

**MINUTES OF THE SPECIAL COMMISSIONERS MEETING  
OF THE  
HOUSING AUTHORITY OF THE TOWN OF GLASTONBURY  
at the Main Office  
25 Risley Road, Glastonbury, CT 06033  
WEDNESDAY,  
April 23, 2025, at 5:45 P.M.**

The Commissioners of the Housing Authority of the Town of Glastonbury (the "GHA") gathered for a special meeting at 5:45 P.M. on Wednesday, April 23, 2025, at the GHA's 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 James Noonan  
Commissioner Nyja Hart

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

Chairperson Stenman declared that a quorum was present.

*Commissioners Michelle Polgar and Cathy Vacchelli were excused from this meeting.*

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

*This is not applicable due to the special meeting.*

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

Susan Brown attended the meeting to provide comments in addition to the letter that she submitted to the Board of Commissioners. She expressed her concern and dissatisfaction related to how a person is positioned on the GHA's waiting list when such waiting list is sub-oriented into income categories.

**IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING  
Approve Minutes of March 19, 2025, meeting**

Commissioner Noonan moved the minutes from the meeting on March 19, 2025 be approved. Seconded by Commissioner Hart. Commissioners moved the

minutes be approved with additional notation that Commissioners Hart and Vacchelli had excused absences. The March 19, 2025 minutes were approved 3-0, with Commissioners Stenman, Noonan, and Hart voting Yea, no one voting nay and no one abstained. The minutes were approved 3-0.

## **V. BILLS AND COMMUNICATIONS**

- **Accept March 2025 Invoices**

Commissioner Noonan moved the March 2025 invoices be accepted. Seconded by Commissioner Hart. Commissioner Noonan asked about the tenant refunds with the description of "Middletown Voucher." Commissioner Stenman noted that check 41910 was related to an HVAC repair at the Herbert T. Clark House Assisted Living. The March 2025 invoices were accepted with Commissioners Stenman, Noonan, and Hart voting Yea, no one voting Nay and no one abstained. The invoices were accepted 3-0.

- **Letter From Susan Brown**

The Commissioners acknowledge receipt of a letter dated March 25, 2025 from Susan Brown.

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

- Welles Village Repositioning - Draft Closing packet has been submitted to HUD. We are waiting for HUD's comments. The GHA will issue public housing lease termination to all Welles Village residents 30 days in advance of the conversion as required by HUD. New leases will be signed by all residents during the Housing Choice Voucher ("HCV") briefing hosted by Imagineers on site.

The month of May will be a very busy month if the June 1, 2025, conversion date is met. All units must be inspected in accordance with HUD's Housing Quality Standards ("HQS") and any repairs identified must be completed so the units can be respected. The Section 8 orientation and lease sign will occur and the GHA will process the closing with HUD.

- Nye Road – We were provided with the application's scoring; we are now waiting CHFA's announcement, which is typical made at CHFA's Board of Directors Meeting in April.
- Personnel Handbook – update work with theHRC continues; we continue working through drafts with theHRC. When drafting is complete, a summary of proposed changes and identification of the policy decisions will be presented to the Board for consideration.
- Green Bank Solar Project at Herbert T Clark Congregate – Estimated timeline for the project: The Green Bank anticipates June for the next RFP Release, once released, 30 days will; be allowed for respondent review and to provide

pricing, and then 30 days for Green Bank to review, select a contractor and draft an Engineering, Procurement, and Construction (“EPC”) contract for the project. Approximately 8-12 months of project development is anticipated before they are ready for construction/ This process includes structural engineering, electrical engineering, interconnection submission and approval, local permitting, and procurement of materials. The GHA’s best guess is construction completion Q3/Q4 2026.

- The public hearing for the Five-Year Plan and supporting policy documents was held on April 10, 2025. No one attended and no written comments were received. The draft Five Year Plan was available on the GHA’s website page prior to the public hearing.
- The GHA budgets for properties with a fiscal year end June 30, 2026, have been drafted for this meeting. The budgets reflect a period of transition in incorporating retirements, repositioning Welles Village and potential expansion of GHA’s portfolio. We have undertaken an evaluation of the organizational chart and demands on staffing in an effort to identify potential changes to enhance our ability to achieve the goals and objectives of the agency.
- The GHA participated in the Town’s Passport to Health Fair at the Riverfront Community Center on March 20, 2025. GHA’s staff worked at the GHA’s booth for the show’s duration by providing information on our various housing programs to attendees.

