

**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, 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, June 17, 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 (who attending virtually) were excused.

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 New Business be after the reading and approval of previous meeting minutes, followed by Executive Session, and resume order with Bills and Communications. Commissioner Clarke seconded the motion, which was approved 3-0 with Commissioners Stenman, Clarke, and Polgar 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 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 Approve a Reduction to the 2025 Public Housing Capital Fund Grant awarded after RAD conversion and to Approve an Amendment to the Annual Contributions Contract

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 had no ACC close-out costs;

WHEREAS, HUD has informed the GHA that it is necessary to reduce the approved amount of the Grant, in the amount of \$6,017 due to the GHA not having an eligible use for the funds;

WHEREAS, a CFP amendment to the ACC (HUD-52840-A) (the "ACC Amendment") is required to reflect this reduction in funds; and

WHEREAS, the GHA's Board of Commissioners (the "Board") has reviewed the proposed reduction and the ACC Amendment and finds that reducing the amount of the Grant 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 CFP grant funds in the amount of \$6,017 for the Grant is hereby approved;
2. Approval of ACC Amendment: The ACC Amendment (Form HUD-52840-A) for the reduction in funds is approved;
3. Authorization to Execute: The GHA's 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's Executive Director is authorized to submit the executed ACC Amendment to the HUD Field Office.

Commissioner Polgar moved to approve Resolution 2026-06, seconded by Commissioner Clarke. A brief discussion followed regarding the purpose of this

Resolution. The Resolution was approved 3-0, with Commissioners Polgar, Clarke, and Stenman Voting Yea, no one voting Nay, and no one Abstained

B. Resolution 2026-06A: Resolution to Authorize the GHA to Enter a Ground Lease, Extend Loans, and Accept Other Project Funding for Hillside Village

WHEREAS, Glastonbury Assisted Housing, Non-Profit, Inc. (the "Corporation") is the sole member of Hillside Village Housing LLC (the "Managing Member");

WHEREAS, THE MANAGING MEMBER is the managing member of Hillside Village LLC (the "Owner");

WHEREAS, The Housing Authority of the Town of Glastonbury ("GHA") anticipates leasing the real property and any and all improvements to be located on such real property located 2-62 Hillside Drive (formerly known as 55 Nye Road), Glastonbury, known as Hillside Village ("Hillside Village") to the Owner;

WHEREAS, the Owner anticipates redeveloping Hillside Village to include the construction of the 64 existing units, of which 51 will be affordable apartments (the "Project");

WHEREAS, the GHA anticipates entering into a contract with the Owner to serve as the developer for the development of Hillside Village;

WHEREAS, the GHA intends to extend a loan in the amount of Five Hundred Thousand and 00/100 Dollars (\$500,000.00) to the Owner for the acquisition of the leasehold interests pertaining to the real property and any and all improvements to be located thereon (the "Acquisition Loan") which Acquisition Loan shall be evidenced and/or secured by various documents and instruments, including, without limitation a Promissory Note (the "Acquisition Note") and an Open-End Leasehold Mortgage Deed to be recorded on the Glastonbury Land Records (the "Acquisition Mortgage," together with the Acquisition Note and other documents, agreements, and instruments to be executed or delivered in connection therewith, the "Acquisition Loan Documents");

WHEREAS, the GHA intends to extend a loan in an amount up to Nine Hundred Seventy-Four Thousand and 00/100 Dollars (\$974,000.00) to the Owner for redevelopment costs (the "Sponsor Loan," together with the Acquisition Loan, the "Loans") which Sponsor Loan shall be evidenced and/or secured by various documents and instruments, including, without limitation a Promissory Note (the "Sponsor Note") and an Open-End Leasehold Mortgage Deed (the "Sponsor Mortgage," together with the Sponsor Note and other documents, agreements and instruments to be executed or delivered in connection therewith, the "Sponsor Loan Documents") to be recorded on the Glastonbury Land Records;

WHEREAS, the GHA acknowledges that the Owner intends to accept other funds to develop the Project, and the GHA intends to accept any other mortgages or

collateral interests required to secure such funding for the Project that shall be priority interests and liens upon Hillside Village property, to include Manufacturers and Traders Trust Company, the Connecticut Housing Finance Authority and the State of Connecticut, acting by and through its Department of Housing;

