

**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,
September 17, 2025, at 5:45 P.M.**

The Commissioners of the Housing Authority of the Town of Glastonbury (the “GHA”) gathered for the monthly meeting at 5:45 P.M. on Wednesday, September 17, 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 5:45 PM and the following answered present:

Commissioner Carl Stenman
Commissioner James Noonan (left at 6:45 PM)
Commissioner Michelle Polgar (left at 7:10 PM)
Commissioner Cathy Vacchelli

Commissioner Hart was excused from the meeting

GHA Executive Director Neil J. Griffin, Jr. (*joined remotely via Zoom*)
GHA Controller Thomas Cochran

Chairperson Stenman declared that a quorum was present.

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

Due to time constraints, Chairperson Stenman made a motion to adjust the sequence of items on the Agenda such that items requiring voting be moved to the beginning of the meeting. Those Agenda items included Reading and Approval of Minutes (July 16, 2025), Bills and Communications (accept July & August 2025 Invoices), and New Business (Approval of Resolution 2025-09). Commissioner Vacchelli seconded the motion which was approved 4-0 with Commissioners Stenman, Noonan, Polgar and Vacchelli voting Yea, no one voting Nay, and no one abstained.

III. PUBLIC COMMENTS (if any)

None.

IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

Approve Minutes of July 16, 2025, Annual meeting

Commissioner Noonan moved the minutes of the Annual Meeting held on July 16, 2025, be approved, seconded by Commissioner Polgar. The Commissioners highlighted minor edits that need to be made to those minutes. The minutes, inclusive of the non-substantive edits, were approved 4-0 with Commissioners Stenman, Noonan, Polgar and Vacchelli voting Yea, no one voting Nay, and no one abstained.

Note: The meeting originally scheduled for August 20, 2025 was cancelled prior to the scheduled date as a quorum was not available to conduct official business.

V. BILLS AND COMMUNICATIONS

- **Accept July & August 2025 Invoices**

Commissioner Polgar moved the July & August invoices be accepted, seconded by Commissioner Vacchelli.

- Commissioner Stenman inquired about check 42358 in the amount of \$787,356 for the purchase of a new Bobcat. The GHA's Executive Director reviewed the rationale for the purchase and the pending "retirement" of GHA's existing, non-operable Bobcat.
- Commissioner Stenman also inquired about check 42390 in the amount of \$45,995 for air handler replacements. The replacement cost, for the 25 Risley Road property, includes the air handler capital improvement project for the GHA's administrative offices. The cost will be applied appropriately (not to Center Village as noted).
- Commissioner Vacchelli inquired about check 42479, in the amount of \$25,276, questioning the amount and description of the siding supply. The GHA's Executive Director provided additional details on the purchase stating it was for multiple apartment improvements in both Welles Village and Knox Lane properties.

The invoices were accepted with Commissioners Stenman, Noonan, Polgar, and Vacchelli voting Yea, no one voting Nay, and no one abstained.

- **June 30, 2025 unaudited financials**

Thomas Cochran, the GHA's Controller, reviewed the GHA's property financials. He and the Executive Director answered the Commissioners' questions on the variance analysis for each property. Commissioners Stenman, Noonan, Vacchelli, Polgar initiated discussion on the individual variances reflected for each property.

1. High occupancy rates at each property as compared to budget; the Executive Director summarized the staff's efforts of staff to manage turnover process.

2. Strong interest income rates being realized in the investment funds for each property with the STIF Investment plan.
3. Higher than anticipated electric costs at individual properties and the potential reduction of public benefit rate charges being addressed by the State Legislature.
4. Higher than anticipated HVAC costs at Center Village, reviewing the GHA's actions to address potentially capitalizing the associated costs and discussing releasing capital replacement reserve funds with CHFA
5. HVAC repairs costs at HTCAL

- **Audit Engagement Letter – GEEL LLP**

The Executive Director reviewed the FY 25 Audit engagement plan with the Commissioners.

VI. NEW BUSINESS (Part 1)

- **RESOLUTION 2025-09 Resolution Authorizing the Granting of a Drainage Easement to the Town of Glastonbury**

WHEREAS, the Housing Authority of the Town of Glastonbury is a public body corporate and politic duly existing under the laws of the State of Connecticut having an address of 25 Risley Road, Glastonbury, Connecticut (the "GHA");

WHEREAS, the GHA is the owner of that certain parcel of land known as 55 Nye Road located in the town of Glastonbury, Connecticut (the "Parcel");

WHEREAS, the Town of Glastonbury is a municipal corporation having its territorial limits within Hartford County and the state of Connecticut (the "Town");

WHEREAS, the Town owns that certain parcel of land known as 50 Nye Road located in the town of Glastonbury, Connecticut (the "Adjacent Parcel"); the Adjacent Parcel is contiguous to the Parcel;

WHEREAS, to benefit the Adjacent Parcel, the Town has requested that the GHA give, grant, bargain, sell, and confirm unto the Town, its successors and assigns forever, a right of way to design, construct, lay, maintain, inspect, use, operate, repair, alter, replace and protect certain drainage facilities and appurtenances thereto, in, through, on and over approximately 911 square feet of land on the Parcel (the "Easement");

WHEREAS, the GHA's Executive Director has (i) determined that the GHA's granting of the Easement will not have any adverse impact on the GHA's planned development of a new mixed-income rental community on the Parcel, and (ii) recommended to the GHA's Board of Commissioners (the "Board") that the GHA grant the Easement; and

WHEREAS, the Board has determined that it is in the mutual best interests of both the GHA and the Town for the GHA to grant the Easement.

