

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,
December 17, 2025, at 5:45 P.M.

The Commissioners of the Housing Authority of the Town of Glastonbury (the "GHA") gathered for the regular meeting at 5:45 P.M. on Wednesday, December 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 5:55 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.

Chairperson Stenman declared that a quorum was present.

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 October 15, 2025, Regular meeting

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

V. BILLS AND COMMUNICATIONS

- **Accept October and November 2025 Invoices**

Commissioner Noonan moved the October and November invoices be accepted, seconded by Commissioner Vacchelli. Commissioner Stenman noted that check 42681 will be reimbursed by HAI group to the GHA. A brief discussion was had about checks 42732, 42669, 42771, and 42816. GHA's Executive Director, Neil J. Griffin, Jr. provided a brief explanation about each check. The invoices were accepted 3-0 with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voting Nay, and no one abstained.

- **HUD Shortfall Letter**

Commissioners acknowledged the receipt of the HUD shortfall letter.

VI. REPORT OF THE EXECUTIVE DIRECTOR

- Housing Choice Voucher ("HCV") Shortfall – HUD provides the GHA with Housing Assistance Payments ("HAP") funding to make the tenant-based HCV HAP payments and the project-based tenant HAP payments (Welles Village). The funding allocated is not sufficient to cover the HAP cost through December 2025. The shortfall is calculated to be \$531,564. HUD has submitted our shortfall needs into "Round 7" of shortfall funding processing and we are awaiting a response on the award of additional funding.

A new allocation of funding will be provided to cover January 1, 2026, and forward; however, HUD will do this either under the continuing resolution that is funding the federal government or under the passed federal budget if this occurs. Therefore, we do not know what our actual funding for HAP will be for the next calendar year starting January 1, 2026.

- Welles Village – The operating subsidy forms were submitted in November for Welles Village. This will likely provide the property access to an asset repositioning fee and the normal public housing operating subsidy add-ons (audit, technology & PILOT). The total formula amount to be paid is \$1,007,537 of which \$892,902 is for the asset repositioning fee. Asset repositioning fee is paid over a 24-month period so Welles Village should be eligible for an additional 12-month period.
- Nye Road – We have received two equity offers which are each paired with a construction load. We are evaluating both offers to determine which provides the best financial feasibility for the Nye Road project. The legal ownership entity and managing member entity have been created. The operating agreement for the ownership entity has also been created by the GHA's counsel. Hillside Village LLC is the ownership entity and Hillside Village Housing LLC is the managing member (whose sole member is GAHNI). Enterprise Builders is updating the construction pricing.
- Personnel Handbook – The final updates were made to the document filling in a handful of blanks that were discussed during the October meeting. The final

document and supporting policies that were updated are included in your packet for review and approval this month to become effective as of January 1, 2026.

- Controller job search – Tom has indicated that he is seeking to retire this coming year and we have commenced a job search to replace the GHA’s controller. Initial interviews should be held in December. Two administrative assistants, Nadya Yuskaev and Marcey Rihm started in the past thirty days to replace two staff who left the GHA.
- The GHA’s audit has commenced, and all the requested materials have been uploaded to the auditor as of November; however, the site visit is scheduled for early January. We are running a little later than typical, in part due to the Rental Assistance Demonstration (“RAD”) conversion efforts at Welles Village.

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.

- **Resolution 2025-12 Adopting Employee Handbook & Personnel Policies**

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 (the “Town”) 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;

WHEREAS, in support of its mission, the GHA maintains a series of policy statements;

WHEREAS, the GHA’s Executive Director, considering the best interests of the GHA and its mission, periodically reviews such policy statements and makes recommendations to the GHA’s Board of Commissioners (the “Board”) to either update existing policies or authorize new policies;

WHEREAS, with the prior concurrence of the Board, the GHA's Executive Director engaged The Human Resource Consortium, LLC to assist the GHA in updating its personnel handbook and personnel policies; and

WHEREAS, the GHA's Executive Director hereby recommends that the Board authorize the adoption of such updated personnel handbook and the below-noted new/updated policies.

NOW THEREFOR BE IT RESOLVED that the Board hereby accepts the GHA's Executive Director's recommendation and hereby adopts the:

1. GHA Employee Handbook
2. Equal Employment Opportunity Policy
3. Individuals with Disabilities Policy
4. Outside Employment Policy
5. Workplace Threats and Violence Policy
6. Drug and Alcohol-Free Workplace Policy
7. Harassment Prevention Policy

Commissioner Vacchelli moved Resolution 2025-12 Adopting Employee Handbook and Personnel Policies be accepted. Seconded by Commissioner Noonan. A discussion about the handbook updates occurred. The Personnel Handbook revisions were accepted 3-0 with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voting Nay, and no one abstained.

IX. NEW BUSINESS

Commissioner Stenman noted that Wendy Ehrhardt sent a thank you note to the Board regarding her recent retirement from the GHA and shared it with the Commissioners.

X. ADJOURNMENT

Commissioner Noonan moved to adjourn the meeting. Seconded by Commissioner Vacchelli. The meeting was adjourned at 7:06 PM

Respectfully Submitted,

Neil J. Griffin, Jr.
Secretary

Minutes Approved on January 21, 2026

Carl F. Stenman
Chairperson

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