

**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, June 17 15, 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, April 15, 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 5:45 PM and the following answered present:

Commissioner Carl Stenman
Commissioner Lynette Clarke
Commissioner Michelle Polgar

GHA Executive Director Neil J. Griffin, Jr.
GHA Controller Kristy Malave

Commissioners James Noonan and Cathy Vacchelli were excused.

Chairperson Stenman declared that a quorum was present.

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

Commissioner Polgar moved to revise the agenda seconded by Commissioner Clarke, such that New Business be after the reading and approval of previous meeting minutes, followed by Executive Session, and resume order with Bills and Communications.

III. PUBLIC COMMENTS (if any)

None.

IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

- Approve Minutes of April 15, 2026, Regular meeting

Commissioner Polgar moved to approve the April minutes, seconded by Commissioner Clarke. There were no comments, the April 2026 minutes were approved unanimously.

V. NEW BUSINESS

A. Resolution 2026-06 Resolution to Reduce 2025 Public Housing Capital Finds Grant awarded after RAD conversion

WHEREAS, the Housing Authority of the Town of Glastonbury, CT040 (the "GHA") was awarded additional Capital Fund Program ("CFP") grant funds by the U.S. Department of Housing and Urban Development ("HUD") for the grant year 2025, Grant Number CT26P04050125 (the "Grant") subsequent to the Rental Assistance Demonstration ("RAD") conversion;

WHEREAS, The additional \$6,017 in capital funds awarded may only be used for Annual Contributions Contract ("ACC") close out costs and the GHA has no ACC close out costs;

WHEREAS, HUD has informed the GHA that it is necessary to reduce the approved Capital Fund Grant for fiscal year 2025, specifically Grant Number CT26P04050125, in the amount of \$6,017 due to the GHA not have an eligible use for the funds; and

WHEREAS, a Capital Fund Program Amendment to the ACC (HUS-52840-A) is required to reflect this reduction in funds; and

WHEREAS, the GHA Board of Commissioners (the "Board") has reviewed the proposed reduction and the amended ACC and finds that reducing the grant amount is in the best interest of the GHA to ensure compliance with HUD regulations.

NOW, THEREFORE BE IT RESOLVED by the Board:

1. Approval of Reduction: The reduction of Capital Fund Program grant funds in the amount of \$6,017 for Grant Number CT26P04050125 is hereby approved;
2. Approval of ACC Amendment: The Capital Find Program Amendment to the ACC (Form HUS-52840-A) for the reduction in funds is approved;
3. Authorization to Execute: The GHA Executive Director (or designee) is hereby authorized to execute the ACC Amendment and any other required documentation to effectuate this reduction; and

4. Submission to HUD: The GHA Executive Director is authorized to submit the executed amendment to the HUD Field Office.

B. Resolution 2026-06A Hillside Village Resolution

C. Resolution 2026-06B Resolution to update GHA Travel Policy

WHEREAS, the Housing Authority of the Town of Glastonbury, a public body corporate and politic (the "GHA") is a quasi-public agency whose mission includes providing safe, sanitary, and affordable housing;

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 to update those policies; and

WHEREAS,

NOW, THEREFORE BE IT RESOLVED

D. Resolution 2026-06C Resolution Approving Revised Congregate Budget FYE 2026

VI. EXECUTIVE SESSION – Personnel Matter

Commissioner Clarke moved the Commissioners to have an executive session for a personnel matter. Seconded by Commissioner Polgar. The motion was approved 3-0 with Commissioners Stenman, Clarke, and Polgar voting Yea, no one voting Nay, and no one abstained. The executive session began at 6:15 P.M. and ended at 6:44 PM. The executive session was attended by all Commissioners and the Executive Director.

VII. BILLS AND COMMUNICATIONS

- **Accept April & May 2026 Invoices**
- **March 31, 2026 financials**

Commissioner Polgar moved the April and May 2026 invoices be accepted, seconded by Commissioner Clarke. [someone] provided an overview of what this part of the packet represents. Financials and invoices were reviewed, and

several questions were asked about checks 43244, 43255, and 43266. Commissioners accepted the invoices 3-0 with Commissioners Stenman, Clarke, and Polgar voting Yea, no one voting Nay, and no one abstained.

