

**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,  
July 17, 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, July 17, 2024, at the main office located at 25 Risley Road in the Town of Glastonbury, Connecticut. The meeting notice was posted on 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 5:50 P.M. and the following answered present:

Commissioner Carl Stenman  
Commissioner Michelle Polgar  
Commissioner Cathy Vacchelli

Executive Director Neil Griffin  
Controller Frank Salerno

Excused: Commissioner James Noonan

**II. ELECTION OF OFFICERS**

Commissioner Vacchelli moved that Commissioner Stenman remain Chairperson, seconded by Commissioner Polgar. Commissioner Stenman moved that Commissioner Vacchelli remain Vice Chairperson, seconded by Commissioner Polgar. Both motions were approved unanimously 3-0. Voting Yea: Stenman, Vacchelli, and Polgar; Nay: None; Abstain: None

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

None

**IV. PUBLIC COMMENTS (if any)**

None

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

**A. Approve minutes of June 19, 2024, meeting**

Commissioner Polgar moved the minutes be approved with no revisions, seconded by Commissioner Vacchelli. Commissioners voted to approve the minutes. The motion passed with Commissioners Stenman, Polgar, and

Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

## **VI. BILLS AND COMMUNICATIONS**

### **A. Accept June 2024 invoices**

Commissioner Vacchelli moved the invoices be accepted, seconded by Commissioner Polgar. Commissioners voted to approve the invoices with Commissioners Stenman, Polgar, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

## **VII. REPORT OF THE EXECUTIVE DIRECTOR, JULY 2024**

- Welles Village Repositioning- the Final draft of the Rental Assistance Demonstration (“RAD”) Physical Condition Assessment (“PCA”) was received, and Bureau Veritas, a professional provider of audit and certification services, is working to input the items into HUD’s Electronic Tool (“E-tool”). The initial deposit to replacement reserve (“IDRR”) can now be determined with the completion of the PCA. Three options were reviewed by me and EJP Consulting Group, LLC, the GHA’s consultant. These included an IDRR of \$500,000, \$1.5M and \$3.0M. I believe the \$1.5m provides a conservative IDRR that provides the best value as far as managing the future annual deposits to replacement reserves and will not require inflated future deposits to keep up with the property’s projected capital needs. This alternative also leaves a safe amount of funding available for the initial Housing Assistance Payment (“HAP”) needs and flexibility to increase future deposits to replacement reserves or use operating reserves to supplement for additional capital projects.

Executive Director Griffin distributed copies of his Memorandum dated July 17, 2024 which summarized his analysis of above-noted three different IDRR alternatives. Following a brief discussion about the three IDRR alternatives, the Board of Commissioners unanimously agreed that \$1.5M was the preferred IDRR option.

- Radon testing was 97% completed with all levels being well below the actionable level. The contractor could not get into five units, and these units have been rescheduled. The environmental review has been completed and the Town’s Community Development office signed off on the review.
- 55 Nye Road- A meeting is scheduled on Thursday, July 11<sup>th</sup>, with MDC to discuss the water service at the property. I am working to identify if there is a way for the State to bridge the congressionally directed spending funds in case Congress does not approve a budget before the January application deadline by the Connecticut Housing Finance Authority (“CHFA”) for Federal Low-Income Housing Tax Credits.

- Solar (Marketplace Assistance Program (“MAP”)- Green Bank’s staff were providing a list of updated questions for us to understand if there is a path to proceed in their August project Request For Proposals.
- HCV Shortfall- We had an initial shortfall call with HUD and have requested funding from HUD under two separate categories: shortfall prevention and underutilization of vouchers. On the shortfall call HUD identified the steps that the GHA needs to take to qualify for shortfall funding. We had already taken all the steps identified by HUD. Funding for shortfall prevention would be delivered prior to the program running out of funds if HUD has sufficient funding to provide. We have another call pending with the shortfall prevention team that has not yet been scheduled. We requested funding under the underutilization of voucher category to see if the GHA could receive funding to lease-up some of the GHA’s currently unused voucher authority. If awarded funding this would allow the GHA to put more of its authorized vouchers out to applicants.
- The draft capital needs assessment and energy audit for Knox Lane Annex and Village Green was received and reviewed. We sent comments back to Lothrop and are waiting for their response to our questions and comments. Once we have a final report, we will reach out to CHFA to schedule a call about planning renovations at Knox Lane Annex.
- GHA’s Other Post-Employment Benefits (“OPEB”) and Pension payments are due in July. The OPEB actuarially determined contribution (“ADC”) of \$30,409 increased from April estimates by \$1,771 (or 6.18%) from \$28,638, due to a change in the interest rate assumptions. The interest rate was reduced from 6.5% to 6.25%. The pension contribution, \$151,228, decreased by \$37,772 (+/- 20%) from \$189,000 thanks to an experience study the Town had performed by Millman, Inc., the Town’s actuarial and consulting firm.

