

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

2026

March 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 March 18, 2026. The meeting was held in person with an option of zoom. The meeting was called to order at 6:36 p.m. by Chairperson Josh Howroyd

I. Meeting Called to Order

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

Absent from roll call Vice Chair Paul Rubin

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. Mr. D’Ascoli reported to the board a telephone call he received from HUD stating MHA has been scheduled for an INSPIRE inspection at Mayfair Gardens on April 15, 2026.
2. Mr. D’Ascoli also updated the Board on the status of the Worker’s Comp case with one of the maintenance workers. The employee has been cleared for light duty but there is no light duty work available for this position. The worker has called for an emergency appeal. Mr. D’Ascoli said he will keep the Board updated on this situation

IV. Accounts Payable

Executive Director D’Ascoli reported that the February 2026 Payment Summary and Detail Report had been emailed to the Board on March 3, 2026. No questions from the Board were raised.

V. Executive Report

1. **Financial Statements for February 2026;** In the absence of Finance Director Robert Counihan, Executive Director D'Ascoli reviewed the February 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. Notice to quit will go out to those tenants behind in their rent.

In response to a question from the board Mr. D' Ascoli shared RAD Phase 1 handles the 13 scattered sites, not including Lisa Drive. RAD Phase II covers six buildings at Westhill Gardens.

Mr. D'Ascoli shared that Maintenance has been doing an excellent job turning units over and making them rent ready for new tenants.

3. General Information

1. 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.

2. NERC NAHRO- Scholarship Golf Tournament – June 1, 2026
Mr. D'Ascoli asked if anyone from the board is interested in attending to let him know and he will get them registered.

3. NERC NAHRO – Annual Conference June 22-25,2026 Falmouth, MA
Mr. D'Ascoli asked Board members to let him know if they would like to attend this conference and he will get them registered.

4. CONN NAHRO – Housing Night in America – July 10, 2026
Mr. D'Ascoli asked the Board for permission to purchase 50 tickets for the Yard Goat game on July 10th.

5. Any Other Business
Mr. D' Ascoli shared with the bord that he has submitted a CDBG application requesting replacement of a generator at Mayfair Gardens.

Next Mr. D'Ascoli updated the board on the Eversource Case. He asked the board what MHA's next step should be. To date he has not received any estimates as to the cost to update and upgrade the electrical service to this property. He stated he will go to Housing Court next week to discuss the lawsuit. He asked the Board what they wanted

to do with this case. Chances are MHA will lose the lawsuit due to the fact there is no proof of ownership paperwork.

VI. Chairman Report

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

VII. New Business

1. Resolution 2026-05 Annual Lawn Maintenance Contract

Mr. D'Ascoli explained to the board he sent out 10 RFPs to lawn care companies and only 4 returned the proposal. He also explained that the RFP has been broken up by sites. The best quote comes from Yellowstone Landscaping out of Chicopee Massachusetts. They bid on all properties. Chairman Howroyd called for a motion to approve resolution 2026-02 2025. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 4-0.

Chairman Howroyd called for a motion to suspend the rules and add to the agenda Resolution 2026-06 Executive Director Contract Addendum. Mr. Becker so moved. Ms. O'Neill so moved Motion passed 4-0

2. Resolution 2026-06 Executive Director Contract Addendum

Chairman Howroyd explained to the Board a language change to paragraph concerning the compensation for the employee. Chairman Howroyd called for a motion to approve Resolution 2026-06 Executive Direct Contract Addendum as amended. Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 4-0.

VIII. Old Business

No items were presented

IX. Items For Future Agenda

1. Chairman Howroyd added the review of the Audit at next meeting. Mr. Becker asked for a copy of the job description for the position of Director of Finance

X. Executive Session

No Executive Session at this time

XI. Adjournment

With no further business, Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved. Ms. Remillard seconded. Motion was passed 4-0 at 7:33 pm.

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

2026

Respectively Submitted



Joseph D'Ascoli, Recording Secretary

Attest:  4/15/2026

Josh Howroyd, Chairman