

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

2025

February 19, 2025

Westhill Garden Community Room

Attending: Chairman Josh Howroyd
Paul Rubin, Vice Chairman - via Zoom
Commissioner Lisa O'Neill
Commissioner Timothy Becker
Executive Director Joseph D'Ascoli

Absent: Tenant Commissioner Eileen Remillard

I. Meeting Called to Order

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

II. Adoption of Minutes January 15, 2025

Chairman Howroyd called for a motion to approve the minutes of the meeting of January 15, 2025. Ms. O'Neill so moved: Mr. Becker seconded. Motion passed 4-0.

III. Special Guests – Kelechi Chukwunye – Siemens Client Service Manager (Presentation on Performance Contracting Agreement Annual Period 6 (7/1/23 – 6/30/24) and Nick Genzel

Mr. D'Ascoli introduced Messrs. Chukwunye and Genzel from Siemens. Mr. Chukwunye reviewed the five-year annual report for the Board. Nick Genzel shared the 2-to-5-year consumption was lower. The baseline adjustment was due to higher use. It was found that the #3 inverter needs to be replaced as well as major components. The company that initially installed these items has gone out of business and MHA has to find another supplier to replace these items. Siemens found out that the inverter has been broken for a good couple of years and MHA has not been able to monitor the usage. Mr. D'Ascoli shared he was working with Lisa (no last name) from Siemens and she was addressing the issue of lost revenue from being able to sell back to the grid. Jeff Eisenhower has been working on getting the equipment working properly. MHA did not have a module to monitor the usage. MHA needs a dashboard to show how it's broken down.

The Performance Contracting Agreement (Contract) guaranteed \$206,997 in Savings for Annual Period 6. Annual Realized Savings for Annual Period 6 amounted to \$207,405, which included \$178,115 in Measured & Verified Savings, and \$29,290 in Operational Savings. The total Annual Realized Savings for Annual Period 6 exceeded the Guaranteed Annual Savings by \$408, or 6%.

Accumulated Realized Savings to date are shown for informational purposes only, and total \$1,222,082, which exceeds the Guaranteed Accumulated Savings to date of \$1,149,204 by \$72,788 or 6% (Table 1).

As far as energy units are concerned, accumulated Realized Savings to date total 11,910,421 kBu, which exceeds the Guaranteed Accumulated Savings to date of 5,481,115,596 kBu by 48%, or 6,429,306 kBu. Additionally, accumulated water savings total 23,964 CCF, which exceed the Guaranteed Accumulated Savings to date of 17,826 CFF (Table 19 from page 29 of the attached report is shown below). Per the Contract, only cost Savings are guaranteed; however, a comparison of savings units year over year can help identify and diagnose changes in savings that occur over time.

Natural Gas - Westhill Garden was converted from electric to gas heat.

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Water usage shows \$8k savings by sites. The 8th Utilities was taken over by MHA. The goal is to keep MHA as green as possible and save CO2 from entering the atmosphere. Lisa informed the MHA that there was no excess to sell back to the grid. The board member asked is MHA is consuming more than sellable back to the grid.

IV. Correspondence - SEMAP

Mr. D'Ascoli stated to the Board that HUD has reported MHA has scored as a high performer. He commended the Section Staff for their excellent work.

V. Accounts Payable – January 2025 Payment Summary & Detail Report

Mr. D'Ascoli reported MHA is in very good shape. The work at Mayfair Gardens is nearing completion for replacement windows, siding, front doors, and sliding patio doors. The contractor is working on a punch list for items still needing to be completed.

VI. Executive Report

A. Financial Statements – January 2025 MHA

Mr. Counihan reported on MHA reported business as usual. Overall year to date shows a gain. The HCV money from HUD and Congregate are paid ahead of time. The CERT program shows a good gain and MHA does not pay the COCC back until the end of the year.

The question was asked about the CERT Admin amount, and Mr. D'Ascoli explained that HA is paid by the John D'Amelia program. MHA is paid a management fee for the number of units leased up, changes in tenant income, recertifications. Spencer Village shows a gain of \$104k.

B. Vacancy

Mr. D'Ascoli, who shared MHA has collected 96% of the rents due. Two units are offline, and we are awaiting bids for the improvement/repairs needing to be done on these units.

C. General Information

1. Town of Manchester – CDBG Funding Application

Mr. D'Ascoli stated he will be submitting paperwork proposing funding for beautification improvements of our properties by March 21st.

2. Letter to Representatives – Asking Congress to Protect HUD

Mr. D'Ascoli reported he has sent out letters to our area representatives requesting our HUD funds be protected.

3. NAHRO Legislative Conference March 10 – 12, 2025

Mr. D'Ascoli asked if board members are interested in attending this conference to let him know so he can get them registered.

4. PHADA 2024 Annual Conference Seattle WA May 13-16, 2025

Mr. D'Ascoli asked if any board member is interested in attending to let him know and he will get them registered.

5. Any other business - None

VII. Old Business - None

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VIII. New Business - None

IX. Items for Future Agenda

Chairman Howroyd stated the Executive Directors contract will be on the agenda for the next board meeting.

X. Executive Session - None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Mr. Becker so moved; Ms. O'Neill seconded. Motion passed 4-0 to adjourn at 8:07 pm

Respectively Submitted



Joseph D'Ascoli, Recording Secretary

Attest:  3/26/2025

Josh Howroyd, Chairman