

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

2026

February 18, 2026

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 February 18, 2026. The meeting was held in person with an option of zoom. The meeting was called to order at 6:33 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 Karen Abraitis

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 January 20, 2026. The motion passed unanimously 5-0.

III. Correspondence

1. HUD-SEMAP Fiscal Year Ending 9/30/25 Overall Performance Rating – High Performer
Mr. D’Ascoli reported receipt of a letter from HUD stating MHA has been rated a High Performer. He commended MHA employees for attaining this rating.
2. Email from General Manager Stephen Stephanou
Mr. D’Ascoli reported to the board receipt of a copy of a letter sent to a resident on Spruce Street Extension from General Manager Stephen Stephanou. The letter stated Spruce Street extension is a private road and the Town of Manchester will no longer provide snow plowing. He received an email from Mr. Stephanou explaining this issue. Mr. D’Ascoli explained to Mr. Stephanou that he would need time to make budget arrangements for snow removal. They agreed the Town would continue snow removal through the end of winter season. Mr. Becker suggested perhaps to have a meeting with Town Officials.

IV. Accounts Payable

Executive Director D'Ascoli reported that the January 2026 Payment Summary and Detail Report had been emailed to the Board on February 2026. No questions from the Board were raised.

V. Executive Report

1. **Financial Statements for January 2026;** In the absence of Finance Director Robert Counihan, Executive Director D'Ascoli reviewed the January 2026 Financials, noting that the report reflects the new fiscal year beginning October 1, 2025. Overall, the MHA is in great shape.
2. **Vacancy Report for January 2026;** Mr. D'Ascoli reported MHA has collected 93% of the rent owed. Project Managers are now working with a new attorney handling past due rents. We have had two units offline. Plans were to convert one unit to be handicapped accessible. The new price for this kind of renovation is \$120, which is not in our budget. Maintenance will clean up the unit and make it move-in ready. The other unit was in horrible shape and maintenance is working on making it move-in ready by end of February or early March.
3. **General Information**
 1. Reminder – NAHRO Washington DC Conference March 9-11, 2026
Mr. D'Ascoli asked if anyone from the board is interested in attending to let him know and he will get them registered.
 2. PHADA – Annual Conference – June 10-13,2026 Chicago Illinois
Mr. D'Ascoli asked if anyone from the board is interested in attending to let him know and he will get them registered.
 3. PHADA – Executive Director Education Program (EDEP) Course Registration
Mr. D'Ascoli asked the board for permission to register to attend the EDEP course.
 4. PHADA _ Tim K Retirement Reception
Mr. D'Ascoli informed the board of this retirement reception for Tim Kaiser. If anyone is interested in attending to let him know.
 5. MEMO – Update to RAD
Mr. D'Ascoli reported to the board that a notice is out to the general contractor for the project to revamp units. RAD should be up and running by the end of this year.

6. Any Other Business - None.

VI. Chairman Report

Chairperson Howroyd had indicated that he has no report at this time.

VII. New Business

1. Resolution 2026-02 2025 FYE Write-Offs for Spencer Village LLC
Chairman Howroyd called for a motion to approve resolution 2026-02 2025 FYE Write offs for Spencer Village LLC totaling \$14,494.26 Mr. Becker so moved. Ms. O'Neill seconded. Motion passed 5-0.

2. Resolution 2026-03 Opening of 3 BR Waitlist for families within MHA and MHC
Chairman Howroyd called for a motion to approve Resolution 2026-03 Opening of 3 BE Waitlist for families within MHA and MHC. Currently, there are 5 people on the waitlist so Mr. D'Ascoli is asking to open the wait list to add 50 names to the list. Chairman Howroyd restated the Resolution. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 5-0.

Chairman Howroyd called for a motion to suspend the rules and add to the agenda Resolution 2026-04 Opening of 1 BR Waitlist for Spencer Village LLC. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 5-0.

3. Resolution 2026-04 Opening of 1 BR Waitlist for Spencer Village LLC (New to Agenda)
Chairman Howroyd called for a motion to approve Resolution 2026-04 Opening of 1 BR Waitlist for Spencer Village LLC. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 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 Becker. The motion passed unanimously, 5-0, and the meeting adjourned at 7:15 p.m.

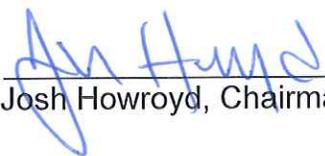
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Respectively Submitted



Joseph D'Ascoli, Recording Secretary

Attest:  3/18/2026

Josh Howroyd, Chairman