## **VIII. REPORTS OF COMMITTEES**

### **A. Personnel Committee**

The Executive Director’s performance review has been finalized.

The Personnel Committee received written notification from the Executive Director of his wish to discuss the terms for an extension to the term of the current employment agreement as outlined in the current employment agreement.

### **B. Executive Session – Personnel Matter**

Commission Vacchelli made a motion to go into executive session to discuss a personnel matter at 6:37 P.M., seconded by Commissioner Polgar. The Commissioners voted to approve the motion with Commissioners Stenman, Polgar, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The

motion was approved 3-0. Commissioners Vacchelli, Polgar and Stenman were present for the executive session.

The Commissioners exited the executive session at 7:05 P.M.

**C. Resolution 2024-07: Resolution Authorizing the Housing Authority of the Town of Glastonbury to Enter into a First Amendment to Employment Agreement with Neil J. Griffin, Jr., its Executive Director**

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 by developing and operating 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;

WHEREAS, in support of, and to achieve and maintain its above-cited mission, the GHA wishes to attract and retain a staff of highly qualified administrative, technical, and professional employees including, but not limited to, the Executive Director;

WHEREAS, the GHA's above-stated mission must also be balanced with the physical and fiscal needs of the properties which are owned and/or managed by the GHA;

WHEREAS, in furtherance of the above, the GHA's Board of Commissioners (the "Board") and Neil J. Griffin, Jr., the GHA's Executive Director ("Griffin") believed that it was in the best mutual interests of the parties to enter into an employment agreement such that (i) the GHA's expectations and general parameters of Griffin's employment as the GHA's Executive Director are clearly defined, and (ii) Griffin's understanding of what is expected of his performance and general parameters of employment as the GHA's Executive Director are clearly understood;

WHEREAS, pursuant to adopted Resolution 2022-09A, Resolution Authorizing the Housing Authority of the Town of Glastonbury to enter into an Employment Agreement with Neil J. Griffin, Jr., its Executive Director, the GHA and Griffin finalized an Employment Agreement dated as of July 1, 2022 (the "Employment Agreement");

WHEREAS, as recommended by the Board's Personnel Committee, each of the GHA's Commissioners and Griffin believe that it is now in the best mutual interests of the parties to amend the Employment Agreement to, among other things, extend the term thereof by two years; and

WHEREAS, following its review of the proposed First Amendment to Employment Agreement (the "First Amendment"), the Board concluded that the First Amendment's content is acceptable and that entering into the First Amendment with Griffin represents the GHA's best interests.

NOW THEREFORE, be it resolved that, on behalf of the GHA, the GHA's Board of Commissioners hereby authorizes Carl F. Stenman, the GHA's current Chairperson, to execute the First Amendment, with an effective date of July 1, 2024.

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

## **IX. UNFINISHED BUSINESS**

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

This matter is addressed above in the Report of the Executive Director, July 2024.

## **X. NEW BUSINESS**

### **A. CT Green Bank Solar MAP**

No action will be taken pending CHFA's input; the Commissioners elected to table a review of this matter until the next Commissioners' meeting.

### **B. Resolution 2024-07A: Write Off Uncollectable Tenant Accounts**

WHEREAS, it is necessary for the Housing Authority of the Town of Glastonbury (the "GHA") to write off uncollectible tenant accounts ("TAR") to maintain financial statements that accurately reflect the true financial condition of the GHA.

NOW THEREFORE, be it resolved that the GHA hereby authorizes the writing off of the following TAR amounts to the various housing programs:

Center Village	<u>\$503.85</u>
Total:	\$503.85

The GHA's Controller is hereby authorized to immediately write off said TAR amounts.

Commissioner Polgar moved the Resolution be approved as written, seconded by Commissioner Vacchelli.

Controller Frank Salerno summarized the TAR account(s) that were to be written off.

Commissioners voted to approve the Resolution. The motion passed with Commissioners Stenman, Vacchelli, and Polgar voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

There being no further discussions, Commissioner Polgar moved the meeting be adjourned and seconded by Commissioner Vacchelli. The motion passed with Commissioners Stenman, Polgar, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0. The meeting was adjourned at 7:08 P.M.

Respectfully submitted,

Minutes Approved on  
September 18, 2024

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Neil J. Griffin, Jr.  
Secretary

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Carl F. Stenman  
Chairperson