

June 20, 2024

Westhill Garden Community Room

Attending: Josh Howroyd, Chairman - via Zoom
Paul Rubin, Vice Chairman – Arrived at 6:50 pm
Lisa O’Neill, Commissioner
Timothy Becker, Commissioner
Eileen Remillard – Tenant Commissioner
Joseph D’Ascoli, Executive Director

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:32 pm.

II. Adoption of Minutes

Chairman Howroyd called for a motion to approve the minutes of the meeting of May 16, 2024. Mr. Becker so moved; Ms. O’Neill seconded. Motion passed 4-0.

III. Special Guest – Jason Geel CPA, Maletta & Company RE FYE 2023 Audit

Mr. D’Ascoli introduced Jason Geel CPA from Maletta & Company. Mr. Geel stated MHA is in very good shape and he went through the draft of the FYE 9/30/23 Audit Report. MHA had no findings for this year. Recent issues from 2-3 years ago have been cleared. The HQS findings from last year were cleared. Creeping concerns from two years ago that were filed with HUD have been reconciled.

Mr. Paul Rubin joined the board meeting.

Mr. Geel shared the audit report from MHA is all good news.

IV. Correspondence – Draft Copy FYD 9/30/23 Audit Report – See above

V. Accounts Payable - Payment Summary & Detail Report

Mr. D’Ascoli we are in great shape. Business as usual.

VI. Executive Report

A. Financial Statements –

Mr. Robert Counihan was unable to attend this meeting. Mr. D’Ascoli reviewed the finances for MHA. AMP I shows an increase of \$167k; AMP II an increase of \$280k. We are now reporting RAD 1 shows an \$62k for the first couple of months. A truer picture will be reflected in the next 7 -8 months. For the last 11 months the Congregate reports \$47k increase and \$23k for services. The COCC shows 434k increase and 495k in Admin fees. The CERT program (John D’Amelia program) shows an increase of \$60k. The Not-for-Profit program shows 432k in savings.

B. Vacancy Reports

Mr. D’Ascoli reported that the Lisa Drive tenants have all paid their rents on time. He commends the property managers Martha Bertrand and Stephen Itsou and Shannon McKay

Director of Resident Services have all been working diligently with tenants to help them get their rent payments.

C. General Information

1. NAHRO – Executive Director Joseph D’Ascoli has been nominated to the Fellowship Program. This is an honor for Mr. D’Ascoli and an acknowledgement to his hard work. Chairman Howroyd and members of the board complimented him on this nomination.
2. Hartford Yard Goats -Friday July 12, 2024
Mr. D’Ascoli asked the Board for permission to purchase 50 tickets for the Yard Goats game on July 12, 2024. Tickets will be given to residents and staff. Mr. Rubin said this is a good-will gesture for MHA residents and staff.
3. CONN-NAHRO Annual Conference August 25-27, 2024
Mr. D’Ascoli reminded Board members of this upcoming conference and asked if anyone is interested in attending to let him know so he can get them registered.
4. New Employee – Administrative Assistant
Mr. D’Ascoli reported he has hired an administrative assistant. Wildaly Vega-Torres. She will be helping with RAD items, scanning participant files and Human Resources.
5. New Employee – Maintenance
Maintenance has a new employee, Anthony Doucette. Since MHA has not been able to hire an outside vendor to handle mowing and snow removal, we needed an additional person to help with these tasks.
6. Mayfair Gardens – Signage for the Exterior Improvements
Mr. D’Ascoli shared a copy of the sign to be installed at Mayfair Gardens.
7. Any Other Information

VII. Chairman’s Report

Chairman Howroyd shared two weeks ago he attended the PHADA conference in New Orleans. This was his first time attending this conference. He said it was very informative and he thoroughly enjoyed it.

VIII. Old Business – None

IX. New Business – None

1. Resolution 2024-10 – One- and Five-Year Annual Plan
Mr. D’Ascoli shared a copy of the 1 year and 5 year plan to be submitted to HUD. The plans include proposals for our Capital Plan and what to spend the money on. Once more phases of RAD is completed it will change some of the proposed capital spending.

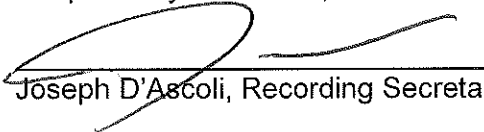
Chairman Howroyd called for a motion to adopt resolution 2024-10. Ms. O’Neill so moved; Mr. Becker seconded. Motion passed 5-0.

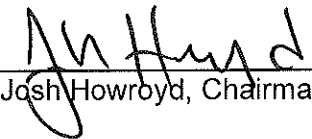
CORPORATE MINUTES - BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE TOWN OF MANCHESTER

2024

- X. Items for Future Agenda - None
- 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 to adjourn at 7:56 pm.

Respectively Submitted,


Joseph D'Ascoli, Recording Secretary

Attest:  7/17/2024
Josh Howroyd, Chairman