

**MINUTES OF THE ANNUAL COMMISSIONERS MEETING  
OF THE  
HOUSING AUTHORITY OF THE TOWN OF GLASTONBURY  
at the Main Office  
25 Risley Road, Glastonbury, CT 06033  
WEDNESDAY,  
February 21, 2024, 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, February 21, 2024, 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 Michelle Polgar  
Commissioner James 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**

Chairperson Stenman welcomed three residents from Knox Lane indicating that (i) public comments were limited in time, (ii) Commissioners may ask questions of the speaker(s) to clarify any statements made during the public comments, and (iii) Commissioners would not be responding to the speakers, rather a member of the GHA's staff would follow-up with the speakers within a reasonable timeframe after any of the speakers' expressed concerns could be adequately researched and evaluated.

**Deborah McPeck, 76 Knox Lane**

Deborah McPeck provided the following observations, concerns, and allegations: That two weeks after she moved into her unit at 76 Knox Lane, George Motuzick (son of Irene Motuzick, 68 Knox Lane) moved out of prison and into his mother's

unit. Ms. Motuzick's grandson also lives in her unit. On Tuesday, February 13, 2024, there was an overdose death in Ms. Motuzick's unit. Ms. McPeck stated she had been trying to report the overall problem and her concerns to Property Manager, Stephanie D'Amora, and her assistant, Susan Mazza, several times by showing them photos on her phone. Ms. McPeck stated that there are drug deals going on both inside and outside of Ms. Motuzick's unit. GHA puts it on us to substantiate if the son and grandson are living there. On February 8, 2024, went into the community hall to show a photo of Ms. Motuzick's grandson leaving her unit with a bag of trash and GHA did not take any action after seeing the photo.

**Cynthia Aponte, 94 Knox Lane**

Ms. Aponte stated that she can substantiate Ms. McPeck's claims. She has observed the same things. She also stated that police vehicles and ambulances are frequently at 68 Knox Lane.

**Jane Amaral, 53 Knox Lane**

Ms. Amaral stated that police are called frequently regarding 68 Knox Lane. She asked if the GHA knows this. She has heard of reports of hollering and swearing on the street at 6 a.m.

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

**A. Approve minutes of meetings on November 15, 2023, and January 17, 2024**

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

**B. December 20, 2023, meeting cancelled**

**V. BILLS AND COMMUNICATIONS**

**A. Accept November and December 2023, and January 2024 Invoices**

Commissioner Noonan moved the invoices be accepted, seconded by Commissioner Vacchelli. There was a question asked about December check #40300. Executive Director Griffin and Controller Salerno provided an answer to the question. Commissioners voted to accept the invoices with Commissioners Stenman, Vacchelli, Polgar, and Noonan voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

**B. Accept NHUD 2022 Physical Inspection Case - Closure Letter dated November 8, 2023**

Commissioners acknowledged receipt of the letter.

**C. HUD RAD Conversion CHAP Letter dated January 12, 2024**

Commissioners acknowledged receipt of the letter.

**VI. REPORTS OF THE EXECUTIVE DIRECTOR**

**A. Report of the Executive Director, January 6, 2024**

- Welles Village Repositioning- No update; waiting for response from HUD. Application still “under review.” EJP did send an email to HUD inquiring about the delay, which was reported to be at the local field office.
- Nye Road- TPZ recommended council approval for Nye Road at its November 21, 2023, meeting. The Final Development Plan and Zone Change was approved by the Town Council on December 14, 2023.

The archaeological survey did not turn up any noteworthy findings, therefore the archaeological assessment was closed with no further action required.

Enterprise Builders is working on getting subcontractor supported numbers to develop a preliminary construction estimate by January 9, 2024. Design efforts continue to bring the drawings and specifications up to approximately 90% by January 15<sup>th</sup>. Work continues to complete the required Consolidated Application’s exhibits by January 15<sup>th</sup>. I do have some concern over the cost of the project and the ability to achieve a balanced sources and uses of funds. Once the construction estimate is received, we will have a better grasp on what is achievable.

- Lothrop Architecture has been engaged to perform a capital needs assessment (“CNA”) for Village Green & Knox Lane Annex. The work will commence in January after the holidays. The CNA report will be the baseline data to support the renovation plans for Knox Lane Annex and will be used to inform the future capital needs and reserve requirements for Village Green.
- We are seeking pricing from architectural firms to design the roof replacement work for Welles Village. We hope to put the roof replacement project out to bid in the early spring.
- Select Welles Village steps and stoops are being replaced. Work started just prior to Christmas and will continue as long as the weather cooperates. Work not completed will be performed in the spring.
- The Town of Glastonbury (the “Town”) is issuing a minor change to the Welles Village PAD to allow the GHA to replace the main office sign.

- Workers Compensation Trust (“WCT”) notified the GHA of a return of premium equal to \$2,267 for 2023. The GHA will receive the check upon renewal of our 2024 workers compensation policy with WCT.
- Attached is the GHA’s 2024-25 Board of Commissions meeting schedule for your review. The one date that could be an issue is June 19<sup>th</sup>. If the Board of Commissioners elects to have the GHA observe the Juneteenth holiday, then that meeting would need to be rescheduled.

## **B. Report of the Executive Director, February 12, 2024**

- Welles Village Repositioning- HUD issued the Commitment to enter into a Housing Assistance Payments (“CHAP”) for Welles Village. A copy of the letter was included as part of your packet. The GHA confirmed acceptance of the CHAP and submitted the Removal Application into PIC. Currently EJP and I are working on the financing plan requirements and the updates needed to the Administrative Plan and Five-Year Plan. A kickoff call was held with the HUD assigned TA contractor and HUD staff.
- Nye Road- The development team is continuing to work for submission of a Consolidated Application in January 2025. The GHA was able to develop a design to meet the Town’s satisfaction for zoning approval; however, the initial cost exceeds the sources of funding. More time is needed to refine the design and identify additional funding opportunities. One option to be considered is the GHA making a subordinated loan to the development’s ownership entity similar to what it did at Center Village. There are additional funding opportunities that will be considered including offers from the Green Bank, State HTCC funds, and more. A January 2025 application submission will allow the GHA to extend the ground lease with the Town so that the Town may extend the leases of the existing tenants or use the building for temporary municipal purposes.
- Cyber security insurance- We have received quotes for cyber security policies, and they are currently under review. The GHA anticipates binding coverage in the next 30 days.
- Welles Village roof replacement- Crosskey Architects provided the lowest quote for the work and design efforts are underway.
- Welles Village steps and stoops replacement remains underway.
- The Town issued a minor change to the Welles Village PAD to allow GHA to replace the main office sign.

- Middletown PBV- calculations have started to come-in retroactive to December 1, 2023, for a few tenants. We are working with Middletown to receive the remainder of the calculations.
- GHA wage review- I drafted a wage scale based upon industry input and comparisons. The goal is to provide a competitive wage based on industry comparisons so that the GHA can attract and retain the talented staff it desires. The goal would be to reposition wages for FY 2024-25.
- Merit payments to staff, authorized by resolution 2024-04, were issued in December. Merit awards were based off of the performance reviews.
- Knox Lane Annex renovations- planning for renovations at Knox Lane Annex will commence once the CNA is completed. Lothrop Architects is charged with completing the CNA and we hope to have a completed report by the end of March. A conference call was held with CHFA in January to have a preliminary discussion about Knox Lane Annex renovations. The conversation will resume once the CNA is completed.

## VII. REPORTS OF COMMITTEES

### A. Personnel Committee

#### 2024-02 Resolution to Award Executive Director Merit

WHEREAS, the Executive Director was previously provided a performance review by the Board of Commissioners;

WHEREA, there is money remaining in the merit funds made available under Resolution 2023-04.

THEREFORE, BE IT RESOLVED that the remaining merit funds available under resolution 2023-04 be awarded to the Executive Director as a result of his positive performance review.

The resolution was moved by Commissioner Noonan and seconded by Vice Chairperson Vacchelli. Commissioners voted to approve the resolution with Commissioners Stenman, Vacchelli, Polgar, and Noonan voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

## VIII. UNFINISHED BUSINESS

- ### A. Welles Village Repositioning
- This item is addressed in the February 12, 2024, Report of the Executive Director.

## IX. NEW BUSINESS

None

There being no further business, Commissioner Polgar moved the meeting be adjourned and it was seconded by Commissioner Noonan. The motion passed with Commissioners Stenman, Vacchelli, Noonan and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0. The meeting was adjourned at 7:25 P.M.

Respectfully submitted,

Minutes Approved on  
March 20, 2024

---

Neil J. Griffin, Jr.  
Secretary

---

Carl F. Stenman  
Chairperson