

**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 15, 2025, 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, January 15, 2025, 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 5:50 P.M. and the following answered present:

Commissioner Carl Stenman
Commissioner Cathy Vacchelli
Commissioner Michelle Polgar
Commissioner James Noonan

GHA Executive Director Neil J. Griffin, Jr.

GHA Controller Thomas Cochran

Chairperson Stenman declared that a quorum was present.

II. APPROVAL OF AGENDA AND REVISIONS THERETO

Executive Director Neil Griffin requested to add the GHA's audit as of June 30, 2024 as a new item B under Bills and Communications. Commissioners agreed to include the June 30, 2024 audit under Bills & Communications.

III. PUBLIC COMMENTS (if any)

None.

IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

A. Approve minutes of November 20th, 2024, meeting.

B. Approve Minutes of December 18th, 2024 Meeting.

C. Approve Minutes of January 9th, 2025 Special Meeting.

Commissioner Polgar moved all three meeting minutes be approved. Commissioner Vacchelli seconded the motion. There was no discussion. 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.

V. BILLS AND COMMUNICATIONS

A. Accept November and December 2024 invoices

Commissioner Noonan moved the invoices be accepted, seconded by Commissioner Vacchelli. Commissioner Stenman asked about December invoice 41610. Commissioner Vacchelli asked about December invoice 41632. Executive Director Neil Griffin Jr. and Controller Thomas Cochran provided explanations for each invoice (41610 & 41632). The motion was passed with Commissioners Stenman, Vacchelli, Polgar, and Noonan voting Yea, no one voting Nay, and no one abstained. The motion was approved 4-0

B. GHA's 2024 FYE Audit

The Commissioners acknowledged receipt of the audit. Commissioner Stenman noted that the comments provided by Commissioners after their review of the draft audit had been incorporated into the final audit report.

VI. REPORT OF THE EXECUTIVE DIRECTOR, January 2025

- Welles Village Repositioning- HUD invited us to submit the financing plan. In January the Town Council will consider an update to the Welles Village Cooperation Agreement that provides the benefit to the GHA and the contemplated new ownership entity, Welles Village Housing LLC.

On December 26, 2024, HUD issued a new notice, PIH 2024-40, which changes the RAD/Section 18 Small PHA conversion from 80% Section 18 and 20% RAD to 90% Section 18 and 10% RAD. We will discuss utilizing this change for the Welles Village conversion with HUD.

- Nye Road- Met with officials and identified alternative funding sources to close the financing gap. Construction cost estimate figures were returned and are favorable to allow the project to proceed. The design team and construction manager are working with me to refine certain scope items to achieve greater savings subsequent to application submission. Efforts are underway to complete the consolidated application and all of the exhibits this month and to submit that application, with all required exhibits, to the Connecticut Housing Finance Authority on January 15th, 2025.

- Glastonbury Youth and Family Services (“Y&FS”) hosted a holiday toy shop for families residing in Welles Village on December 11, 2024. Parents and guardians of those families residing in Welles Village selected from a variety of toys received by Y&FS.
- HUD is projecting a Difficult Housing Choice Voucher budget for funding HAP and administrative fees for the 2025 funding year. HUD’s Principal Deputy Assistance Secretary issued a letter indicating HUD’s reservations and expectations that funding will support fewer vouchers than are currently issued nationwide.
- The Assistant Property Manager at Herbert T. Clark House provided the GHA with her notice of resignation and subsequently left in good standing to take a position in another industry. We have hired a replacement, and a start date is anticipated before February.
- At its December 10, 2024, meeting, the Town Council appointed Nyja Hart as the Tenant Commissioner. Nyja will work to complete her ethics and other requirements.
- The GHA’s audit for the year ended of June 30, 2024, is completed, and included as part of your board package for your review.

VII. REPORTS OF COMMITTEES

None.

VIII. UNFINISHED BUSINESS

A. Welles Village Repositioning

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

B. CT Green Bank SolarMAP – Herbert T. Clark Congregate

The CT Green Bank shared the information required for battery backup pilot program evaluation.

IX. NEW BUSINESS

A. Emergency Operations Policy

Resolution 2025-01B Resolution Adopting an Emergency Operations Plan

WHEREAS, Housing Authority of the Town of Glastonbury, a public body corporate and politic (the “GHA”) is a quasi-public agency created by the municipality under the Connecticut General Statutes, Section 8-40, having

all the powers necessary under the law to provide safe, sanitary affordable housing:

WHEREAS, the mission of the GHA is to ensure the provision of rental housing opportunities in the town of Glastonbury (the “Town”) 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 its mission, the GHA maintains a series of policy statements;

WHEREAS, GHA’s Executive Director, considering the best interests of the GHA and its mission, periodically reviews such policy statements and makes recommendations to the GHA’s Board of Commissioners to either update existing policies or authorize new policies;

WHEREAS, the GHA’s Executive Director drafted an Emergency Operations Plan which formally establish guidelines and procedures for the GHA’s operations; and

WHEREAS, the GHA’s Executive Director hereby recommends that the GHA’s Board of Commissioners authorize the adoption of such drafted Emergency Operations Plan Policy.

NOW THEREFOR BE IT RESOLVED that the GHA’s Board of Commissioners hereby accepts the GHA’s Executive Director’s recommendation and hereby adopts the GHA Emergency Operations Plan Policy.

Commissioner Noonan moved for this motion to be approved, seconded by Commissioner Polgar. There was a brief discussion on how the GHA’s staff will become acquainted/familiarized with the Emergency Operations Plan Policy. The motion was 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. Personnel Handbook RFP Evaluation

Controller Cochran provided an update on the evaluation of responses to the RFP, the subsequent selection of The Human Resource Consortium, LLC, and progress made on finalizing the associated contract to initiate the selected consultant’s engagement.

X. Adjournment

There being no further discussions, Commissioner Noonan moved the meeting be adjourned and the motion 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 6:40 P.M.

Respectfully submitted,

Minutes Approved on
February 19, 2025

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson

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