NOW THEREFORE, be it resolved that the Board hereby (i) consents to the granting of the Easement, and (ii) authorizes either the GHA's Chairperson or Vice Chairperson to execute all documents reasonably required to memorialize the Easement.

Commissioner Noonan moved Resolution 2025-09 be approved, seconded by Commissioner Polgar. There was no discussion. The Resolution was approved 4-0 with Commissioners Stenman, Noonan, Polgar and Vacchelli voting Yea, no one voting Nay, and no one abstained.

VII. REPORT OF THE EXECUTIVE DIRECTOR

- Welles Village Repositioning – Access to capital funds has been provided and the GHA has started to draw down the Capital Funds to allow the \$1,500,000 initial deposit to the replacement reserve (“IDRR”) to be made. These funds will also facilitate the required \$31,508 monthly deposit to the replacement reserve for June through September.

HAP funding for the Section 18 tenant protection vouchers was deposited in September. The deposit, however, was a lump sum which included the “Section 18” funds and the tenant base HCV funds. I reached out to HUD to help identify how much was for the Section 18 tenant protection vouchers and the dollar amount that was for the monthly tenant-based HCV HAP. Unfortunately, the deposit remittance did not provide any details.

- Nye Road – CHFA’s appraiser is currently reviewing the property/proposed project. The GHA received a favorable recommendation from the Architectural and Site Design Review Committee (“ASDRC”) with some suggested changes to be evaluation for inclusion. The Conservation Commission’s meeting for the project is scheduled for September 11, 2025. Enterprise Builders has the current drawings out for pricing and is receiving quotes from contractors for the various trade packages. Enterprise is scheduled to provide us with the results on September 19, 2025. Equity pricing is due back on September 12, 2025.
- Personnel Handbook – a draft of the handbook and the GHA’s policies were emailed to each Commissioner on August 29th. The intended approach is to allow time for the Commissioners to review and hold an initial discussion at the September 17, 2025 meeting. Questions resulting from this discussion will be provided to theHRC for response. These responses will be provided to the Commissioners, and the Board can consider taking action on the GHA’s new handbook and policies at the October meeting.
- GHA staffing changes – On July 31, 2025 Margaret Tracy retired from her position as property manager. On August 29, 2025 Joyce Flaherty retired from her position as bookkeeper. On August 1, 2025 Stephanie D’Amora was promoted to Director of Property Management. On August 18, 2025 Katherine Viera was promoted to Assistant Property Manager. The GHA hired a new

property manager, Denise Bousquet, who started work on September 2, 2025. We are currently advertising for one more property manager, and Stephanie is interviewing candidates.

- The Green Bank conducted a pre-bid walkthrough for the Herbert T. Clark House Congregate's solar project on August 7, 2025.
- Stephanie D'Amora followed up with the two residents from Center Village who expressed concerns over the air conditioning issues at the Commissioners' July meeting. In general, Stephanie informed them that we understood their concerns and are investigating potential solutions/options if we experience a prolonged cooling outage during a heat wave. We are also considering engaging an engineer to identify the issues and possible solutions to reducing the frequency of the HVAC's system failures.

VIII. REPORTS OF COMMITTEES (if any)

- **PERSONNEL COMMITTEE**

The Personnel Committee, comprised of Commissioners Vacchelli and Polgar, summarized the Annual Evaluation of GHA's Executive Director and initiated the Executive Director Evaluation plan criteria for FY26.

IX. UNFINISHED BUSINESS (if any)

- **Welles Village Repositioning**

Addressed above in the Executive Director's report.

X. NEW BUSINESS (Part 2)

- The Executive Director reported to the Board that the FY25 HUD FDS report was completed.
- **Personnel Handbook Revision & supporting policies**
 - a. The Commissioners reviewed and discussed updates to the Handbook and supporting policies.
 - b. The summary of HR Policy topic changes was reviewed with the Board by the Executive Director to obtain initial input of the changes recommended by both the Executive Director and the HR consultant. Specific topics for discussion included:
 - Short-term Disability
 - Guidelines for Behavior
 - Paid Sick Leave
 - Bereavement Leave
 - Tuition reimbursement
 - Reward and Recognition Program

XI. ADJOURNMENT

The meeting was adjourned at 7:28PM

Respectfully Submitted,

Minutes Approved on October 15, 2025

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson