

**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 18, 2023, 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, January 18, 2023, at the main office located at 25 Risley Road in the Town of Glastonbury, Connecticut. The meeting notice was posted on GHA's website 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 P.M. and the following answered present:

Commissioner Carl Stenman  
Commissioner Cathy Vacchelli  
Commissioner Jim Noonan

Also Present:  
Executive Director Neil Griffin  
Controller Frank Salerno

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 December 21, 2022, Meeting**

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

**V. BILLS AND COMMUNICATIONS**

**A. Accept December 2022 Invoices**

Commissioner Noonan moved the December invoices be accepted, seconded by Commissioner Vacchelli. During the discussion, Commissioners Stenman highlighted payments made by check #39087 to Gano's Power Equipment for a new leaf vacuum and check number 39167 to T&T Complete Landscaping for the cleaning of the gutters in Welles Village, which was done for every building on site. 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.

Commissioner Amo-Mensah Amofa joined the meeting at 6:05 p.m.

#### **B. EJP Report on Welles Village Conversion**

The report outlining EJP Consulting's recommendation for Welles Village was provided to the commissioners at the meeting. Executive Director Griffin provided a brief review of the document. Commissioners will review the document and prepare any questions for the February meeting.

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

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

- Welles Village repositioning- RAD Physical Needs Assessment on-site evaluation starts Monday January 16<sup>th</sup> will last until Thursday January 19<sup>th</sup>. EJP has produced a preliminary report evaluating the approaches to reposition Welles Village and makes a recommendation. EJP will work to be available via remote meeting software in February to discuss the report.
- Tenant Encroachment onto Neighboring Parcel at Village Green- I presented our offer for resolution and we will meet in person on January 30, 2023, to discuss the details.
- Nye Road- Town Council interviewed developers that responded to Town's RFQ. Carl & I were present. Council will make a decision on how to proceed in the coming weeks.
- USPS suspended mail service temporarily to all addresses on Knox Lane while they investigate a safety concern. Preliminary feedback from the postal inspector is that ultimately this was not a safety concern and mail service will be restored.
- The four new HCV vouchers received under the Consolidated Appropriations Act 2022 are still not leased up. Recently lease-up has been an issue for voucher holders and it is believed to be caused by the limited number of vacant rentals across Connecticut compounded by the increased rental rates. Imagineers is working with the voucher holders and the waiting list to maximize our voucher utilization.

**VII. REPORTS OF COMMITTEES**

**A. Personnel Committee-** Is looking to schedule a meeting to review the Executive Director Evaluation process and documents. The meeting will include the executive director. The committee is looking to receive feedback from the executive director on the documents and input on the criteria so the committee can move forward to produce a final recommendation to the board.

**VIII. 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**

We are awaiting feedback from our asset manager on the tax credit program implications. During the December interagency team meeting the topic was raised and none of the participating agencies identified any concerns.

Commissioner Steinman requested we get written confirmation that signing the MOU will not create any defaults under any of the current agreements that exist between HTCAL and CHFA or DOH.

**IX. NEW BUSINESS- none**

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 6:25 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

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