WHEREAS, GHA shall be required to execute and deliver in favor of Manufacturers and Traders Trust Company various guarantees, indemnities and affidavits as a condition precedent to Manufacturers and Traders Trust Company's extension of its Project construction financing;

WHEREAS, GHA has submitted an application which was submitted on March 16, 2026 with the Federal Home Loan Bank of New York ("FHLB-NY") seeking a grant in the amount of up to \$2,500,000.00 (the "Grant"), which Grant, if awarded, GHA may loan to the Owner, subject to certain documents to be completed and the approval of the requisite Project third parties; and

WHEREAS, the Owner desires to obtain additional funding for the Project through the syndication of certain federal low-income housing tax credits awarded and allocated to the Project by Manufacturers and Traders Trust Company as the Investor Member (the "Investor") and in that connection, GHA shall enter into certain agreements in favor of the Investor in consideration of said Investor's extending certain capital contributions for the Project, including, but not limited to, a guaranty agreement and such other documents as the Investor may require.

NOW THEREFORE, be it resolved that GHA authorizes its Executive Director or its Chairperson to:

1. Execute all required documents to enter into a ground lease with the Owner for the land located at 2-62 Hillside Drive (formerly known as 55 Nye Road), known as Hillside Village;
2. Extend the Loans to the Owner and execute and/or accept all documents required to evidence such loans;
3. Accept additional mortgages and collateral interests on the Hillside Village property, and execute any documents required to evidence the priority of such mortgages and collateral interests as may be requested of it by the third-party Project lenders hereinabove identified.
4. Execute and deliver all agreements, including all guarantees, required by Manufacturers and Traders Trust Company in relation to said lender's Project construction loan.
5. Execute and deliver all agreements, including any guarantees, required by FHLB-NY, concerning the Grant and any conversion of said Grant to a loan to the Owner for the Project.
6. Execute and deliver all agreements, including all guarantees, required by the Investor in relation to the Investor's commitment to extend and make the Project capital contributions.

Commissioner Polgar moved to approve Resolution 2026-06A, seconded by Commissioner Clarke. A brief discussion followed regarding the purpose of this Resolution. The Resolution was approved 3-0, with Commissioners Polgar, Clarke, and Stenman Voting Yea, no one voting Nay, and no one Abstained.

C. Resolution 2026-06B: Resolution to Approve Updates/Revisions to the GHA's 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, the GHA's Executive Director has reviewed the GHA's Travel Policy and is recommending updates/revisions to such Travel Policy;

NOW, THEREFORE BE IT RESOLVED that the GHA's Board of Commissioners hereby (i) accepts the GHA's Executive Director's recommendation to update/revise the GHA's Travel Policy, and (ii) adopts the GHA's Travel Policy, revision 6-2026.

Commissioner Polgar moved to approve Resolution 2026-06B, seconded by Commissioner Clarke. A brief discussion followed regarding the purpose of this Resolution. The Resolution was approved 3-0, with Commissioners Polgar, Clarke, and Stenman Voting Yea, no one voting Nay, and no one Abstained.

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

WHEREAS, the Housing Authority of the Town of Glastonbury (the "GHA") has revised the budgets for fiscal year ending June 30, 2026 for Management and Services for the Herbert T. Clark House Congregate (C-16);

WHEREAS, the revised budgets have no impact on tenant rents;

WHEREAS, the Department of Housing (the "DOH") has agreed to revise the budgets

NOW THEREFORE BE IT RESOLVED

1. That, in accordance with Section 8-119(1) of the Connecticut General Statutes, the GHA submits for approval by the Commissioner of the DOH a revised Management Plan and Congregate Services Management Plan for the fiscal year ending June 30, 2026, for the operation and management of the Herbert T. Clark House Congregate (C-16).

2. The GHA herewith approves such proposed revised Management Plan and Congregate Services Management Plan for the fiscal year ending June 30, 2026, and agrees that, upon approval of this document by the DOH, it shall become a part of the contract between the GHA and the State of Connecticut.

