

**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 16, 2022, 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 on Wednesday, February 16, 2022, at the main office located at 25 Risley Road in the Town of Glastonbury, Connecticut. The meeting notice was posted 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 Jim Noonan  
Commissioner Cathy Vacchelli

Executive Director Neil Griffin  
Controller Frank Salerno (remote)

Excused: Commissioner Judy Jaskulski

Chairperson Stenman declared a quorum was present.

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

Chairperson Stenman requested, and all Commissioners agreed, to defer agenda item VIII.C to be the last item for discussion before adjourning.

**III. PUBLIC COMMENT SESSION**

None

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

**A. Approve Minutes of the Meeting of January 19, 2022**

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

## V. **BILLS AND COMMUNICATIONS**

### A. **Accept January 2022 Invoices**

The paid invoices for January 2022 were reviewed by the Commissioners. Commissioner Noonan moved the invoices be accepted. Commissioner Vacchelli seconded the motion. Discussion occurred and Commissioners asked questions on invoices 37958, 37910, and 37982 that were answered by Controller Frank Salerno and Executive Director Neil Griffin. The motion passed with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

### B. **December 31, 2021, Financial Reports**

The financial statements were reviewed and discussed. Commissioners asked several questions about different account variances or balances. Answers were provided by Controller Frank Salerno and Executive Director Neil Griffin.

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

### A. **Report of the Executive Director, February 9, 2022**

- Welles Village repositioning: RFP to be issued. Conversations with our current HCV program manager to occur to discuss their role in the management of the project-based HCV vouchers that would be a part of the RAD-Section 18 Small PH Blend conversion.
- Audit for FYE 6/30/2021: Work continues by the GHA's auditors.
- GHA web page development: Interior page design has commenced.
- Executive Director evaluations and employment contract: An engagement letter has been executed with Pullman & Comley, following assistance/review by the GHA's General Counsel, to summarize potential benefits and detriments of the GHA entering into an employment contract with the Executive Director.
- Commissioner Denise Weeks: Commissioner Weeks has elected to resign her position on the GHA's Board of Commissioners. Denise's decision is due to her inability to hold both her current position on the Commission on Aging, which is a public office, and her position on the GHA's Board of Commissioners at the same time. CGS 8-41 includes language which prohibits a housing authority commissioner from holding any other public office in the municipality the housing authority is created other than for two exceptions, those being registrar of voters and justice of the peace.

- Town's three rental units: All three of the Town's rental units have been leased to HCV participants. Two of the three units are occupied and the third will be occupied shortly. The GHA served as resource to guide the Town through the process and provided outreach to identify the HCV participants by advertising the Town's rental opportunities on Imagineers' monthly rental listing.
- HTCAL: HTCAL's cash shortfall has led to a request to draw funds from the CHFA-held sinking fund account. During the initial year of COVID we could not re-rent apartments in HTCAL which caused a strain on cash flow. We did not request a mortgage forbearance from CHFA to defer payments and HTCAL was able to recover; however, with only a very slim margin. Recently we had seven apartments vacate at HTCAL which has put us in a position where HTCAL is struggling to have sufficient cash to pay the bills for the first payable cycle of the month. This still leaves unfunded the expenses HTCAL is incurring and needs to pay in the second payable cycle. I have proposed that CHFA allow HTCAL to draw the equivalent of one month's average expenses from its sinking fund account to cover monthly expenses until we can re-lease the apartments. Frank and I will continue to monitor our progress on a bi-weekly basis to make sure we are moving forward on a path to cashflow recovery.

A discussion of HTCAL's current cash flow situation occurred among the Board's members and Executive Director Neil Griffin. Executive Director Griffin recommended to the Board that the GHA waive the additional Property Management fee that the GHA earns from HTCAL to help it recover from the current cash flow shortage. All Commissioners agreed to waive the subject fee for CY ending 12/31/2021.

- Welles Village Capital Fund Five Year Action Plan: The 2023-2027 update has been drafted. The list of capital work items to be included in the action plan is part of this month's Board's package. This will be part of the public hearing scheduled for March 15, 2022, at 4:00 P.M.

## **VII. REPORTS OF COMMITTEES**

None

## **VIII. UNFINISHED BUSINESS**

### **A. Town of Glastonbury Affordable Housing Plan**

Commissioner Stenman provided an update on the development of Glastonbury's Affordable Housing Plan's progress noting that the Town's staff and its consultant are currently preparing a revised draft based upon feedback

provided from the public and members of the Affordable Housing Steering Committee. He noted that the Committee's monthly meeting scheduled for February 23<sup>rd</sup> has been cancelled.

**B. Welles Village Repositioning**

This was covered above in the section titled Report of the Executive Director, February 9, 2022.

**C. Executive Director Employment Contract**

Chairperson Stenman previously requested, and all Commissioners agreed, to defer this agenda item to be the last item for discussion before adjourning.

**D. Executive Director FY 2022 Performance Criteria**

Chairperson Stenman reviewed that last month the Board had been provided the supervisor performance appraisal form that the GHA uses. He recommended that the Board look to the Executive Director to provide some additional areas for evaluation, such as goals and tasks, in addition to keeping the Board apprised of current operational concerns and achievements. Chairperson Stenman also suggested financial oversight be incorporated into the review. Chairperson Stenman provided different examples of goals/tasks that could be considered for inclusion.

**IX. NEW BUSINESS**

**A. Urban Forestry Council Grant Application – Town of Glastonbury**

Chairperson Stenman summarized the grant application that the Town of Glastonbury submitted in collaboration with the GHA. The application proposes to build a walking path around the perimeter of the Knox Lane Annex field. The walking path would include an access path for our residents. The walking path's design incorporates planting new trees to provide shade, and benches along the path to allow people to rest and socialize. Commissioners were provided a copy of the letter of support that Chairperson Stenman authored.

**X. DEFERRED AGENDA ITEM VIII.C**

**A. Executive Director Employment Contract**

Chairperson Stenman received an opinion letter from Pullman & Comley that summarized the positive and negative aspects of an employment contract and provided each Commissioner with a copy of that opinion letter. Commissioner Noonan moved to enter Executive Session to discuss the personnel/legal matter. Commissioner Vacchelli seconded the motion. The motion passed with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0.

The Board entered Executive Session at 7:39 P.M. with Commissioners Stenman, Vacchelli, and Noonan present. No one else attended. The Board exited Executive Session at 8:03 P.M.

Commissioner Noonan moved and Commissioner Vacchelli seconded a motion authorizing Chairperson Stenman to draft a summary of Pullman & Comley's legal opinion to share with Executive Director Griffin after the summary is reviewed by the GHA's General Counsel. The motion passed with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 3-0

There being no further business, Commissioner Noonan moved that the meeting be adjourned. Commissioner Vacchelli seconded the motion. The motion was carried unanimously 3-0, and the meeting was adjourned at 8:06 P.M.

Respectfully submitted,

Minutes Approved on  
March 16, 2022

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Neil J. Griffin, Jr.  
Secretary

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Carl F. Stenman  
Chairperson

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