

MINUTES OF JUNE 8, 2022
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, June 8, 2022, at the Mary O’Leary Conference Room at Mahan Circle. The following members were in attendance: Linda Donahue, Carl Rice, Rita Larrabee, 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 regular meeting to order at 12:35 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 May 11, 2022 Annual Meeting were approved upon the motion of Mrs. Larrabee and seconded by Mr. Coyle.

Revolving Account – The May 2022 Warrant totaling \$251,523.77 was approved upon the motion of Mr. Coyle and seconded by Mrs. Larrabee.

Public Comment –

Board Member Update -

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

Management Report – A.D. Arcand reported on vacancies. Upcoming vacancies include 36 and 48 Lovering Heights.

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

Executive Director Report – E.D. Fetrow reviewed the Administration and Maintenance/Capital Items with the Board.

Old Business

a. Medway Housing Policy Portfolio

1. Rent Collection - Approved upon by the motion of Mrs. Larrabee and seconded by Mr. Coyle.
2. Pet Policy - Approved upon by the motion of Mrs. Larrabee and seconded by Mr. Coyle.
3. Parking Policy - Approved upon by the motion of Mrs. Larrabee and seconded by Mr. Coyle.
4. Air Conditioner Policy - Approved upon by the motion of Mrs. Larrabee and seconded by Mr. Coyle.
5. Schedule of Charges - Approved upon by the motion of Mrs. Larrabee and seconded by Mr. Coyle.

New Business

- a. HUD 2022-2026 Capital Fund Plan - Approved upon the motion of Mr. Coyle and seconded by Mr. Rice.
- b. Amendment #1, FY2021-FY2023 Executive Director contract: confirmation of Executive Director Capital Fund Bonus 2022 - Approved upon the motion of Mr. Coyle and seconded by Mr. Rice.
- c. Other

Notices (available for review) – No new notices

The June 8, 2022 Regular Meeting of the Medway Housing Authority adjourned at 1:10 p.m. upon the motion of Mr. Coyle and seconded by Mr. Rice.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary