

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, January 21, 2026, 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, January 21, 2026, 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 5:46 PM and the following answered present:

Commissioner Carl Stenman
Commissioner James Noonan
Commissioner Cathy Vacchelli

Commissioners Polgar (arrived at 6:12 P.M.) and Hart were excused from the meeting

GHA Executive Director Neil J. Griffin, Jr.
GHA’s Retiring Controller Thomas Cochran
GHA’s New Controller Kristy Malave

Chairperson Stenman declared that a quorum was present.

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

None.

III. PUBLIC COMMENTS (if any)

None.

IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING
Approve Minutes of December 17, 2025, Regular meeting

Commissioner Noonan moved to approve the December minutes, seconded by Commissioner Vacchelli. 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 December 2025 Invoices**

Commissioner Vacchelli moved the December invoices be accepted, seconded by Commissioner Noonan. Commissioners inquired about checks 42915, 42935, 42887, and 42901. Controller Cochran provided answers for each question. The invoices were accepted 3-0 with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voting Nay, and no one abstained.

- **Schedule of 2026 & January 2027 meetings**

Commissioners acknowledged receipt of a Memorandum dated December 30, 2025 summarizing the Commissioner's meeting schedule for Calendar Year 2026 & January 2027.

VI. REPORT OF THE EXECUTIVE DIRECTOR

- Housing Choice Voucher ("HCV") Shortfall – A new allocation of funding provided to cover January 1, 2026, through March 31, 2026, is still short of what is needed to fund the full PBV and HCV costs. Waiting for HUD to confirm the funding is for 37 HCV tenant-based vouchers and the full 199 PBV vouchers and not just the original 179 PBV vouchers. For the first year of the RAD conversion the 20 RAD vouchers were to be funded from public housing dollars that were part of the conversion process (operating funds and capital funds).
- Nye Road – A call with DOH is scheduled for Thursday 1/15/2026 to discuss the possibility of DOH closing the gap that developed from the increase in the state prevailing wage rate. Further efforts with the architects and Enterprise to facilitate projects savings has been completed and resulted in an additional \$366,809 in accepted cost savings.
- Personnel Handbook – The GHA's new Personnel Handbook was issued to staff and training with the HRC is scheduled for early February.
- Controller job search – Ngoc "Kristy" Malave has accepted the position as GHA's new controller starting on Tuesday, January 20, 2026. Kristy has previous experience working as an accountant for the Middletown Housing Authority and the Wethersfield Housing Authority.
- The GHA auditors are scheduled to do their field work on Wednesday, January 14, 2026.
- The State Comptroller reached out and scheduled a call with me and one other individual to discuss the State of Connecticut's affordable housing policy and options to make potential improvements. The conversation was brief and positive, and the State Comptroller asked some very thoughtful questions to

expand his knowledge on the current affordable housing shortage and potential policy considerations.

- Knox Lane Annex renovations – Capital Studio Architects started their efforts and have prepared somewhere between 25% and 40% initial drawings. The Environmental Phase 1 update has started, and the testing associated with the hazardous material study is scheduled to be performed on January 20th and 21st.

It is noted that Commissioner Polgar arrived at 6:12 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.

IX. NEW BUSINESS

None.

X. ADJOURNMENT

Commissioner Noonan moved to adjourn the meeting, seconded by Commissioner Vacchelli. The meeting was adjourned at 6:16 PM

Respectfully Submitted,

Minutes Approved on February 18, 2026

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson

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