

**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 17, 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 P.M. on Wednesday, May 17, 2023, 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 Amo-Mensah Amofa

Excused:

Commissioner Cathy Vacchelli  
Commissioner Michelle Polgar

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 (if any)**

None

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

**A. Approve minutes of April 19, 2023 meeting**

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

## V. **BILLS AND COMMUNICATIONS**

### A. **Accept February and March 2023 invoices**

Commissioner Noonan moved the invoices be approved, seconded by Commissioner Amofa. Commissioner Noonan asked questions about check #39496 and check #39502. Controller Frank Salerno and Executive Director Neil Griffin provided explanations for each one. Commissioners voted to approve the invoices with Commissioners Stenman, Noonan, and Amofa voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

## VI. **REPORT OF THE EXECUTIVE DIRECTOR, May 2023**

- Welles Village repositioning- The final report for the first phase of the work has been issued and is included as part of the Board's packet for review.

The authorization for EJP Consulting Group, LLC ("EJP") to proceed with the second phase of the reposition RFP work has been executed and the second phase is anticipated to take until about January 2024 to complete. The second phase includes holding tenant meetings, preparing and submitting a RAD application, preparing a financing plan and assisting with the conversion.

- Nye Road- Working through due diligence items for a potential Nye Road "partnership" with the Town of Glastonbury. Our legal team has been working through its list of items and advising. In addition to reviewing legal team matters I have been working on non-legal process matters, including preparing for the submission of a Spring 2023 Development Engagement Profile to the Department of Housing.
- Village Green & Knox Lane Annex flood insurance- After reviewing the updated FEMA flood FIRMS and our most recent property insurance renewal for the site I questioned if the GHA needs flood insurance for the property. After reviewing the matter with Housing Authority Insurance ("HAI"), it was determined that several of our buildings are in the updated 500-year flood plain which excludes them from coverage under the property policy. I worked with HAI to quote several different options and determined the best valued coverage. That policy has been bound and will be effective later this month.
- Wage Scale Analysis- I received additional data to help with the wage comparability analysis.

**VII. REPORTS OF COMMITTEES**

None

**VIII. UNFINISHED BUSINESS**

**A. Welles Village Repositioning**

EJP's Conversion Analysis Report was provided as part of your packet. The report summarizes EJP's efforts to review the conversion options for Welles Village, provides background on each of the conversion options, and provides a recommended conversion strategy based on available data at this preliminary stage.

**B. Village Green Encroachment onto Adjacent Property-** waiting on surveyor to provide legal description and map so the purchase transaction can occur.

**IX. EXECUTIVE SESSION**

**A. Land Acquisition**

Commissioner Noonan moved that the meeting go into executive session at 6:05 P.M., seconded by Commissioner Amofa. Commissioners Stenman, Noonan, and Amofa voted to approve the motion with Commissioners Stenman, Noonan and Amofa voting Yea, no one voting Nay. The motion was approved 3-0.

Commissioners exited the executive session at 6:08 P.M.

**X. NEW BUSINESS**

**A. Resolution 2023-05: Resolution Authorizing the Housing Authority of the Town of Glastonbury to Purchase and Lease Property on Nye Road**

WHEREAS, the mission of the Housing Authority of the Town of Glastonbury, a public body corporate and politic (the "GHA"), is to ensure the provision of housing opportunities for lower-income persons in viable community settings;

WHEREAS the GHA develops and operates its programs (i) to ensure that people are housed to acceptable standards, (ii) at affordable costs, (iii) in a manner that requires increasingly less subsidies from public resources, (iv) in an environment that stimulates socially inclusive communities which break down barriers between tenants and home owners, and (v) to provide the basis for individuals to realize their full potential; and

WHEREAS, in furtherance of the above, the GHA's Board of Commissioners (the "Board") wishes to expand the GHA's portfolio of affordable rental properties in the town of Glastonbury.

NOW THEREFORE, be it resolved that the Board hereby authorizes:

1. the GHA to acquire property on Nye Road in the Town of Glastonbury for a purchase price of up to \$500,000;

2. the GHA to subsequently ground lease such property to the Town of Glastonbury, for nominal consideration, to afford a period of time for the Town of Glastonbury to terminate or await termination of space leases at such property; and
3. the GHA's Executive Director, the Board's Chairperson, and/or either principal of the GHA's outside counsel, Hoopes, Morganthaler Rauch & Scaramozza LLC, to sign any documents required to effectuate the above referenced transactions.

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

There being no further discussions Commissioner Noonan moved the meeting be adjourned and seconded by Commissioner Amofa. The motion passed with Commissioners Stenman, Noonan, and Amofa voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0. The meeting adjourned at 6:10 P.M.

Respectfully submitted,

Minutes Approved on  
June 21, 2023

---

Neil J. Griffin, Jr.  
Secretary

---

Carl F. Stenman  
Chairperson