Commissioner Clarke moved to approve Resolution 2026-06C, seconded by Commissioner Polgar. A brief discussion followed regarding the purpose of this Resolution. The Resolution was approved 3-0, with Commissioners Polgar, Clarke, and Stenman Voting Yea, no one voting Nay, and no one Abstained.

VI. EXECUTIVE SESSION – Personnel Matter

Commissioner Clarke moved the Commissioners enter into an executive session to discuss a personnel matter. The motion was seconded by Commissioner Polgar and subsequently 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 P.M. The executive session was attended by all three Commissioners and the Executive Director.

VII. BILLS AND COMMUNICATIONS

• Accept April & May 2026 Invoices

Commissioner Polgar moved the April and May 2026 invoices be accepted, seconded by Commissioner Clarke. Controller Malave provided an overview of the different formatting options for the list of checks issued each month. Commissioners asked questions about checks 43244, 43255, and 43266 and responses were provided by Controller Malave. Commissioners accepted the invoices 3-0 with Commissioners Stenman, Clarke, and Polgar voting Yea, no one voting Nay, and no one abstained.

• March 31, 2026, financials

Controller Malave provided a brief overview of the GHA's financials included in the package provided to each Commissioner. The Commissioners reviewed each property's financials and asked several questions related to line items that were either over-budget or under-budget. Controller Malave and the Executive Director answered the questions as they were raised.

VIII. REPORT OF THE EXECUTIVE DIRECTOR

May Report

- HCV Shortfall – Received notice from HUD on May 7th awarding \$542,139. The GHA's staff will review the award and Housing Assistance Payment ("HAP") costs to determine if the GHA's HAP costs have been fully funded for 2025.
- Nye Road/Hillside Village – All parties & their representing counsel, including the Connecticut Housing Finance Authority ("CHFA") (federal Low-Income Housing Tax Credits & construction lender), Department of Housing ("DOH") (construction and permanent lender), M&T (equity & construction lender) are working to reach an initial closing in June.

Site clearing and grubbing continues, the office building has been demolished down to the slab, offsite utility connections have commenced. Construction fencing is being installed during 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 members of the GHA's staff attended the Conn-NAHRO Training and Employee Appreciation Day on May 8th. Additionally, four members of the GHA's 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. The GHA's 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 the GHA is in shortfall for the 2026 funding year. The GHA is required to continue the cost saving activities it has started as part of the 2025 process, and we have continued these efforts. The GHA lowered its payment standard from 110% of the Fair Market Rent ("FMR") to 105% of the FMR. A further reduction would lower the payment standard below the current rents and potentially risk litigation from housing advocates. The GHA is working to prudently manage the operations to achieve a fair balance and avoid burdening the program with unnecessary costs. Because the GHA has previously been in shortfall in 2020 and 2025, we have been identified to be in "Group 2" which requires the GHA to carry out the cost saving measures identified in PIH Notice 2026-12, section II of Appendix B. HUD further asks that the GHA's Commissioners review the termination section of the Administrative Plan for Housing Choice Voucher ("HCV") and Project-Based Voucher ("PBV") contracts.
- Nye Road/Hillside Village – All parties & their representing counsels including CHFA, DOH, M&T (equity & 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 Request for Proposals ("RFP") for the fee accountant has been issued to three firms, and we are reaching out to a fourth.
- The GHA's Travel Policy was updated to reflect that, when travel is being reimbursed by a third party (ex. HAI Group), the GHA will defer to the third-party's travel reimbursement policy.
- The GHA requested and received additional congregate services subsidy from DOH to help with the staffing adjustments and contract adjustments made with the former Director's retirement and the evening attendant position moving to the security contract. The GHA's Controller secured an additional \$35,823 in subsidy.

Note: Commissioner Polgar left the meeting at 7 P.M.; however, no actions were taken after 7P.M.

IX. REPORTS OF COMMITTEES (if any)

- **PERSONNEL COMMITTEE**

Commissioner Stenman reported that the Personnel Committee completed the Executive Director's annual evaluation for the fiscal year ending June 30, 2026.

X. UNFINISHED BUSINESS (if any)

None.

XI. ADJOURNMENT

The meeting was adjourned at 7:20 PM

Respectfully Submitted,

Minutes Approved on July 15, 2026

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson

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