

**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,  
February 19, 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, February 19, 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 5:45 PM and the following answered present:

Commissioner Carl Stenman  
Commissioner Nyja Hart  
Commissioner Cathy Vacchelli  
Commissioner James Noonan

GHA Executive Director Neil J. Griffin, Jr.  
GHA Controller Thomas Cochran

Chairperson Stenman declared that a quorum was present.

*Note Commissioner Polgar arrived during the meeting and Commissioner Hart had to leave prior to the meeting's adjourning*

**II. APPROVAL OF AGENDA AND REVISIONS THERTO (if any)**

None.

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

None.

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

Commissioner Noonan moved the January 15, 2025, minutes to be approved. Commissioner Vacchelli seconded the motion. Commissioner Stenman identified a minor correction on page 2073 under item V.A ("minutes to be approved" to "invoices to be accepted"). The motion passed with Commissioners Stenman, Vacchelli, Hart, and Noonan voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

**V. BILLS AND COMMUNICATIONS**

### **A. Accept January 2025 Invoices**

Commissioner Noonan moved the invoices to be accepted, seconded by Commissioner Hart. Commissioner Noonan asked about invoice 41708 and if this cost was higher than usual. GHA Executive Director Neil J. Griffin Jr. provided an explanation for invoice 41708. The motion passed with Commissioners Stenman, Vacchelli, Hart, and Noonan voting Yea, no one voting Nay, and no one abstained. The invoices were approved 4-0.

### **B. December 31, 2024, Financials**

GHA Controller Thomas Cochran provided an overview of the December 31, 2024, Financials for each property. Controller Cochran's summary included a discussion on the upward pressures and current budget variances.

*Commissioner Michelle Polgar arrived at 6:07 p.m., during Controller Thomas Cochran's review.*

Commissioner Stenman:

- asked about the Welles Village CFP revenue; the variance for revenue is all CFP capital work;
- noted that the insurance variance in affordable housing, which was similar in elderly and congregate;
- noted that the electricity cost in congregate was more than double the budgeted amount;
- asked about the mortgage interest expense for Center Village; and.
- noted the electrical cost and mortgage interest expense variance for the Herbert T Clark Assisted Living.

Controller Cochran and Executive Director Griffin provided feedback as the Commissioners discussed each of the items identified above.

### **C. Rental Assistance Demonstration Conversion Commitment ("RCC")**

The Rental Assistance Demonstration Conversion Commitment ("RCC") for Welles Village was acknowledged, and the Commissioners had a brief conversation about the RCC. No concerns were identified.

*Commissioner Nyja Hart left the meeting at 6:25 P.M.*

## **VI. REPORT OF THE EXECUTIVE DIRECTOR**

- Welles Village Repositioning – HUD has provided the RCC dated February 10, 2025. The GHA has 90 days to close the conversion with HUD. A kickoff call was held with our legal team at Hoopes, Morganthaler, Rausch & Scaramozza LLC, the GHA's legal counsel, and preparations are underway with Imagineers to transition the recertification process.

The Town Council passed an update Cooperation Agreement at its January 28, 2025, meeting. The update agreement extends the agreement to Welles

Village Housing LLC, the newly formed entity which will subsequently own Welles Village, in addition to the GHA.

- Nye Road – The 9% LIHTC Application was submitted to the Connecticut Housing Finance Authority (CHFA). We anticipate clarification questions from CHFA at the end of February and to have a week to respond. Final application awards are typically announced by CHFA at the end of April.
- The draft Five Year Plan goals and objective are included with my report for review and comment. These are the GHA's proposed primary goals and objectives for July 1, 2025, to June 30, 2030. Your input tonight will finalize the draft goals and objectives that will be made available for public comment in advance of public hearing of the plan scheduled for the April 10, 2025.
- The Village Green and Knox Lane Annex and Hale Farms PBV calculations and payments for December 1, 2023, through November 30, 2024, have been received except for two tenants. Additional information is needed from these two tenants to allow the calculations to be completed.
- The GHA's username and password policy was reviewed with our IT vendor and updated from the 2023 version to align with the latest guidance. It is part of your packet for review and approval.
- Green Bank Solar Project at Herbert T Clark Congregate – GHA's attorney reviewed the updated documents and provided comments for consideration back to the Green Bank. Once we finalize the lease and access agreement documents to our attorney's satisfaction, we will sign the lease and access agreement and identify the timeline for the project.

## **VII. REPORTS OF COMMITTEES (if any)**

No Reports.

## **VIII. UNFINISHED BUSINESS (if any)**

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

Addressed above in the Report of the Executive Director.

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

All the legal documents have been reviewed and accepted by the GHA's attorney. We are moving forward to execute the documents once agreed to by the Department of Housing.

## **IX. NEW BUSINESS**

### **A. Resolution 2025-02 Username and Password Policy Update**

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 homeowners, 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 the 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 reviewed and updated the GHA’s Username and Password Policy; and

WHEREAS the GHA’s Executive Director hereby recommends that the GHA’s Board of Commissioners authorize the adoption of such updated Username and Password Policy.

NOW THEREFORE IT BE RESOLVED that the GHA’s Board of Commissioners hereby accepts the GHA’s Executive Director’s recommendation and hereby adopts the GHA’s updated Username and Password Policy.

Commissioner Noonan moved the motion be accepted, seconded by Commissioner Polgar. Executive Director Neil J. Griffin Jr. provided a brief summary of the updated policy. There was no discussion. The policy 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. April Board Meeting**

Commissioners discussed and agreed to move the meeting to April 23, 2025.

## **C. GHA Five Year PHA Plan 2025-2029**

Executive Director Griffin provided a brief overview of the draft GHA's 5- Year Plan. The Commissioners had a brief discussion about the goals and objectives. The draft document is open for public comment and a public hearing is scheduled for April 10, 2025 at 3:30 p.m.

#### **D. Resolution 2025-02A Forgive HTCAL Property Management Fee**

WHEREAS, pursuant to a Management Agreement, the Housing Authority of the Town of Glastonbury (the "GHA") is paid a property management fee equal 5% of the gross revenue earned by Herbert T. Clark Assisted Living Limited Partnership ("HTCLP") for managing the property known as Herbert T. Clark House Assisted Living ("HTCAL");

WHEREAS, on December 31, 2019, National Development Council exited HTCLP resulting in Glastonbury Assisted Housing, Nonprofit, Inc. ("GAHNI"), now wholly controlling both the general partner and limited partner interests in HTCLP; and

WHEREAS, to benefit the financial well-being of HTCAL, it is both advisable and desirable for the GHA to waive its property management fees due from HTCLP for the calendar year ending on December 31, 2024.

NOW THEREFORE BE IT RESOLVED that the GHA's Board of Commissioners hereby waives the 2024 property management fees due from HTCLP.

Commissioner Noonan moved the resolution be approved, seconded by Commissioner Vacchelli. There was no discussion. 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.

#### **X. ADJOURNMENT**

There being no further discussions, Commissioner Polgar moved the meeting be adjourned and the motion was seconded by commissioner Noonan. The motion passed with Commissioner Stenman, Polgar, Noonan, and Vacchelli voting Yea, no one voting Nay, and no one abstained. The motion was approved 4-0. The meeting was adjourned at 7:13 P.M.

Respectfully Submitted,

Minutes Approved on **March 19**, 2025

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Neil J. Griffin, Jr.  
Secretary

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Carl F. Stenman  
Chairperson