

MINUTES FROM THE BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF MANCHESTER

2025

December 17, 2025

Westhill Gardens
24 Bluefield Drive
Manchester, CT. 06040

The Board of Commissioners of the Housing Authority ("Authority") of the Town of Manchester held its Regular Scheduled Board meeting on Wednesday December 17, 2025. The meeting was held in person with an option of zoom. The meeting was called to order at 6:34 p.m. by Chairperson Josh Howroyd

I. Meeting Called to Order

Upon roll call, the following members were in attendance, Chairman Josh Howroyd; Vice Chair Paul Rubin; Commissioner Lisa O'Neill; Commissioner Timothy Becker; and Tenant Commissioner Eileen Remillard

Also, in Attendance Executive Director Joseph D'Ascoli, and Tax Credit LIHTC & Leasing Specialist Angie Ruiz;

II. Adoption of Minutes

A motion was made by Commissioner O'Neill and seconded by Commissioner Becker to approve the minutes of the Regular Scheduled Board Meeting of November 20, 2025. The motion passed unanimously 5-0.

III. Correspondence

No correspondence was presented

IV. Accounts Payable

Executive Director D'Ascoli reported that the November 2025 Payment Summary and Detail Report had been emailed to the Board on December 4, 2025. No questions were raised

V. Executive Report

1. **Financial Statements for November 2025;** In the absence of Finance Director Robert Counihan, Executive Director D'Ascoli reviewed the November financials, noting that the report reflects the new fiscal year beginning October 1, 2025. All programs show modest positive performance.
2. **Vacancy Report for November 2025;** Collected rent stands at 90%. Property Managers and the Resident Services Coordinator have been directed to contact households with outstanding balances.
3. **General Information**

- a) Executive Director, Mr. D'Ascoli has reminded the BOC if anyone is interested in attending the upcoming NERC NAHRO Convention to please let him know so that he can properly register the individual Board Member.
- b) Executive Director, Mr. D'Ascoli has reminded the BOC if anyone is interested in attending the upcoming NAHRO Convention to please let him know so that he can properly register the individual Board Member.
- c) Executive Director, Mr. D'Ascoli provided an update on the 3rd Phase of the RAD. Mr. D'Ascoli has stated to them that a Request for Proposal should be going out sometime in January 2026 to solicit a General Contractor for this project once we finally get the HUD approval and lending piece with Bedford Lending
- d) Executive Director, Mr. D'Ascoli wanted the BOC to know that a former Maintenance Employee has applied for Unemployment Compensation and was granted the claim.
- e) Executive Director, Mr. D'Ascoli wanted to inform the BOC that a new RFP for Legal Counsel with a response due date of January 9, 2026.
- f) Executive Director, Mr. D'Ascoli wanted to inform the BOC regarding Eversource. Atty Wrona had indicated that their was no movement regarding anyone that would bid on the installation of the poles, wires, and transformers from an outside entity. I had asked Atty Wrona to contact Eversource Attorney to seek other remedies prior to April 2026.

VI. Chairman Report

Chairperson Howroyd welcomed attendees and thanked staff for their continued work. He noted that no residents attended the public comment session held December 3, 2025, at Mayfair Gardens.

VII. New Business

1. Election of Vice Chair. Chairman Howroyd called for nomination of Vice Chair Commissioner Becker nominated Commissioner Rubin for Vice Chair, seconded by Commissioner O'Neill. With no additional nominations, Commissioner Rubin was elected unanimously, 5-0. Congratulations Commissioner Mr. Rubin.
2. Resolution 2025-19 MHA Monthly Board Schedule. Executive Director, Mr. D'Ascoli, presented the Resolution 2025-19 to the Board. After discussion of the Resolution a motion by Commissioner O'Neill and second by Commissioner Rubin, Resolution 2025-19 was adopted unanimously, 5-0

3. Resolution 2025-20 MHA Public Comment Schedule. Executive Director Mr. D'Ascoli, presented the Resolution 2025-20 to the Board. After discussion of the Resolution a motion to adopt Resolution 2025-20 was made by Commissioner O'Neill and seconded by Commissioner Remillard. The motion passed unanimously, 5-0
4. Resolution 2025-21 MHA & MHC Snow Removal Contract for Scattered Sites. Executive Director, Mr. D'Ascoli, presented the Resolution 2025-21 to the Board. After discussion of the Resolution a motion to adopt Resolution 2025-21 was made by Commissioner O'Neill moved, and Commissioner Becker seconded, , awarding the snow removal contract to Lawn Order LLC. The motion passed unanimously, 5-0.

VIII. Old Business

No items were presented

IX. Items For Future Agenda

No items were presented

X. Executive Session

No Executive Session at this time

XI. Adjournment

With no further business, Commissioner O'Neill moved to adjourn, seconded by Commissioner Remillard. The motion passed unanimously, 5-0, and the meeting adjourned at 7:15 p.m.

Respectively Submitted


Joseph D'Ascoli, Recording Secretary

Attest:  1/20/2026
Josh Howroyd, Chairman