

**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,  
March 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, March 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 Michelle Polgar  
Commissioner James Noonan

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

Excused:  
Commissioner Nyja Hart  
Commissioner Cathy Vacchelli

Chairperson Stenman declared that a quorum was present.

**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**

- **Approve Minutes of February 19, 2025 Meeting**

Commissioner Noonan moved the minutes from the meeting on February 19, 2025 be approved. Seconded by Commissioner Polgar. There was no discussion. Commissioners Stenman, Polgar, and Noonan voted Yea, no one voted Nay, and no one abstained. The minutes were approved 3-0.

## **V. BILLS AND COMMUNICATIONS**

- **Accept February 2025 Invoices**

Commissioner Noonan moved the invoices from February 2025 be accepted. Seconded by Commissioner Polgar. Commissioner Stenman highlighted invoice 41777 for the Nye Road Project and invoice 41800 for the Welles Village Roofing Project as making up a sizeable portion of February's accounts payable. Controller Cochran provided further explanation. There being no further discussion the invoices were accepted. Commissioners Stenman, Polgar, and Noonan voted Yea, no one voted Nay, and no one abstained. The invoices were approved 3-0.

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

- Welles Village Repositioning – the GHA participated on two calls with the RAD closing team. The GHA's attorney and I are working on producing the items that need to be delivered for the closing. The GHA's counsel provided a resolution that had been reviewed by HUD, authorizing the ground lease and conveyance of the buildings and improvements to the recently formed Welles Village Housing LLC, whose sole member is Glastonbury Assisted Housing, Nonprofit, Inc.
- Nye Road – We received a couple of clarification questions from CHFA and DOH each, in separate requests. I requested a call with each to make sure we understood the material they wanted to receive and both received our responses on time.

We have resumed conversations with MDC on the water permitting process and initiated contact with Eversource to provide a preliminary review of the project.

- Personnel Handbook update work with the HRC has commenced. We had two meetings with the HRC and they are now drafting an updated handbook. We reviewed and commented on the draft table of contents which identified what the document will cover. We anticipate a draft document later this month which we can provide to the Board for review and comment. The plan is to provide a summary of changes and identify the policy decisions the Board needs to address.
- Green Bank Solar project at Herbert T Clark Congregate – Documents were delivered to the GHA for signing and are being reviewed one last time. I am scheduled to complete the review and sign and notarize the various agreements and leases for return during the week of March 17<sup>th</sup>

- Rent calculation training was provided in-house for four staff by Stephanie. The training covered identifying income and assets and the rent calculations for the various properties GHA manages.
- We meet with CHFA's staff to identify the correct procedure for developing a remodeling scope for Knox Lane Annex and to request funding from CHFA. If we proceed with hiring an architect and developing the scope of work up to 40% drawings, we are not guaranteed funding, but it is likely the project would be ultimately funded if not at first application. If we proceed, we would obtain pricing from the GHA's three on-call architects for the scope of work, meet with tenants for initial input, develop a scope of work and develop 40% drawings. We would return to meet with tenants for additional input after 40% drawings are developed and plan to submit an application in spring of 2026.

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

No Reports.

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

- **Welles Village Repositioning: Resolution 2025-03 Welles Village RAD Conversion**

### **Resolution 2025-03**

### **Welles Village RAD Conversion**

RESOLUTION OF THE HOUSING AUTHORITY OF THE TOWN OF GLASTONBURY (THE "AUTHORITY") APPROVING THE AUTHORITY'S TAKING ALL NECESSARY ACTION AND STEPS REQUIRED IN ORDER TO CLOSE ON THE CONVERSION OF CERTAIN PUBLIC HOUSING SUBSIDIES INTO LONG TERM, PROJECT-BASED SECTION 8 RENTAL ASSISTANCE IN ACCORDANCE WITH THAT CERTAIN RENTAL ASSISTANCE DEMONSTRATION COMMITMENT DATED FEBRUARY 10, 2025 (THE "COMMITMENT") FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD").

**WHEREAS**, 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;

**WHEREAS** the GHA, in accordance with Resolution 2023-07A, approved the submission of an application to HUD for Rental Assistance Demonstration ("RAD") conversion of 199 public housing units for families, more specifically known as Welles Village, located at Bates Lane, 51-130 Harris Street, Risley Road, 2-56 Deming Road, Denslow Road, Wyllys Street, and Webster Lane, Glastonbury, Connecticut (the "Development");

**WHEREAS**, such application has been approved by HUD, resulting in the

issuance of the Commitment; and

**WHEREAS**, the GHA has further determined that it is in its best interests to lease the land of the Development to Welles Village Housing LLC, a Connecticut limited liability company (the “Company”) whose sole member is Glastonbury Assisted Housing, Nonprofit, Inc. and convey title in and to the buildings and improvements located upon such land to the Company.

**NOW, THEREFORE, BE IT:**

**RESOLVED** that the Board of Commissioners of the GHA hereby approves the Commitment, and all requirements, conditions and terms set forth therein and as may be otherwise required by HUD to cause the RAD conversion concerning the Development;

**FURTHER RESOLVED** that the Board of Commissioners hereby approves the GHA entering into a ground lease with the Company, on terms and conditions acceptable to the parties and as may be otherwise required by HUD in accordance with the Commitment and the RAD conversion;

**FURTHER RESOLVED** that the Board of Commissioners hereby also approves the GHA’s conveying and deeding to the Company all of the GHA’s rights, title and interests in and to the buildings and improvements located at the Development; and

**FURTHER RESOLVED** that the GHA’s Executive Director is authorized to negotiate and execute any documents required to effectuate the above referenced transactions, and to take any and all action required by HUD or that he deems necessary in order to consummate the above referenced transactions.

*I, Neil J Griffin Jr., Secretary, certify that the above is a true and correct copy of a resolution duly adopted by the Housing Authority of the Town of Glastonbury at a meeting of its Commission duly convened on March 19, 2025, and which has not been rescinded or modified in any way whatsoever and is at present in full force and effect.*

The GHA’s Executive Director, Neil J Griffin, Jr., provided a brief overview of Resolution 2025-03 and its purpose. Commissioner Noonan moved the Resolution be approved, seconded by Commissioner Polgar. There being no further discussion the resolution was approved 3-0

- **CT Green Bank SolarMAP – Herbert T Clark Congregate**  
Addressed above in Section IV., Report of the Executive Director.

## **IX. NEW BUSINESS**

None.

**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 Commissioners Stenman, Polgar, and Noonan voting Yea, no one voting Nay, and no one abstained. The motion was approved 3-0. The meeting was adjourned at 6:20 P.M.

Respectfully Submitted,

Minutes Approved on April 23, 2025

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Neil J. Griffin, Jr.  
Secretary

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Carl F. Stenman  
Chairperson

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