

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,
October 15, 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, October 15, 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 6:00 PM and the following answered present:

Commissioner Carl Stenman
 Commissioner James Noonan
 Commissioner Cathy Vacchelli

Commissioners Polgar and Hart were excused from the meeting

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

Also present were:

GHA's Herbert T. Clark House Director Wendy Ehrardt
 An employee from TheHRC, Scott Macdonald was in attendance to review the Personnel Handbook

Chairperson Stenman declared that a quorum was present.

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

Commissioner Polgar made a motion to adjust the sequence of items on the Agenda such that Unfinished Business item B., Personnel Handbook Revision & supporting policies- discussion be after item III., Public Comments. Commissioner Vacchelli seconded the motions which was approved 3-0 with Commissioners Stenman, 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 September 17, 2025, Regular meeting

Commissioner Polgar moved to approve the September minutes be approved, seconded by Commissioner Vacchelli. There was no discussion. The minutes were approved 3-0 with Commissioners Stenman, Polgar, and Vacchelli voting Yea, no one voting Nay, and no one abstained.

V. BILLS AND COMMUNICATIONS

- **Accept September 2025 Invoices**

Commissioner Vacchelli moved the September invoices be accepted, seconded by Commissioner Polgar. A brief discussion as had about checks 42636, 42598, and 42615. GHA's Controller, Thomas Cochran provided a brief explanation about each check. The invoices were accepted 3-0 with Commissioners Stenman, Polgar, and Vacchelli voting Yea, no one voting Nay, and no one abstained.

- **June 30, 2025, SEMAP Score Letter**

Commissioners acknowledged the receipt of the SEMAP score letter.

VI. REPORT OF THE EXECUTIVE DIRECTOR

- Welles Village Repositioning – Staff continue to identify areas we want to fine tune, including work on improving the operational logistics for resident interaction with Imagineers, HAP payments to Welles Village LLC, capturing tenant demographic information and accounting transition entries & actions.
- Nye Road – CHFA's appraiser submitted a draft report to CHFA and GHA is waiting to receive the report. The Town Council provided the final zoning approval for the major change to the Nye Road drawings on September 30, 2025. Enterprise Builders has the received pricing for construction and in reviewing the bids with the trades to make sure all of the scope is included and also that no additional scope was carried or concerns with drawing details led to inflated pricing and is receiving quotes from contractors for the various trade packages. We are in discussion with three companies about equity pricing and construction loans for the project. The Department of Housing Term Sheet was reviewed and executed. Some minor changes to the term sheet are expected to happen prior to closing.
- Personnel Handbook – An update to the EEP policy was produced to include the two additional protected classes being added to Connecticut's anti-discrimination statuses effective October 1, 2025.
- Wendy Ehrhardt gave notice of her retirement on September 26, 2025, after 34 years of service to GHA. Wendy will retire on October 31, 2025. An event to recognize Wendy's tireless effort and contributions to GHA will be held at the Herbert T. Clark House on October 16, 2025, starting at 2 P.M.

VII. REPORTS OF COMMITTEES (if any)

- **PERSONNEL COMMITTEE**

None.

VIII. UNFINISHED BUSINESS (if any)

- **Welles Village Repositioning**

Addressed above in the Executive Director's report.

- **Personnel Handbook Revision & Supporting Policies**

Scott Macdonald reviewed the general approach to developing a personnel handbook to capture the tone of the existing culture and desired culture. He emphasized the importance of the Rewards and Recognition program.

Commissioners discussed the changes and provided feedback to update the documents with.

IX. NEW BUSINESS

None.

X. ADJOURNMENT

Commissioner Polgar moved to adjourn the meeting. Seconded by Commissioner Vacchelli. The meeting was adjourned at 7:57 PM

Respectfully Submitted,

Neil J. Griffin, Jr.
Secretary

Minutes Approved on December 17, 2025

Carl F. Stenman
Chairperson

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