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

- **Personnel Committee**  
None.

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

- **Welles Village Repositioning**  
Addressed above in the Report of the Executive Director.
- **Green Bank SolarMAP**  
Addressed above in the Report of the Executive Director.

## **IX. NEW BUSINESS**

- **GHA FYE 2026 budgets, wages, and benefits.**
  - i. **2025-04 Resolution Approving FY 2026 Wages and Benefits**

WHEREAS, the Housing Authority of the Town of Glastonbury (the “Housing Authority”) has reviewed the compensation package provided to its employees;

WEHREAS, the Housing Authority wishes to offer competitive compensation packages to attract and retain professional employees; and

WEHREAS, this goal must be balanced with the fiscal needs of the Housing Authority's properties:

THEREFORE BE IT RESOLVED:

1. That the Housing Authority's employees' annual wages shall be set to be within the range for the employees position identified in the updated Housing Authority Wage Scales effective July 1, 2025;
2. That a 2.7% cost-of-living increase has been applied to the new Housing Authority Wage Scale that is effective July 1, 2025;
3. That, effective July 1, 2025, the employees' medical insurance co-pay will be 15%;
4. That the Housing Authority will offer a free accidental death and dismemberment policy and \$50,000 Life Insurance policy as part of the benefit package;
5. That the Housing Authority will continue to participate in the Town of Glastonbury Health Insurance program which, as of July 1, 2010, became a self-insured health insurance plan; and
6. That the Housing Authority will continue with the new hybrid pension product which is a combined defined benefit and defined contribution plan.

GHA Controller, Thomas Cochran provided a brief overview on the staffing, payroll, and budgets.

**ii. 2025-04A Resolution Approving Elderly 2026 Budget & Base Rent**

WHEREAS, the Housing Authority of the Town of Glastonbury (the "Housing Authority") has, in accordance with the Connecticut General Statutes, notified residents living in Village Green and Knox Lane Annex that base rents will be increased effective July 1, 2025;

WHEREAS, a public hearing was held on March 20, 2025, at 11:00 a.m. at the Knox Lane Community Hall to discuss the proposed rent increases; and

WHEREAS, no comments were received opposing the proposed rent increases.

NOW THEREFORE BE IT RESOLVED:

1. That the Housing Authority hereby increases the monthly base rents for elderly housing at Village Green and Knox Lane Annex as follows:

Development & Unit Type	2022- 2023	2023- 2024	2024- 2025	2025- 2026
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Village Green A, C, D Unit (old studio)	\$435	\$460	\$469	<b>\$475</b>
Village Green B Unit (1 Bedroom)	\$425	\$450	\$459	<b>\$465</b>
Knox Lane Annex A Unit (efficiency)	\$425	\$450	\$459	<b>\$465</b>
Knox Lane Annex B Unit (1 Bedroom)	\$435	\$460	\$469	<b>\$475</b>

2. That the excess of base percentage for the elderly housing program at Village Green and Knox Lane Annex shall remain at 30% of adjusted income.
3. That this rent schedule shall go into effect for all residents as of July 1, 2025.
4. That the Village Green E-39 and Knox Lane Annex E-149 Budget for the Fiscal Year Ending June 30, 2026, is hereby approved, and the Executive Director is authorized to submit said budget, incorporating the above rent increases, to the Connecticut Housing Finance Authority.

**iii. 2025-04B Resolution Approving Congregate 2026 Budget & Base Rents**

WHEREAS, the Housing Authority of the Town of Glastonbury (the "Housing Authority") has, in accordance with the Connecticut General Statutes, notified residents living in the Hebert T. Clark House Congregate that rents will increase effective July 1, 2025;

WHEREAS, a public hearing was held on March 20, 2025, at 2:00 p.m. at the Herbert T Clark house dining room, to discuss the proposed base rent increase; and

WHEREAS, no comments were received on the rent increase.

NOW THEREFORE BE IT RESOLVED:

1. That the Housing Authority hereby increases the monthly base rent for the Herbert T. Clark House Congregate from \$744 to \$763, and the congregate monthly services charge from \$1,203 to \$1,241.

2. This increased monthly base rent and congregate service charge shall go into effect for all residents at Herbert T. Clark House Congregate as of July 1, 2025.
3. That, in accordance with Section 8-119(1) of the Connecticut General Statutes, the Housing Authority submits for approval by the Commissioner of the Department of Housing a Management Plan and Congregate Services Management Plan for the fiscal year ending June 30, 2026, for the operation and management of The Herbert T. Clark House Congregate (C-16).
4. The Housing Authority herewith approves the proposed Management Plan and Congregate Services Management Plan for the fiscal year ending June 30, 2026, and agrees that, upon approval of this document by the Department of Housing, it shall become a part of the contract between the Housing Authority and the State of Connecticut.

**iv. 2025-04C Resolution Approving Affordable 2026 Budget & Base Rents**

WHEREAS, the Housing Authority of the Town of Glastonbury (the “Housing Authority”) has, in accordance with the Connecticut General Statutes, notified residents living in the Hale Farms affordable housing units that rents will be increased effective July 1, 2025;

WHEREAS, a public hearing was held on March 20, 2025 at 3:00 p.m. at the Housing Authority’s main office to discuss the proposed rent increases; and

WHEREAS, no comments were received opposing the proposed base rent increases; and,

WHEREAS, all three of the GHA owned units at Hale Farms have a Project Based Housing Choice Voucher attached to them.

NOW THEREFORE BE IT RESOLVED:

1. That the Housing Authority hereby increases the monthly base rents for Hale Farms affordable housing as follows:

<b>Development &amp; Unit Size</b>	<b>FYE 2024</b>	<b>FYE 2025</b>	<b>FYE 2026</b>
Hale Farms 1 Bedroom	\$751	\$783	\$1,720

Hale Farms 2 Bedroom	\$844	\$679	\$2,176
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2. That the excess of base percentage for the Hale Farms affordable housing program shall remain at 30% of adjusted income.
3. That this rent shall go into effect for all residents as of July 1, 2025.
4. That the Hale Farms Affordable Housing Budget for the Fiscal Year Ending June 30, 2026, is hereby approved, and the Executive Director is authorized to submit said budget, incorporating the above rent increases, to the Connecticut Housing Finance Authority.

**v. 2025-04D Resolution Approving Welles Village 2026 Budget**

WHEREAS, the Housing Authority of the Town of Glastonbury Welles Village Budget for the Fiscal Year Ending June 30, 2026 provides adequate income and the proposed budgeted expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents.

NOW THEREFORE BE IT RESOLVED that the Welles Village Budget for the Fiscal Year Ending June 30, 2026, is hereby approved.

**vi. 2025-04E Resolution Approving Olde Welles Village 2026 Budget**

WHEREAS, the Housing Authority of the Town of Glastonbury (the "GHA") Olde Welles Village Budget for the Fiscal Year Ending June 30, 2026, provides adequate income and the proposed budgeted expenditures are necessary in the efficient and economical operation of the GHA for the purpose of serving low-income residents.

NOW THEREFORE BE IT RESOLVED that the Olde Welles Village Budget for the Fiscal Year Ending June 30, 2026, is hereby approved.

**vii. 2025-04F Resolution Approving Five-Year Plan, Administrative Plan and Five-Year Action Plan.**

WHEREAS, the Housing and Economic Recovery Act ("HERA"), Title VII, Small Public Housing Authorities Paperwork Reduction Act exempts Qualified Public Housing Authorities from the requirement to prepare and submit an annual plan;

WHEREAS, the Housing Authority of the Town of Glastonbury (the “GHA”) is a qualified Public Housing Authority (“PHA”), therefore no annual plan has been prepared, but the Five-Year Plan 2025-2029 annual public hearing regarding the changes to the goals, objectives and policies of the GHA, including the Five-Year Action Plan and Administrative Plan, was held by a public meeting on April 10, 2025;

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) requires PHAs to have a Five-Year Plan, Administrative Plan and Five-Year Action Plan;

WHEREAS, the 5-Year Plan outlines the GHA’s mission, policies, and objectives to serve low-income, very low-income and extremely low income families over the next five years;

WHEREAS, the Administrative Plan is the GHA’s written statement of policies used to carry out the housing choice voucher (Section 8) program in accordance with federal law and regulations, and HUD requirements;

WHEREAS, the Five Year Action Plan is the GHA’s written statement of planned uses for capital fund program funding in accordance with federal law and regulations, and HUD requirements; and

WHEREAS, the GHA made revisions to the Five Year Action Plan, Administrative Plan and ACOP and the changes were discussed as part of the public hearing held on April 10, 2025 and no comments were received.

NOW THEREFORE BE IT RESOLVED that the GHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement and by maintaining records reflecting these analyses and actions; and



IT IS FURTHER RESOLVED that the GHA's

- Administrative Plan 2025 update,
  - Five Year Action Plan 2025-2029 (capital fund), and
  - Five Year Plan 2025-2029
- are each hereby adopted.

Commissioner Noonan moved Resolutions 2025-04, 2025-04A, 2025-04B, 2025-04C, 2025-04D, 2025-04E and 2025-04F be approved. Seconded by commissioner Hart

GHA Controller, Thomas Cochran provided a brief overview on the staffing, payroll, and budgets.

GHA Executive Director reviewed that no changes had been made to the Administrative Plan 2025, Five-Year Action Plan 2025-2029 or the Five-Year Plan 2025-2029 since they were last discussed with the Board of Commissioners prior to the public hearing.

Commissioner Stenman asked about the Elderly Housing Assistance Payments ("HAP") revenue increase, the interest income increase and the insurance decrease. Commissioner Noonan asked about the Payment in Lieu of Taxes ("PILOT") payment. GHA Controller, Thomas Cochran, provided answers for each of these questions.

For the Congregate management plan, Commissioners Stenman, and Noonan asked about the tenant subsidy split, interest income, and electricity. Commissioners Stenman and Noonan also asked questions on the congregate services plan related to the split of subsidy and tenant service payments, outside security services, and fringe benefits. GHA Controller, Thomas Cochran, also provided answers for each of these questions.

Commissioner Stenman Questioned the increase in Affordable/Hale Farms rental income. GHA Controller, Thomas Cochran, explained that all three units have a project-based voucher so the rent increase is equal to the contract rent for the unit.

Upon reviewing the Welles Village budget, Commissioner Stenman asked about the PILOT payment formula and future impacts with the pending Rental Assistance Demonstration ("RAD") transition. Again, GHA Controller, Thomas Cochran, provided answers for each of these questions.

Commissioner Stenman asked about the change in management salary charge to Olde Welles Village. GHA Controller, Thomas Cochran, provided the answer to this question and the reasoning behind the changes related to the accountant position.

There was no further discussion and the seven Resolutions were collectively approved 3-0, with Commissioners Stenman, Noonan, and Hart voting Yea, no one voted Nay and no one abstained. The Resolutions were approved 3-0.

*Commissioner Nyja Hart left the meeting at 6:35 PM to attend a class.*

The impacts of the RAD transition and contemplated repositioning of the GHA's staffing, including some pending retirements and potential expansion of the GHA managed portfolio were discussed. The general theme is these efforts and budgets have been created in support of the goals outlined in the GHA's Five-Year Plan.

## **X. ADJOURNMENT**

Commissioner Stenman noted that it was national volunteer month, provided closing comments of volunteerism and expressed thanks to all members of the GHA's Board of Commissioners for volunteering to serve the GHA in support of its mission.

The meeting was adjourned at 7:29 P.M.

Respectfully Submitted,

Minutes Approved on May 21, 2025

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Neil J. Griffin, Jr.  
Secretary

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Carl F. Stenman  
Chairperson

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