MINUTES OF FEBRUARY 13, 2019

REGULAR MEETING OF THE

MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday,

February 13, 2019 at the Office of the Authority, Mahan Circle, Medway,

Massachusetts at 12:30 p.m. The following members were in attendance: Mr.

Ferrari, Mrs. Larrabee and Mr. Coyle. Executive Director Hayley Fetrow and

Assistant Director Sheila Souza were also in attendance.

E.D. Fetrow called the meeting to order 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 January 9, 2019 Regular Meeting were approved upon the motion of Mrs. Larrabee and seconded by Mr. Ferrari.

E.D. Fetrow informed the Board that she had a discussion with Mayungbe Adeniyi from RCAT and the maintenance staff regarding the asbestos inspection report for the Lovering Heights community Room floor. She said the Inspector completed the task, so the payment was released. E.D. Fetrow said the asbestos removal and floor installation will be done simultaneously to complete the project quickly.

Bills

Revolving Account – Fifty-five (55) checks and two (2) payroll withdrawals totaling $143,019.25 were approved upon the motion of Mrs. Larrabee and seconded by Mr. Ferrari. A listing of these checks is attached.

Old Business

1. Smoke-Free Policy – E.D. Fetrow said she will meet with the tenants

next month to discuss the smoking violation implementation. She will invite the Board of Health to the meeting and will provide some information on cessation assistance.

1. Affordable Housing – Mr. Ferrari brought the Board up to date on

Affordable Housing.

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1. Mandatory Board Member Training – E.D. Fetrow said all Board

Members are required to complete the training. The next Performance Management Review includes indicators for the training.

1. Other

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

Tenants Accounts Receivable, Maintenance, and Medway Food Pantry activities for the month.

New Business

1. 2020 Capital Improvement Plan – Upon the motion of Mr. Ferrari and

Seconded by Mrs. Larrabee, the Board unanimously voted to approve the 2020 State Capital Improvement plan.

1. Contract for Financial Assistance (CFA) 5001, Amend #5 – Upon the

motion of Mr. Ferrari and seconded by Mr. Coyle, the Board unanimously voted to adopt the attached Resolution Authorizing Contract for Financial Assistance for State-Aided Capital Improvement Work Plan and authorize Chairman Rice to sign the Contract.

1. Disposition of Equipment – Upon the motion of Mrs. Larrabee and

Seconded by Mr. Ferrari, the Board unanimously voted to dispose of the equipment listed on the attached sheet.

1. 2019 PHA Annual Plan (HUD) – E.D. Fetrow reviewed the 2019

Agency Plan with the Board. She said she will meet with the Mahan Circle and Maple Lane tenants in March to review the plan.

Based on the agenda, the Board entered executive session to discuss

personnel matters.

The Board came out of executive session and there were no votes taken.

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E.D. Fetrow informed the Board that the Public Notices received from HUD

and DHCD will be noted on the monthly meeting agenda and copies will be available at the meeting.

The March Meeting of the Medway Housing Authority will be

held on March 13, 2019 at the Management Office at 12:30 p.m.

The February 13, 2019 Regular Meeting of the Medway Housing Authority

adjourned at 2:10 p.m. upon the motion of Mrs. Larrabee and seconded by Mr. Ferrari.

Respectfully submitted,

Hayley S. Fetrow

Executive Director and

Secretary