

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

2025

November 20, 2025

Westhill Garden Community Room

Attending: Chairman Josh Howroyd  
Vice Chairman Paul Rubin  
Commissioner Lisa O'Neill  
Commissioner Timothy Becker  
Tenant Commissioner Eileen Remillard – Via Zoom  
Joseph D'Ascoli, Executive Director

Absent:

I. Meeting Called to Order

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

II. Adoption of Minutes October 15, 2025

Chairman Howroyd called for a motion to approve the minutes of the meeting of October 15, 2025. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed as amended 5-0.

III. Special Guests

1<sup>st</sup> Guest - Kelechi Chukwuneny, Client Service Manager Siemens and Nick Genzel, Siemens Mr. D'Ascoli introduced the two gentlemen, Mr. Chukwuneny and Mr. Genzel from Siemens. They are here to report on the 7-year annual Siemens Performance Assurance Report. Mr. Chukwuneny reported there were five improvements, FIM, Lighting, Water Conservation, Photovoltaic System and Heating. This report covers the period of July 2024 to July 2025. He indicated that MHA is ahead of where Siemens expected them to be. The Electric savings fell lower than anticipated. All other utilities performed well. Mr. Becker stated this program started before he was a member of the Board 7 years ago and he wondered if MHA spent \$1.3m and we saved \$1.3m where is the gain. Mr. Chukwuneny explained it is lease versus saving. It pays for the investment. The numbers will break even in due time. Electricity by site fell short in AMP II West Hil Gardens. There has been a problem with blown fuses in the PV Systems. When all the inverters are working there is better performance, but there was a problem with inverters kept tripping. Mr. Rubin asked why the water charge is more. It was explained that when the 8<sup>th</sup> utilities District was dissolved the charge for water was moved to the Town of Manchester charges more for water than when there was an 8<sup>th</sup> utilities district

2<sup>nd</sup> Guest - Nathan Bonder – RAD Consultant LIHTC Development Group LLC. Mr. Bonder gave an update from 2 months ago from questions that were raised regarding funding sources (State bonding, H.A. self-Bonding and etc.) It was discussed that a HUD Loan would probably be the best way to go. After discussion, it was discussed that we would go with a HUD loan in which the Board authorized that Mr. D'Ascoli to enter into a engagement letter with Bedford Lending.

IV. Correspondence – Letter from Giovanna Shay – Greater Hartford Legal Aid

Mr. D'Ascoli explained that he had received a letter from GHLA asking that due to the stoppage of SNAP benefits the HA would consider not to pursue any NTQ for non-payment of rent. This

was now a mood point since the SNAP benefits have been restored by the Federal Government.

V. Accounts Payable – October 2025 Payment Summary & Detail Report  
Mr. D'Ascoli reported business as usual.

VI. Executive Report

A. Financial Statements October 2025 – Robert Counihan had gone over the financial report to the BOC which really represented the end of the MHA Fiscal Year September 30, 2025, Overall the MHA had done a great job financially. It was also stated that we have Mike Petro from Nan Mckay wrapping up the unaudited audit.

B. Vacancy Reports – October 2025

Mr. D'Ascoli shared with the Board that our percentage is 94% and that is due to several tenants at Westhill Gardens and Mayfair Gardens not paying their rent. Property managers are issuing notice to quit to those residents. Some of the amounts will be uncollectable due to residents passing away and a transfer due to reasonable accommodation.

C. General Information

1. Draft – Public Comment Sessions for 2026
2. Draft – Board of Commissioners Board meetings for 2026
3. Draft – 2026 Observed Holidays
4. Election of Vice Chair (1 year term just a reminder for December board meeting)
5. Election of Officer (just a reminder for Dec Board Meeting)
6. PHADA 2026 Commissioners Conference January 4 – 7, 2026 Tampa FL
7. Annual request to Town for Town Funding for Resident Service Coordinator (RSO).
8. CONN NAHRO – Holiday function Friday, Dec. 5, 2025, Waterbury, CT
9. MHA – Holiday Annual Function Dec
10. NERC NAHRO – Mid-Winter Conference Feb. 1 – 4, 2026 Mohegan Sun
11. Any Other Information

VII. Chairmans Report

Chairman Howroyd reported that he along with Mr. D'Ascoli had a nice Public Meeting with the residents up at the Congregate facility.

VIII. Old Business – None

IX. New Business

1. Resolution 2025-17 Section 8 Management assessment program (SEMAP) Certification  
Mr. D'Ascoli had presented to the BOC the annual SEMAP Self-Certification that needs to be submitted to HUD by November 27, 2025. Mr. D'Ascoli had indicated that the MHA based upon review should receive the maximum number of points to still be considered a High Performer. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 5-0.
2. Resolution 2025-18 Contract(s) for Legal Counsel  
Mr. D'Ascoli had indicated that he had received some proposal back on individual bids on the 4 items that were listed in the RFP (1) General Counsel; (2) Special Counsel for Housing Litigation for Rent Collections; (3) Labor Matters; (4) Development, Repositioning/Construction/Real Estate. Based upon discussion, the BOC decided that we should cancel the solicitation and determined that it is in the best interest of the MHA to be more clear in the RFP on what we are looking for and to reduce the time frame from a 5 year contract to a 3 year contract with an option of 2 or 3 (1) year renewal. Mr. D'Ascoli will be reaching out to the individual respondents. Mr. Rubin so moved. Mr. Becker seconded. Motion passed 5-0

X. Items for Future Agenda

XI. Executive Session – is not expected

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 8:18 pm

Respectively Submitted

  
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Joseph D'Ascoli, Recording Secretary

Attest:  12/17/2025  
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Josh Howroyd, Chairman