“LIHTC”) equity RFP is being developed and should be ready to issue this month. The Geotech consultant is scheduled to perform 10 additional borings at each of the remaining building footprints that were not part of the original testing.
- Personnel Handbook update work with the HRC continues, with final Sections currently being reviewed. We need to work with the HRC to create an Executive Summary highlighting policy change options for the Board of Commissioner’s review and discussion. We hope to have this available for September meeting.
- Two Audit RFP responses were received, both from very desirable firms as far as industry experience and reputation; Maletta & Company and Whittlesey Advising. Each firm provides significant value in partner participation and senior (manager) participation. Overall Maletta provides more partner hours and senior hours with an equivalent number of hours for junior (audit staff). The Maletta company proposal provides an overall lower cost proposed for each of the first two years and likely overall for all five years.
- The GHA signed onto the letter of support for voucher funding issued to the House and Senate Appropriations Committee’s Subcommittee on Transportation Housing and Urban Development and jointly issued by numerous national organizations including, but not limited to, NAHRO, PHADA and NLHA, all of which the GHA holds memberships.
- Several national housing associations, including NAHRO, PHADA and NHLA, issued a letter to the House Committee on Appropriations requesting the CARES Act 30-day notice to quit requirement be rescinded since this was only intended to be a temporary measure during COVID-19. This change, if agreed to, will have an impact on our notice to quit process for Welles Village and all of the project-based and tenant-based voucher units we have placed in our properties. A change should restore the 15-day notice to quit process.

VIII. EXECUTIVE SESSION

a. PERSONNEL MATTER

Commissioner Noonan moved the Commissioners to have an executive session for a personnel matter. Seconded by Commissioner Polgar. The motion was approved 4-0 with Commissioners Stenman, Polgar, Noonan, and Hart voting Yea, no one voting Nay, and no one abstained. The executive session began at 6:45 PM and ended at 7:20 PM. The executive session was attended by all Commissioners and the Executive Director.

IX. REPORTS OF COMMITTEES (if any)**a. PERSONNEL COMMITTEE**

The Commissioner's reviewed the Executive Director's performance evaluation during the executive session. This discussion completes the Personnel Committee's evaluation process for the prior fiscal year.

X. UNFINISHED BUSINESS (if any)

- **Welles Village Repositioning**

Addressed above in the Executive Director's report.

XI. NEW BUSINESS**a. RESOLUTION 2025-07 UNCOLLECTABLE TENANT ACCOUNT RECIEVABLE ("TAR") WRITE OFFS FOR JUNE 30, 2025**

WHEREAS, it is necessary for the Housing Authority of the Town of Glastonbury (the "GHA") to write off uncollectable accounts to maintain financial statements that accurately reflect the true financial condition of the Authority.

NOW THEREFORE BE IT RESOLVED THAT the GHA hereby authorizes the writing off of the following TAR amounts to the various housing programs:

Elderly	<u>\$2,586.16</u>
Total:	\$2,586.16

The GHA's Controller is hereby authorized to immediately write off said TAR amounts.

Commissioner Noonan moved Resolution 2025-07 be approved, seconded by Commissioner Polgar. The Resolution was approved 4-0 with Commissioners Stenman, Polgar, Noonan, and Hart voting Yea, no one voting Nay, and no one abstained.

b. GHA AUDIT RFP RESULTS

Audit RFP results were discussed during the Executive Director's report. The Board of Commissioners unanimously agreed with the staff's recommendation to award Maletta the contract under the RFP response.

XII. ADJOURNMENT

Commissioner Noonan moved the meeting be adjourned. The motion was seconded by Commissioner Polgar. The motion passed with Commissioners Stenman, Polgar, Noonan 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

Respectfully Submitted,

Neil J. Griffin, Jr.
Secretary

Minutes Approved on August 20, 2025

Carl F. Stenman
Chairperson