

December 18, 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 6:32 pm.
- II. Adoption of Minutes
Chairman Howroyd called for a motion to approve the minutes of the meeting of November 21, 2024. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 5-0.
- III. Correspondence
 1. Workers Comp Trust – Premium Return
Mr. D'Ascoli reported MHA has done an excellent job reporting and issues and received a \$4,325 refund from HUD.
 2. Letter from HUD – Regarding 2025 HCV Funding
Mr. D'Ascoli stated MHA received a letter from HUD regarding the proration of HCV Admin fees from 99.5% to 88.59%.
- IV. Accounts Payable – November 2024 Payment Summary & Detail Report
Mr. D'Ascoli reported MHA is in very good shape. The project of replacing windows, doors, siding and gutters at Mayfair Gardens is nearing completion. It looks very good.
- V. Executive Report
 - A. Financial Statements – November 2024
Mr. Counihan reported MHA is 2 months into the new fiscal year. AMP I shows a \$7,100 increase and AMP II \$104 increase. With RAD we are currently showing income exceeds expenses. The Congregate is 5 months into their fiscal year is showing some losses due to depreciation but a gain in services. The COCC is close to even and we aren't concerned. HCV shows \$5,700 in Administration and \$12,709 in Operations.
 - B. Vacancy Report – November 2024
Mr. D'Ascoli was unable to get the vacancy report and told the board he will have it for the next meeting. He offered some information that Mayfair is 100% occupied, 2 units are off-line. Westhill Gardens has two units empty and one off-line. Rent collection is at 98.99% thanks to the work of our property managers Martha Bertrand and Steve Itsou.
 - C. General Information
 1. Channel 3 – Interview regarding Public Housing Waitlist – Aired on Tuesday Dec 10
Mr. D'Ascoli shared with the board his interview with a reporter from Channel 3 regarding public housing. He was able to explain the process of public housing and wait list information.

2. Reminder of upcoming NERC NAHRO Conference Feb 3-5, 2025, at Mohegan Sun. Mr. D'Ascoli asked if any board members are interested in attending to let him know so he can get them registered.
3. Phase III of RAD Application to be submitted by End of Month
Mr. D'Ascoli reported that the Phase III RAD Application has been submitted to HUD. We are hoping to hear within 90 days which should be late March. MHA is hoping to have this all completed by April 2026.
4. Any Other Information
Mr. D'Ascoli shared information he received from Emma Peterson at the Town development meeting. The report showed some of the proposed ideas for improving vacant properties in the town. For example, the vacant Nathan Hale School, property on Lilliann Drive, Habitat for Humanity on South Street

VI. Chairman's Report

Chairman Howroyd shared his recent resident meeting held at Mayfair Gardens. Resident Heather expressed her pleasure in the improvements to the units at Mayfair. She reported residents are very happy with the renovations.

VII. Old Business - None

VIII. New Business

1. Election – Chairman (3-year term)
Mr. Becker nominated Josh Howroyd for a 3-year term as Chairman. Lisa O'Neill seconded. Seeing no further nominations. Chairman Howroyd called for a motion to approve the election of Josh Howroyd as chairman for a 3-year term. Mr. Becker so moved. Mr. Rubin seconded. Motion passed 5-0.
2. Election – Vice Chair (1 year term)
Mr. Becker nominated Paul Rubin for a 1-year term as Vice Chair. Mr. Becker so moved. Ms. O'Neill seconded. Motion passed 5-0.
3. Election – Officers (Treasurer and Secretary)
Chairman Howroyd stated the Executive Director of the Manchester Housing Authority is the Secretary pursuant to the State Statute. No action is required.
4. Resolution 2024-25 MHA 2025 Monthly Board Schedule
Chairman Howroyd called for a motion to approve Resolution 2024-25 MHA 2025 Monthly Board Schedule as amended. Mr. Rubin so moved. Ms. Remillard seconded. Motion passed 5-0.
5. Resolution 2024-26 MHA Public Comment Schedule
Chairman Howroyd called for a motion to approve Resolution 2024-26 MHA Public Comment Schedule. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 5-0.
6. Resolution 2024-27 Resident Advisory Board Nomination

**CORPORATE MINUTES – BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE TOWN OF MANCHESTER**

2024

Chairman Howroyd called for a motion to approve Resolution 2024-27 MHA Resident Advisory Board Nomination of Paula Kiley. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 5-0.

IX. Items for Future agenda

Chairman Howroyd requested board members to submit any agenda items to he or Mr. D'Ascoli.

X. Executive Session – Not expected.

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 5-0 at 7:26 pm.

Respectively Submitted



Joseph D'Ascoli, Recording Secretary

Attest:

 1/15/2025

Josh Howroyd, Chairman