

**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,  
May 18, 2022, at 5:45 P.M.**

The Commissioners of the Housing Authority of the Town of Glastonbury (the "GHA") met in regular session at 5:45 PM on Wednesday, May 18, 2022, at the main office located at 25 Risley Road in the Town of Glastonbury, Connecticut. The meeting notice was posted 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 5:48 P.M. and the following answered present:

Commissioner Carl Stenman  
Commissioner Jim Noonan  
Commissioner Cathy Vacchelli

Executive Director Neil Griffin  
Controller Frank Salerno

Excused: Commissioner Judy Jaskulski

Chairperson Stenman declared a quorum was present.

**II. APPROVAL OF AGENDA AND REVISIONS THERETO**

None

**III. PUBLIC COMMENTS (if any)**

None

**IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING**

**A. Approve Minutes of March 16, 2022**

**B. Approve Minutes of April 20, 2022**

Commissioner Noonan moved the March and April minutes be approved as written, seconded by Commissioner Vacchelli. Commissioners voted to approve the minutes as written. The motion passed with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

## V. **BILLS AND COMMUNICATIONS**

### A. **Accept March and April 2022 Invoices**

Commissioner Noonan moved the March and April invoices be accepted, seconded by Commissioner Vacchelli. Commissioner Vacchelli asked a question about invoice #38325, paid to Sav-Mor Cooling & Heating, Inc. Frank Salerno responded by indicating for what purpose this payment was issued.

Commissioners voted to approve the invoices. The motion passed with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

### B. **March 31, 2022 Financials**

Financial statements were presented by Controller Frank Salerno and reviewed by the Commissioners who asked questions about several budget variances. Controller Frank Salerno and Executive Director Neil Griffin provided answers.

Note: Commissioner Noonan left the meeting at 6:48 P.M.

## VI. **REPORT OF THE EXECUTIVE DIRECTOR**

### A. **Report of the Executive Director, May 10, 2022**

- Welles Village repositioning- The three-person interview panel unanimously agreed the top response was submitted by EJP Consulting Group, LLC ("EJP"). A draft contract has been prepared and provided to EJP for its review and comments. We hope to commence work in June.
- HTCAL cash shortfall- Two families were moved-in during March; however, six units remain vacant. Staff was expecting to move three families in during April; however, all three are still pending Homecare approval - one was submitted in February, the other two in March. Wendy had to contact a DSS supervisor to resolve what we see as unnecessary delays for all three. Two of these applicants have since been approved and will move-in in the next 30 days. Three additional applicants are in process to fill the remaining three units.
- HDLI intern- HDLI has issued, and we have returned, the on-line documents required for the administrative funding transfers. I should be provided a list of possible interns to review and schedule virtual interviews within the coming week.
- Cupola- Replacement work commenced. This work was deferred from the fall since the cupola arrived late in December due to shipping issues.
- GHA has hired a new administrative assistant to work at Herbert T Clark House. We have also extended two conditional job offers for the evening

attendant position and a weekend/fill in attendant position. Interviews for the Recreation positions are scheduled.

- The White House announced, on Monday May 9, 2022, a new program to provide low-cost internet access to low-income households for \$30 per month and possibly for free. I have asked one of our staff to look into the program and report back with the details on eligibility, cost, and other elements of which we need to be aware. We will send out notification to all residents about the program and how to enroll once we conclude our review and train our staff on the program.
- GHA Controlled Substances & Alcohol Policy update. I have had an initial conversation with Foley to update our current policy to incorporate new changes in state law. There are a few questions regarding subjective policy decisions for which I would appreciate input from the Board prior to having Foley proceed with drafting an update to the GHA's current policy.

## **VII. REPORTS OF COMMITTEES**

### **A. Personnel Committee – Executive Director Employment Contract**

Commissioner Stenman summarized the progress to date. Attorney Schurin expects to have a draft contract ready by the end of next week. The plan would be to take action on the contract at the July meeting and have it be effective retroactively on 7/1/2022.

## **VIII. UNFINISHED BUSINESS**

### **A. Town of Glastonbury Affordable Housing Plan**

TPZ moved the plan to the Town Council for approval. The Town Council's public hearing is set for 6/14/2022.

### **B. Welles Village Repositioning**

Update is provided in the Executive Director's report,

### **C. Executive Director FY 2022 Performance Criteria**

This criteria has not yet been finalized and reviewed by the Board's Personnel Committee.

## **IX. NEW BUSINESS**

Chairperson Stenman apprised the Commissioners that he had been contacted by Jennifer Wang, a member of the Town Council. Ms. Wang was interested in learning about the role of the GHA and its Commissioners including, but not limited to, the amount time the position of Commissioner typically requires.

There being no further discussions the meeting was adjourned at 7:33 P.M.

Respectfully submitted,

Minutes Approved on  
July 20, 2022

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Neil J. Griffin, Jr.  
Secretary

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Carl F. Stenman  
Chairperson