

MINUTES OF APRIL 13, 2022
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, April 13, 2022, at the Mary O’Leary Conference Room at Mahan Circle. The following members were in attendance: Linda Donahue, Rita Larrabee, Carl Rice, and James Coyle.

Executive Director Hayley Fetrow, Assistant Director Kaitlyn Arcand, and Resident Services Director Patty Der-Garabedian were in attendance.

Mr. Rice called the meeting to order at 12:28 p.m. and asked the members if any changes were to be made in the minutes emailed to them. There being no changes, the minutes of the March 9, 2022 Annual Meeting were approved upon the motion of Mrs. Donahue and seconded by Mrs. Larrabee.

Revolving Account – The March 2022 Warrant totaling \$225,435.69 was approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.

Public Comment –

Resident Services Report – Mrs. Der Garabedian updated the Board with the Resident Services Report for the month of March.

Management Report – A.D. Kaitlyn Arcand reported on vacancies. Current vacancies include 14D Kenney Drive, 203, and 304 Mahan Circle. Upcoming vacancies include 48 Lovering Heights.

A.D Arcand reviewed Tenants Account Receivable with the Board.

Executive Director Report – E.D. Fetrow reviewed the Administration, March 2022 Income & Expense Report, and Maintenance/Capital Items with the Board.

Old Business

a. Medway Housing Policy Portfolio

The Medway Housing Policy Portfolio will remain on the agenda for May Board Meeting.

New Business

a. DHCD 177045, Sidewalk Improvements – Kenney Drive

Certificate of Substantial Completion - Approved upon by the motion of Mrs. Donahue and seconded by Mrs. Larrabee.

Certificate of Final Completion - Approved upon by the motion of Mrs. Donahue and seconded by Mrs. Larrabee.

b. DHCD 177039, Change Order for Additional Flooring

Approved upon by the motion of Mrs. Donahue and seconded by Mr. Rice.

c. Mahan Circle Patio Repair Contract Award

Approved upon by the motion of Mrs. Larrabee and seconded by Mr. Rice.

d. FY2022 Operating Budget Revision

Approved upon by the motion of Mrs. Donahue and seconded by Mrs. Larrabee.

e. Other

Notices (available for review) – E.D. Fetrow informed the Board that the current DHCD notices are available for review.

- DHCD PHN-2022-06: Calendar of Submissions and Certifications

- DHCD PHN-2022-07: LHA Requirements to post key Information and Grievance Rights

The April 13, 2022 Regular Meeting of the Medway Housing Authority adjourned at 1:11 p.m. upon the motion of Mr. Rice and seconded by Mrs. Larrabee.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary