

**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 21, 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, December 21, 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 5:45 P.M. and the following answered present:

Commissioner Carl Stenman  
Commissioner Cathy Vacchelli  
Commissioner Jim Noonan  
Commissioner Amo-Mensah Amofa

Also Present were:  
Executive Director Neil Griffin

Chairperson Stenman declared a quorum was present.

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

None

**III. PUBLIC COMMENTS**

None

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

**A. Approve Minutes of November 16, 2022, Meeting**

Commissioner Noonan moved the October minutes be approved as written, seconded by Commissioner Amofa. Commissioners voted to approve the minutes as written. The motion passed with Commissioners Stenman, Vacchelli, Noonan, and Amofa voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

## V. **BILLS AND COMMUNICATIONS**

### A. **Accept November 2022 Invoices**

Commissioner Noonan moved the November invoices be accepted, seconded by Commissioner Vacchelli. During the discussion, Commissioners asked questions about check numbers 39007, 39025, 39032, and 39036. The Executive Director provided an explanation for each vendor payment. The motion passed with Commissioners Stenman, Noonan, Vacchelli, and Amofa voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

### B. **Schedule of Meetings for January 2023 – January 2024**

Commissioners agreed to the schedule.

### C. **CVLP Summons – Trip & Fall in 2021**

Commissioners acknowledged receipt of the summons.

### D. **Welles Village Pre-Audit FYE 6/30/2022 PHAS Score**

Commissioners acknowledged receipt of this information and also acknowledged it to be accurate.

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

### A. **Report of the Executive Director – December 2022**

- Welles Village repositioning- RAD Physical Needs Assessment pricing received. I contacted the firm that provided the lowest price to see if they could shorten their delivery timeframe.
- Tenant Encroachment onto Neighboring Parcel at Village Green- Follow-up call with owner on Tuesday December 13<sup>th</sup>. The parcel is staked out, so it makes it easier to visualize the property lines.
- Middletown Project based Voucher- applicants' submissions requesting project-based vouchers are being reviewed and scored by MHA. We hope to hear more in January.
- Summons & Complaint- CVLP was served a summons for a fall that occurred in 2021. At the time of the fall a claim was submitted to CVLP's insurer. The summons was sent to CVLP's insurer, and Nautilus Insurance Company has assigned counsel to defend the claim.
- Nye Road Property- The Town's Board of Finance met to reconsider its prior vote (3-3) regarding the Town's proposed purchase of the property located at 50-55 Nye Road; it ultimately approved the purchase with a new vote of 6-0. Later that same day the Town Council met and approved the purchase of the Nye Road property with a vote of 6-3. The Town plans on reviewing and

interviewing the firms that responded to its RFQ for a developer of the Nye Road property. It is anticipated the Town will request that the GHA serve in some capacity during this process, likely as a technical advisor. In initial conversations with the Town Manager he requested that both Carl, as Chairperson, and I participate.

- The preliminary Welles Village PHAS Score for FYE 6/30/22 was issued on December 6, 2022. The score is a 77 and is a direct result of the physical score which we discussed in a previous meeting as being completely inaccurate. The PHAS score for physical is a 20 out of 40. If you take the average physical condition score in the last five PHAS scores issued (2019, 2018, 2017, 2016, and 2015) it was a 32. If a 32 was used as the physical score the Welles Village PHAS score would be an 89. PHAS score 2019 = 94, PHAS 2018 = 86, PHAS 2017 = 84, PHAS 2016 = 85, and PHAS 2015 = 87.
- Food Service Congregate & HTCAL- Sodexo contacted us identifying a concern with the existing contract. Presently Sodexo is losing a substantial amount of money servicing our contract under the May 1, 2022 rates. It was reported to me that for October 2022 the account lost \$8,000 for the month. To avoid Sodexo terminating the contract under the termination clause we are evaluating a cost-plus fee approach to the contract and have drafted some suggested dollar values. In the meantime the RFP for food service will be issued this month.

## **VII. REPORTS OF COMMITTEES**

None reporting

## **VIII. EXECUTIVE SESSION**

Commissioner Noonan moved the Commissioners go into executive session to discuss a potential land acquisition, seconded by Commissioner Vacchelli. The motion passed with Commissioners Stenman, Noonan, Vacchelli, and Amofa voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

Executive session was entered at 6:45 P.M., with Commissioners Stenman, Noonan, Vacchelli, Amofa, and Executive Director Griffin present.

The commissioners exited the executive session at 7:30 P.M.

## **IX. UNFINISHED BUSINESS**

### **A. Welles Village Repositioning**

This item is addressed above in the Executive Director's report.

**B. Village Green – Encroachment onto Adjacent Property**

This item is addressed above in the Executive Director's report,

**C. MOU for Connecticut Long Term Care Mutual Aid Plan**

CHFA's Asset Manager was raising our questions at the December meeting of the interagency team. We are awaiting feedback.

**X. NEW BUSINESS**

Commissioner Noonan moved to distribute merit payments by yearend in accordance with the December 21, 2022, memo from the Executive Director to the Controller, and that the remaining balance of the budgeted merit money be awarded to the Executive Director. The motion was seconded by Commissioner Amofa. The motion passed with Commissioners Stenman, Noonan, Vacchelli, and Amofa voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

There being no further discussions, Commissioner Noonan moved, and Commissioner Vacchelli seconded, that the meeting be adjourned. The motion passed with Commissioners Stenman, Noonan, Vacchelli, and Amofa voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0 and the meeting adjourned at 7:31 P.M.

Respectfully submitted,

Minutes Approved on  
January 18, 2023

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Neil J. Griffin, Jr.  
Secretary

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Carl F. Stenman  
Chairperson