

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

---

2025

April 23, 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 6:31 pm.
- II. Adoption of Minutes March 26, 2025  
Chairman Howroyd called for a motion to approve the minutes of the meeting of February 19, 2025. Mr. Becker requested a change to the minutes to add "to discuss pending litigation." Mr. Rubin so moved: Ms. Remillard seconded. Motion passed as amended 5-0.
- III. Correspondence - None
- IV. Accounts Payable – March 2025 Payment Summary & Detail Report  
Mr. D'Ascoli reported business as usual. MHA is in good financial shape. HA received a call from Webster Bank regarding fraudulent checks. The bank found the payee names were changed on several checks. The bank caught the fraudulent checks, and they were not paid.
- V. Executive Report
  - A. Financial Statements  

Mr. D'Ascoli reported AMP I income \$467k, expenses \$11k, showing a gain of \$155k. AMP II income and budget are in line, overall gain of \$98k. The Congregate after 9 months shows a gain of \$34k. Mr. Rubin asked about the increase in food and if there will be an increase in the amount residents will be paying. Mr. D'Ascoli explained the contract with the food service provider has expired and the company was bought out by Glendale Food services. He will put out an RFP to food service companies for a contract on meals. In response to several other questions he explained that it is less expensive to outsource food preparation rather than hiring staff. Mr. Becker asked about the Central Office Cost Center (COCC). Mr. D'Ascoli shared these funds are used by MHA for emergency repairs, snow removal, lawn work etc. He is down on staff for the maintenance department due to retirements and medical issues. He has not received any responses for advertisements to hire.
  - B. Vacancy Reports – March 2025  
MHA has collected 96 – 97% of the rents due. Two units are offline.

C. General Information

1. FY 2025 Public Housing Capital fund Emergency and Disaster Grant Program

There was a fire at Mayfair Gardens. A tenant left a pot on the stove causing a fire. He spoke with the Fire Marshall, and he explained there is an alarm system that can be installed in units that if a pot is left on the stove the alarm would shut off the stove and it would prevent a fire. HUD has an Emergency Funds Grant, and he plans to apply for this grant to help pay for this alarm.

2. Update to RAD Phase II

Mr. D'Ascoli reported RAD Phase II is complete and will take effect 5/1/25.

3. Any Other Information

Mr. D'Ascoli shared a thank you note from Eileen Remillard for the floral arrangement.

Mr. D'Ascoli updated the Board on the insurance claim issue with HAI. After having the adjuster approve the claim HAI has denied payment. II Bluefield Drive F&G has repaired the roof. MHA is appealing the denial. He spoke with Attorney Wrona regarding this issue. Mr. Rubin suggested MHA check with an independent adjuster to get their take on the roof damage. They would have the experience and would cost less than hiring a lawyer.

Mr. D'Ascoli updated the Board on the Eversource litigation. The case has been continued until next month. He did receive a cost estimate from Eversource to make the updates. He will get quotes from Siemens and Connecticut Cable as well.

Mr. D'Ascoli asked board members to let him know if they are planning on attending the NERC NAHRO conference.

Mr. D'Ascoli reported there will be a Public Hearing on Tuesday with the Resident Advisory to discuss updating the Section 8 Admin Plan and ACOP.

VI. Items for Future Agenda

Chairman Howroyd requested board members send any items for future agenda to Mr. D'Ascoli or him. Mr. D'Ascoli reported at the next meeting he should have update on the Eversource litigation. He also shared that Jason Geel, the auditor, will be at the next meeting to review the audit. The audit report needs to be submitted by June 1, 2025.

VII. Executive Session – None

VIII. 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 7:37 pm.

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

---

2025

Respectively Submitted

  
\_\_\_\_\_  
Joseph D'Ascoli, Recording Secretary

Attest:  5/22/2025  
\_\_\_\_\_  
Josh Nowroyo, Chairman