

**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,  
November 20, 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, November 20, 2024, at the main office located at 25 Risley Road in the Town of Glastonbury, Connecticut. The meeting notice was posted on the 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 5:46 P.M. and the following answered present:

Commissioner Carl Stenman  
Commissioner Cathy Vacchelli  
Commissioner James Noonan

Commissioner Michelle Polgar (arrived at 6:06 P.M.)

Executive Director Neil Griffin  
Controller Frank Salerno  
Controller Thomas Cochran

Chairperson Stenman declared that a quorum was present.

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

No changes

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

Ron and Barbara Circo, 75 New London Turnpike Apt 103 (Center Village). The Circo's appeared to discuss options for the screen door identified by the GHA's staff as being an option. Provided the solution is approved by the Town's Office of Community Development as being acceptable under the zoning approval provided when Center Village was redeveloped, then the GHA, as property manager, is willing to engage contractor to install the proposed screen door provided the Circo family reimburse the GHA for the installation cost over an agreed to monthly installment plan.

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

##### **A. Approve minutes of September 18, 2024, meeting**

Commissioner Noonan moved the minutes be approved, seconded by Commissioner Vacchelli. There was no discussion. Commissioners voted to approve the minutes. 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.

##### **B. October 2024, meeting was cancelled.**

#### **V. BILLS AND COMMUNICATIONS**

##### **A. Accept September and October 2024 Invoices**

Commissioner Noonan moved the invoices be accepted, seconded by Commissioner Vacchelli. There were questions on invoice numbers 41265, 41286, and 41393. Explanations for the referenced expenses were provided by Controller Frank Salerno and Executive Director Neil Griffin. Commissioners voted to accept the invoices with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

*Michele Polgar arrived*

#### **VI. A. REPORT OF THE EXECUTIVE DIRECTOR, OCTOBER 2024**

- Welles Village Repositioning- E-Tool submitted for HUD's review; the next concept call is being scheduled in an effort to move the conversion forward.
- Nye Road- The 55 Nye Road Fall 2024 Development Engagement Process application to the Department of Housing was submitted along with the Connecticut Environmental Policy Act intake form and review documentation.
- Operating Subsidy Welles Village- the Operating Fund Grant calculation documents have been submitted to HUD for processing. The amount of operating subsidy for which Welles Village is eligible is \$412,137. During my review of the calculations, I identified a concern to HUD about the use of HUD's 8.14% increase for tenant revenue (using a 2024 and 2025 inflation factor on the 2023 Financial Data Schedule ("FDS") revenue submission figure) when the GHA is experiencing a lower increase in tenant revenue based off the 2024 FDS submission and applying the inflation rate for 2025 only. Had HUD granted the request to change the basis of the calculation, as HUD did for us once in the past, Welles Village would have seen an increase in eligible subsidy by \$61,565.
- I attended a roundtable session in Hartford with HUD's Principal Deputy Assistant Secretary, Richard Monocchio, regional HUD staff and a handful of

Executive Directors. The session included several thoughtful and full conversations about current industry topics. I had an opportunity to discuss the ten-years' wait on transfer of assistance after a RAD conversion.

- In an effort to access Community Development Block Grant ("CDBG") funding through the Town in the future to renovate HTCAL and other of the GHA's properties, I have been attending CDBG certification training. The certification is a requirement to have in order to be able to access the funding. In total, the training was six business days. The training is offered only once a year and occurred over the last week of September and second week of October. The Town also had a staff member in attendance.
- TALK presentation- I provided an overview of the GHA's relation with the Town and the 55 Nye Road project to TALK on September 26, 2024, at 7pm.

## **B. REPORT OF THE EXECUTIVE DIRECTOR, NOVEMBER 2024**

- Welles Village Repositioning- Waiting to request follow-up meeting with HUD in hopes of updated notice regarding RAD/Section 18 small PHA blend conversions is issued.
- Nye Road- The 55 Nye Road Fall 2024 Development Engagement Process application to the Department of Housing was submitted along with the Connecticut Environmental Policy Act intake form and review documentation. The application team had a call with CHFA's staff to discuss the 55 Nye Road project and our efforts to balance the sources and uses.
- Mental health counseling for seniors available at HTC- A Brighter Day LLC is offering its services directly to our residents in the congregate and assisted living properties. GHA's Resident Services Coordinator ("RSC") may make referrals to Brighter Day LLC if the residents are seeking this type of service. A Brighter Day will submit to insurance for coverage and provide direct service to the residents. Services started in the communities on October 31, 2024
- Thomas Cochran, GHA's new controller, started with the GHA on Monday, October 21, 2024, and is currently learning the GHA's processes, portfolio, and general operations.
- I attended an National Housing & Rehabilitation Association ("NH&RA") meeting held with CHFA's & DOH's staff at CHFA on Monday October 21<sup>st</sup>. The topics covered ways to improve affordable housing production in Connecticut in general with various ideas being reviewed. David Kooris, Executive Director of the Municipal Redevelopment Authority ("MRDA") was

present and provided an overview of how he sees that agency working with CHFA & DOH when the projects align.

- An RFP for updating the GHA's personnel handbook has been drafted and issued. The tentative timeline is to have a consultant onboard in December and a final work product issued for the Board's approval in March. We envision a working draft, with policy options identified, to be made available to the members of the Board for their input sometime in February.
- The GHA has updated its banking controls on all of its accounts. The controls include a new positive pay package for all checks issued, a check stop feature on all accounts but the one account through which the GHA issues check payments. Lastly an Automated Clearing House ("ACH") monitoring protection was installed to help prevent fraudulent ACH transactions from occurring.
- The auditors are on site on Tuesday, November 12, 2024, to conduct its field work for the June 30, 2024, audit.
- A meeting with the Town's staff was held on October 25<sup>th</sup> to review the Town's currently offered benefits and work to align, as much as possible, the GHA's benefit with those offered by the Town. Also discussed were methods to improve communication and provide updated cost and billing information. We anticipate final benefit alignment can occur once we complete the review of the GHA's personnel handbook.

## **VII. REPORTS OF COMMITTEES- None**

## **VIII. UNFINISHED BUSINESS**

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

This matter is addressed above in the Report of the Executive Director, October, and November 2024.

### **B. CT Green Bank SolarMAP**

Engaged with on Congregate and 55 Nye Road and I am hoping to proceed with an installation at the Herbert T Clark Congregate in the Green Banks' next round of projects. After the congregate installation is completed, we can work to pursue the potential installation of solar panels at Center Village. The Center Village approach will focus on the cottage units and investigate including the main building if the Town Center Zone Overlay does not reduce the scope of the system too drastically.

## **IX. NEW BUSINESS**

None

There being no further discussions, Commissioner Noonan moved the meeting be adjourned and was seconded by Commissioner Polgar. The motion passed with Commissioners Stenman, Polgar, Noonan, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0. The meeting was adjourned at 6:48 P.M.

Respectfully submitted,

Minutes Approved on  
December 18, 2024

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Neil J. Griffin, Jr.  
Secretary

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Carl F. Stenman  
Chairperson

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