MINUTES OF AUGUST 14, 2019

REGULAR MEETING OF THE

MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday,

August 14, 2019 at the Conference Room, Mahan Circle, Medway, Massachusetts.

The following members were in attendance: Mr. Rice, Mr. Ferrari, Mrs. Larrabee, Mrs. Donahue and Mr. Coyle. Executive Director Hayley Fetrow, Assistant Director Sheila Souza and Selectwoman Maryjane White were also in attendance.

Chairman Rice called the meeting to order at 12:30 p.m. and asked the members if there were any changes in the minutes that were mailed to them. There

being no changes, the minutes of the July 10, 2019 Regular Meeting were approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.

Bills

Revolving Account – Sixty (60) Vendors payable checks in the amount of

$116,152.45, Eight (8) MRVP Landlord Payables checks in the amount of $7,997.00 and Two (2) Payroll Period Withdrawals in the amount of $26,796.60

for a total of $150,946.05 were approved upon the motion of Mrs. Larrabee and

seconded by Mr. Ferrari. A listing of these payments is attached.

Old Business

1. Affordable Housing - Mr. Ferrari said he received a note from Barbara

Saint Andre, Director, Community and Economic Development regarding new zoning bylaws for the Oak Grove Area. Ms. Saint Andre asked if the Board would like to hear a presentation from the Task Force on the proposed zoning. Mr. Ferrari recommended the Board contact Ms. Saint Andre and invite the Task Force to the September 11, 2019 Meeting at 12:30 p.m.

1. Vacancies – Maintenance is working on 110 Maple Lane, 311 Mahan

Circle and 8D Kenney Drive.

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Executive Director Report – E.D. Fetrow reviewed the Administration, July

2019 Financial Statements, Tenants Accounts Receivable, Maintenance and Capital items with the Board.

New Business

1. Award to FRG Contractor Corp for FISH 177038 - Roof Replacement

248 Village Street – Upon the motion of Mrs. Larrabee and seconded by Mrs.

Donahue, the Board unanimously voted to approve the award of contract for FISH 177038, Roofing Replacement – DMH Group Residence to the apparent low bidder FRG Contractor Corp. for $42,590.

1. Award to Ted Construction Inc. for FISH 177042 – Roof Replacement

Lovering Heights Community Room – Upon the motion of Mrs. Donahue and

seconded by Mr. Ferrari, the Board unanimously voted to approve the award of contract for FISH 177042, Roofing Replacement – Community Building to the apparent low bidder Ted Construction for $15,500.

1. Approval of Regional Capital Assistance Team (RCAT) Program Terms

of Services – Upon the motion of Mr. Ferrari and seconded by Mrs. Larrabee, the Board unanimously voted to authorize the Executive Director to execute the service agreement with the Regional Capital Assistance Team program with the

Taunton Housing Authority for a period of three years, ending June 30, 2022.

1. Position Description for Executive Director – The Board reviewed the

attached draft. After discussion, it was decided that Mrs. Donahue will be the contact person for the E.D. Search Committee. E.D. Fetrow said the draft will be forwarded to Lisa Taylor at DCHD for approval.

1. DHCD 3/31/2019 Quarterly Financial Statements – Upon the motion of

Mrs. Donahue and seconded by Mrs. Larrabee, the Board unanimously voted to acknowledged receipt of the 3/31/2019 quarterly financial statements as presented with the Balance Sheet and Operating Statement for Programs 667, 689, 689 (167) and MRVP.

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1. HUD 06/30/2020 Budget – Upon the motion of Mr. Ferrari seconded by

Mrs. Donahue, the Board unanimously voted to approve the FY 2020 budget for the Federal program as presented with an Operating Income of $674,876, Operating Expense of $873,239 and anticipated Operating Subsidy of $256,563 resulting in a potential net reserve of $67,200.

The September Meeting of the Medway Housing Authority will be held on September 11, 2019 at 12:30 p.m. at the Conference Room at Mahan Circle.

The August 14, 2019 Regular Meeting of the Medway Housing Authority adjourned at 1:48 p.m. upon the motion of Mr. Ferrari and seconded by Mrs. Donahue.

Respectfully submitted,

Hayley S. Fetrow

Executive Director and

Secretary