

MINUTES OF DECEMBER 9, 2021
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, December 8, 2021 at the Mary O’Leary Conference Room at Mahan Circle. The following members were in attendance: Andrea McCarthy, 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.

Mrs. McCarthy called the meeting to order at 12:37 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 November 10, 2021 Annual Meeting were approved upon the motion of Mr.Rice and seconded by Mrs. Larrabee.

Bills

Revolving Account – The Accounts Payable Warrant totaling \$78,580.07 was approved upon the motion of Mrs. Larrabee and seconded by Mr. Rice. A listing of these payments is attached.

Public Comment –

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

Management Report – A.D. Kaitlyn Arcand reported on vacancies. Maintenance is currently working on 205 Mahan Circle. Upcoming vacancies include 304, Mahan Circle, 31 Lovering Heights, and 12B, 14B, and 17 Kenney Drive.

Executive Director Report – E.D. Fetrow reviewed the Administration, November 2021 Financial Statements, Tenants Accounts Receivable, and Maintenance/Capital Items with the Board.

New Business

a. MHA FY2022 Operating Budgets

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

b. Executive Director Contract (07/01/2021-06/30/2024)

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

c. Other

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

- DHCD 2021-22: MA State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance Policy Period.

The December 8, 2021 Regular Meeting of the Medway Housing Authority adjourned at 1:15 p.m. upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary