

# CORPORATE MINUTES - BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF MANCHESTER

2024

April 17, 2024

Westhill Garden Community Room

Attending: Chairman Josh Howroyd  
Paul Rubin, Vice Chairman  
Lisa O'Neill  
Timothy Becker  
Eileen Remillard – Tenant Commissioner  
Joseph D'Ascoli, Executive Director

## I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:30 pm. and introduced the Board.

## II. Adoption of Minutes

Chairman Howroyd called for a motion to approve the minutes of the March 20, 2024, meeting. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 5-0.

Chairman Howroyd called for a motion to suspend the rules to take under Special Guest item #2 Mike Niziankowicz. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 5-0.

## III. SPECIAL GUEST

1. Nathan Bonder (LIHTC Development Group) – 1<sup>st</sup> Phase of RAD Completed – Not presented.
2. Mike Niziankowicz (Secure Energy VP of Sales) – Discuss Ancillary Agreement (new to Agenda)

Mr. D'Ascoli introduced Mr. Niziankowicz of Secure Energy. Mr. Niziankowicz explained to the Board his suggestions of signing an Ancillary Agreement securing our electrical rates. Currently our contract rate is \$.0888. MHA has received electrical savings of \$87k with the solar field. He is monitoring the market prices, and the rates are fluctuating. Rather than locking in a higher rate he would like to enter into an ancillary agreement allowing MHA to be able to lock in a lower rate. In response to a question from Mr. Becker, Mr. Niziankowicz explained that Eversource does not have the customer interest in providing lower electrical rates. MHA will be able to take advantage of market trends.

## IV. Correspondence

1. Civil Summons from Goff Law Group (representing a lessee) vs MHA (New to Agenda)

Mr. D'Ascoli reported that a tenant claimed they were injured in a fall in the basement approximately 2 years ago. MHA notified the insurance company, HAI, and they investigated the claim and found no wrongdoing on behalf of MHA and denied paying the claim. The tenant has now contacted Goff Law Group and has filed a Civil Summons against MHA.

## V. Accounts Payable - Payment Summary & Detail Report

Mr. D'Ascoli reported MHA is in excellent financial shape.

## VI. Executive Report

### A. Financial Statements – March 2024

Mr. D'Ascoli explained that the COCC is showing a loss of \$13k. This loss is due to the need to update our computer software system and replace some computers for the RAD conversion. The COCC is healthy and offset an additional expense for the Maintenance Staff – a Kobota tractor/bobcat. This equipment will enable the staff to do more extensive landscaping and snow removal.

B. Vacancy Reports – March 2024

Mr. D'Ascoli commended the maintenance staff for getting units ready for new tenants in a timely manner. He reminded board members that unit 219C has been taken offline as it is being used as a model for the new windows and sliding doors.

C. General Information

1. RAD – Section 18 Demo/Disposition Completed (Phase I)

Mr. D'Ascoli explained to the Board that Phase I of the RAD conversion has been completed. Units were moved out of Public Housing and to MHA Corporation. MHA is working on Phase II and is waiting to hear back from HUD. We are hoping to have Phase II completed by December 2024.

2. CONN NAHRO 2024 Employee Training – Cheshire, CT May 10, 2024

Mr. D'Ascoli shared this event is open to MHA employees and after a short training session individuals will be able to enjoy a picnic with area housing authority employees. Any board member interested may also attend.

3. NERC NAHRO 2024 Annual Conference – June 16 – 19, 2024, Mt. Washington Resort

Mr. D'Ascoli requested the board members to let him know if they would like to attend this conference and he will get them registered.

4. MHA - Circle of Friends Newsletter

Mr. D'Ascoli stated Shannon McKay has done an excellent job with this publication.

5. Any other information - None

VII. Chairman's Report

Chairman Howroyd shared that he and Mr. D'Ascoli attended a tenant comment session on April 3 at the Congregate. This session was well attended. Mr. D'Ascoli shared that the new Property Manager, Kamal Armstrong, fits in very well in this position. Residents like him very much. He is doing a great job getting residents involved in activities.

VIII. Old Business - None

IX. New Business - None

1. Resolution 2024-04 Opening of a New Bank Account

Mr. D'Ascoli reported to the Board that he opened a Money Market Certificate of Deposit for a 12-month period at 5% at TD Bank. Chairman Howroyd called for a motion to approve Resolution 2024-24 Opening of a New Bank Account. Ms. O'Neill so moved. Mr. Rubin seconded. Motion passed 5-0.

2. Resolution 2024-05 FY 2024 Income Limits

Mr. D'Ascoli shared with the Board that HUD provides updated income limits for Federal Housing and Section 8 participants. Chairman Howroyd called for a motion to approve Resolution 2024-25 FY2024 Income Limits. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 5-0.

Chairman Howroyd called for a motion to add to the Agenda Resolution 2024-06 To enter into a 3<sup>rd</sup> Party Utility Ancillary Agreement. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 5-0.

3. Resolution 2024-06 To enter into a 3<sup>rd</sup> Party Utility Ancillary Agreement (new to Agenda)  
In response to a question from Mr. Becker, Mr. D'Ascoli shared MHA has never entered into an Ancillary Agreement before. The purpose of this agreement is to take advantage of lower electrical rates. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 5-0.

X. Items for Future Agenda

Chairman Howroyd requested board members submit any items for future agendas to him or Mr. D'Ascoli. In response to a question from Mr. Becker, Mr. D'Ascoli explained that Mr. Counihan will be at the next board meeting to go over the financial reports and hopes to have a line item for the RAD finances. If not, then June at the latest.

XI. Executive Session - None

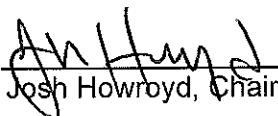
XII. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 5-0 and the meeting adjourned at 7:28 pm.

Respectively Submitted,

  
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Joseph D'Ascoli, Recording Secretary

Attest:

 5/10/2024  
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Josh Howroyd, Chairman