

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

2025

May 22, 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

Absent:

- I. Meeting Called to Order
Chairman Howroyd called the meeting to order at 6:30 pm.
- II. Adoption of Minutes April 23, 2025
Chairman Howroyd called for a motion to approve the minutes of the meeting of April 23, 2025. Ms. O'Neill so moved: Ms. Remillard seconded. Motion passed 5-0.
- III. Special Guest – Jason Geel – Maletta and Company CPAs
Mr. D'Ascoli introduced our accountant Jason Geel who will give us the highlights of the draft of our FYE 2024 audit report. Mr. Geel reported no findings. As reported in our previous audit reports, the State of CT does not provide our State Pension Data so that information is not on the report. The HCV program had some minor comments due to the change in the record keeping system going from paper to electronic reporting. HCV staff is doing an excellent job making the changes. MHA is moving to RAD, and we want to be sure MHA is getting all the credits entitled to. MHA is doing an excellent job managing the Spencer Village program assets rather than it being just a business. MHA is doing a great job controlling costs and we have \$2m in asset reserves that are ready to use. Mr. Geel said that the Congregate is a program that does not show gains and that is due to the rising costs of food and food preparation. Overall, MHA is a very healthy business and is good at managing the business and their assets.
- IV. Correspondence - None
- V. Accounts Payable – April 2025 Payment Summary & Detail Report
Mr. D'Ascoli reported business as usual. MHA is in good financial shape.
- VI. Executive Report
 - A. Financial Statements – MHA
Mr. D'Ascoli asked Mr. Counihan to review this report. Mr. Counihan reported that the SERT program is doing well showing a \$66k gain. HCV is showing a gain but that is due to HUD payments being higher and this will balance out by year end. The Congregate shows an administrative gain and services a loss. AMP I has a gain of \$177 and Amp II will be close to zero by the end of the year. Mr. Counihan added that MHA will have RAD II starting next month.

B. Vacancy Reports – April 2025

Mr. D'Ascoli reports MHA is in good shape. We have collected 92% of rents and the property managers are following up with tenants about past due rent. Mr. D'Ascoli explained that Maintenance department has been down to 3 workers. It has been very difficult to get people to respond to open positions and once hired, getting them to stay.

C. General Information

1. Hartford Yard Goats

Mr. D'Ascoli asked the Board for permission to purchase tickets to a Yard Goats Game. Previous years he requested permission to purchase 50 tickets. There has been a slow response, and he now asks to purchase 25 tickets. After a brief discussion Chairman Howroyd suggested we get 30 tickets.

2. HUD – NSPIRE Inspection for Mayfair Garden

Mr. D'Ascoli explained that NSPIRE replaces REAC. Two properties, Lisa Drive and Mayfair Gardens will be inspected on May 28.

3. Memo – Maintenance Uniform Re-Imbursement

Mr. D'Ascoli reported that MHA has been purchasing uniforms for maintenance staff. There have been problems with getting the proper fit for employees. So, he is asking the Board for permission to give maintenance employees a \$200 allowance to purchase their own pants and shorts. Once they purchase the items, they must provide a receipt, and they will be reimbursed up to \$200. MHA will provide them with logo t-shirts and jackets. A \$140 boot allowance is also provided.

4. Memo – New Maintenance Employee(s)

Mr. D'Ascoli shared that we have hired 3 new employees for the maintenance department.

5. Request for Proposal(s) going to be published.

Mr. D'Ascoli reported he will be sending out 5 RFPs. The RFPs are for contract for Security Guards for the Congregate, contract for Food Services, contract for Housekeeping/ Cleaning for office and congregate common areas, contract with CPA Company and contract for Trash removal.

6. Any Other Information

Mr. D'Ascoli reported several items.

MHA has received \$850,820 in Capital Needs Assessment. He will look at where we will be spending these funds. They must be used in three years.

MHA will need an architect/engineering services to do a capital needs assessment for the phase III of RAD.

Currently MHA has three architectural on call. The firms vary from handling small, medium and large projects.

MHA will be hiring contractor Tom Arcari to do a cost analysis for Mayfair Gardens, Westhill Gardens sites.

Mr. D'Ascoli shared CONN NAHRO convention is scheduled for late August. If anyone wants to attend, please let him know.

VII. Chairmans Report

Chairman Howroyd shared he attended the PHADA convention, and he compliment them for a very informative conference.

VIII. Old Business – None

IX. New Business

1. Resolution 2025-03 updated 2025 Public Housing – Admission & Continued Occupancy Plan (ACOP)

Mr. D'Ascoli reported he has updated the ACOP for Public Housing. The updates will be implemented for July 1, 2025. Once HOTMA is implemented MHA will no longer have to submitted to HUD. Chairman Howroyd called for a motion to approve Resolution 2025-03 updated 2025 Public Housing – Admission & Continued Occupancy Plan (ACOP). Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 5-0.

2. Resolution 2025-04 Updated 2025 Section 8 Housing Choice Voucher – Administrative Plan

Chairman Howroyd called for a motion to approve Resolution 2025-04 updated 2025 Section 8 Housing Choice Voucher – Administrative Plan. Mr. Rubin so moved. Ms. O'Neill seconded. Motion passed 5-0.

3. Resolution 2024-05 PHA 1 Year Annual Plan

Chairman Howroyd called for a motion to approve Resolution 2024-05 PHA – 1-year annual plan. Ms. O'Neill so moved. Mr. Rubin seconded. Motion passed 5-0.

X. Items for Future Agenda

Chairman Howroyd requested board members send any items for future agenda to Mr. D'Ascoli or him.

XI. Executive Session - None

XII. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 5-0 to adjourn at 8:31 pm

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Respectively Submitted



Joseph D'Ascoli, Recording Secretary

Attest:  6/18/2025

Josh Howroyd, Chairman