

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

2020

January 15, 2020

Mayfair Gardens Community Room

Attending: Chairman Josh Howroyd  
Lisa O'Neill  
Tim Becker  
Joseph D'Ascoli, Executive Director  
Absent: Judith Taylor – Tenant Commissioner  
Paul Rubin – Vice Chairman

- I. Meeting Called to Order  
Chairman Howroyd called the meeting to order at 6:36 pm.
- II. Adoption of Minutes – Meeting of  
Chairman called for a motion to approve the minutes of December 18, 2019. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 3-0.
- III. Correspondence – Manchester Housing Authority Year 1 Siemens M&V Report  
Mr. D'Ascoli shared he will be meeting with Siemens on January 29. The meeting will discuss the report received from Siemens regarding the energy savings that MHA as received. Initially the savings should have been \$176,710 but this report indicates a 9% savings over that of \$192,882. Mr. D'Ascoli said he has discussed this with our Consultant Nathan Bonder and he will look this over to be sure the numbers are correct.
- IV. Accounts Payable – December 2019 Payment Summary & Detail Report  
Mr. D'Ascoli reported things look good.
- V. Executive Director's Report
  - A. Financial Statements – December 2019  
Mr. D'Ascoli pointed to the comments from Mr. Counihan indicating we are looking good for so far. There will be some added expense due to having to replace a roof on one of the buildings.
  - B. Vacancy Reports – December 2019  
Mr. D'Ascoli shared an updated report as of today. The unit at 243A North Main street will be leased up February 1. Unit 283A North Main street has been taken offline due to some needed repairs. The unit at 64 Regent Street has the incorrect date on it. The tenant moved out 12/27 and we received the keys
  - C. General Information
    1. Modernization Report  
Mr. D'Ascoli explained that the work at the Congregate should have been completed by the end of December. He also shared he has been speaking with John D'Amelia about hiring one of his staff on a part time basis to hand the Modernization Coordinator issues. Due to it being a part time position we will not have to pay any benefits.

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

2020

He also shared he has put out an RFP for lawn services and is waiting to hear back.

2. Update to Westhill Congregate Revitalization  
Mr. D'Ascoli reported on the status of the Congregate. The contractor has not shown up since mid-December and they have been paid in full as of their last invoice. Some of the items that have not been completed are the curtain walls by the loading dock need to be done. The Exterior still needs the paving of the parking lot, landscaping, flag & light poles and the canopy. The contractor states the canopy cannot be installed unless the temperature is 50 degrees or more. When MHA asks what the final costs are we get no response. Next meeting has been rescheduled to January 22.
3. Update to Spencer Village Revitalization Plan  
Mr. D'Ascoli reported he received a 17-page document from the bank regarding the loan application for this project. He will have Attorney Wrona review it.
4. Circle of Friends Winter 2019/2020  
MaryAnn Murray shared the latest copy of the Circle of Friends.
5. NAHRO 2020 Washington DC Conference March 29 to 31, 2020  
Mr. D'Ascoli asked that any Board members interested in attending this conference to get back to him so he can get them registered.
6. PHADA 2020 Annual Conference to take place in Denver Colorado May 31 to June 3  
Mr. D'Ascoli asked that any Board members interested in attending this conference to get back to him so he can get them registered.
7. NERC-NAHRO Newsletter  
Mr. D'Ascoli shared a copy with the Board.

VI. Chairman's Report

Chairman Howroyd spoke about the last Tenant meeting that took place at the Congregate. There was a good turnout of residents and many questions they had were better explained. Residents were happy they got their questions answered.

VII. Old Business - None

VIII. New Business

IX. Items for Future Agenda

Please send any items to Mr. D'Ascoli or Chairman Howroyd.

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

2020

X. Executive Session - None

XI. Adjournment

Chairman Howroyd called for a motion to adjourn. Ms. O'Neill so moved; Mr. Becker seconded. Meeting was adjourned at 7:48 pm.



2/19/2020

CHAIRMAN:



2/19/20

ATTEST: