

January 15, 2025

Westhill Garden Community Room

Attending: Chairman Josh Howroyd  
Vice Chairman Paul Rubin  
Commissioner Lisa O'Neill  
Commissioner Timothy Becker  
Tenant Commissioner Eileen Remillard

Executive Director Joseph D'Ascoli

- I. Meeting Called to Order  
Chairman Howroyd called the meeting to order at 6:34 pm.
- II. Adoption of Minutes  
Chairman Howroyd called for a motion to approve the minutes of the meeting of December 18, 2024. Ms. O'Neill so moved; Mr. Rubin seconded. Motion passed 5-0.
- III. Correspondence
  1. Siemens 5<sup>th</sup> Year Annual Audit Report  
Mr. D'Ascoli indicated that he will be reaching out to Kelechi Chukwunenyne, Client Service Manager to see if he is available for next month MHA Board Meeting that is scheduled for February 19, 2025 (zoom call in) to go over the Year 6 Performance Assurance report.
  2. Letter from HUD – Regarding RAD Application for Phase III  
Mr. D'Ascoli stated on December 31, 2024, he had received notification from HUD for the conversion of assistance of the remaining 244 Public Housing units to Project Based Voucher Assistance for Mayfair Gardens (92 units) and Westhill Garden (152 units)
- IV. Accounts Payable – December 2024 Payment Summary & Detail Report  
Mr. D'Ascoli reported there is nothing out of the ordinary regarding the monthly payables. Business as usual. Mr. D'Ascoli had indicated that he has attached a copy of a detailed itemized report to the Board.
- V. Executive Report
  - A. Financial Statements – December 2024  
Executive Director, Mr. D'Ascoli, reported MHA is 3 months into the new fiscal year. AMP I shows roughly an increase of \$99,000 and AMP II shows an increase of roughly \$106,000. With RAD we are currently showing income exceeding expenses. The Congregate is 6 months into their fiscal year is showing some increases in both the operation and service budget. The COCC is showing a slight increase. HCV shows \$31,000 in Administration and \$38,000 in Operations. Executive Director Mr. D'Ascoli also noted that all programs thus far are healthy but as always, we are in the winter months and that the winter expenses may increase with cold weather and snowfall.
  - B. Vacancy Report – December 2024  
Executive Director, Mr. D'Ascoli, reported that the MHA has two (2) units offline and 1 unit that is awaiting acceptance from a prospective applicant from the waitlist. Overall, Tenant Accounts Receivable, the MHA has collected 97% of rental payments.

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

2025

C. Circle of Friends

1. Executive Director Mr. D'Ascoli shared the Circle of Friends January 2025. He commended the job well done from Shannon McKay, Resident Service Coordinator.
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. Any Other Information  
Mr. D'Ascoli shared information on his recent PHADA Conference along with Commissioner Becker and how informative it was. Both Commissioner Becker and Executive Director will be looking to more detail regarding the broadband grants that we may look to get to better serve our residents. Executive Director indicated that he is attending a webinar on January 28.

VI. Chairman's Report - None

VII. Old Business - None

VIII. New Business - None

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 7:28 pm.

Respectively Submitted

  
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Joseph D'Ascoli, Recording Secretary

Attest:

  
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Josh Howroyd, Chairman