VIII. REPORT OF THE EXECUTIVE DIRECTOR

May Report

- HCV Shortfall – Received notice from HUD on May 7th awarding \$542,139. GHA staff will review the award and HAP costs to determine if GHA's HAP costs have been fully funded for 2025
- Nye Road/Hillside Village – All parties & their representing counsel including CHFA, DOH, M&T Equity and M&T Debt are working to reach an initial closing in June.

Site clearing and grubbing continues, the building has been demolished down to the slab, offsite utility connections have commenced. Construction fencing is being installed the week of May 15th and 22nd.

Production of requested documentation for the four closing check lists is underway and approximately 85% of the non-legal items have been uploaded as of May 13th.

- Thirteen Staff attended the Conn-NAHRO Training and Employee appreciation day on May 8th. Additionally, four staff attended the Fair Housing Training hosted by Conn-NAHRO.

June Report

- HCV Shortfall 2025 – We received notice from HUD on May 7th awarding \$542,139. GHA staff will review the award and HAP costs to determine if GHA's HAP costs have been fully funded for 2025.
- HCV Shortfall 2026 – HUD has confirmed that GHA is in shortfall for the 2026 funding year. GHA is required to continue the cost saving activities it has started as part of the 2025 process, and we have continued these efforts. GHA lowered its payment standard from 110% of the FMR to 105% of the FMR. A further reduction would lower the payment standard below the current rents and risk inviting litigation from housing advocates. GHA is working to prudently manage the operations to achieve a fair balance and avoid burdening the program with unnecessary costs. Because GHA has previously been in shortfall in 2020 and 2025, we have been identified to be in "Group 2" which requires us to carry out the cost saving measures identified in PIH Notice 2026-12, section II of Appendix B. HUD further asks that the GHA

commissioner review the termination section of the Administrative Plan for HCV and PBV contracts.

- Nye Road/Hillside Village – All parties & their representing counsels including CHFA, DOH, M&T Equity and M&T Debt are working to reach an initial closing in June.

Site clearing and grubbing is complete. Onsite sanitary lines are being installed. The rammed aggregate pier ground improvements are commencing on June 29th. The architect is working with the Town's building department on the building permits.

- The RFP for the fee accountant has been issued to three firms, and we are reaching out to a fourth.
- The travel policy was updated to reflect that when travel is being reimbursed by a third party (ex. HAI Group) GHA will defer to the third party's travel reimbursement policy.
- GHA requested and received additional congregate services subsidy from DOG to help with the staffing adjustments and contract adjustments made with the Director retirement and the evening attendant position moving to the security contract. GHA's Controller was able to secure an additional \$35,823 in subsidy.

Commissioner Polgar left 7 PM, no actions were taken after this.

IX. REPORTS OF COMMITTEES (if any)

- **PERSONNEL COMMITTEE**
Commissioner [someone] reported that the Executive Director's annual evaluation was completed.

X. UNFINISHED BUSINESS (if any)

None.

XI. NEW BUSINESS

A. Resolution 2026-06 Resolution to Reduce 2025 Public Housing Capital Finds Grant awarded after RAD conversion

B. Resolution 2026-06A Hillside Village Resolution

C. Resolution 2026-06B Resolution to update GHA Travel Policy

**D. Resolution 2026-06C Resolution Approving Revised Congregate Budget
FYE 2026**

XII. EXECUTIVE SESSION – Personnel Matter

XIII. ADJOURNMENT

Commissioner [someone] moved to adjourn the meeting, seconded by
Commissioner [someone]. The meeting was adjourned at 7:20 PM

Respectfully Submitted,

Minutes Approved on July 15, 2026

Neil J. Griffin, Jr.
Secretary

Carl Stenman
Chairperson

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