MINUTES OF MARCH 13, 2019

REGULAR MEETING OF THE

MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, March 13, 2019 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 12:30 p.m. The following members were in attendance:

Mr. Rice, Mr. Ferrari, Mrs. Larrabee and Mr. Coyle. Executive Director Hayley Fetrow, Assistant Director Sheila Souza and Susan Triger of 38 Lovering Heights were also in attendance.

Chairman Rice 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 February 13, 2019 Regular Meeting were approved

upon the motion of Mrs. Larrabee and seconded by Mr. Coyle.

Chairman Rice welcomed Ms. Triger. She said she wanted to inform the Board that some tenants are parking on both sides of the street at Lovering Heights. Also, some tenants are not complying with the No Smoking policy. E.D. Fetrow said she will be meeting with the tenants to review the smoking violations. Ms. Triger also asked when her shower would be replaced. E.D. Fetrow said she will check with maintenance staff.

Bills

Revolving Account – Fifteen (15) Vendors Payables and Four (4) Voids, Eight (8) MRVP checks, Two (2) Payroll Period Withdrawals and Twenty-Seven

(27) Vendors Payables totaling $116,089.94 were approved upon the motion of Mrs. Larrabee and seconded by Mr. Coyle. A listing of these payments is attached.

Old Business

1. Smoke-Free Policy - E.D. Fetrow said she reviewed the no smoking policy

violations with the Mahan Circle tenants at the meeting for the HUD Agency Plan. She will schedule meetings at each site to discuss the violations with the tenants and provide referral services. The meeting for Maple Lane will be scheduled at night. A notice will be sent to all tenants listing the Smoking Violations.

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

Affordable Housing.

1. DHCD Board Member Training – E.D. Fetrow asked the Board Members

to complete the Training Program Survey. DHCD wants to assess the LHA Board

Member Training Program.

Executive Director Report – E.D. Fetrow reviewed the Administration, Tenants Accounts Receivable and Maintenance activities for the month with the Board.

New Business

1. Management Consultant Services Contract - E.D. Fetrow said that she

had to rewrite a section of her contract and it needs a new Board Vote. The following motion was made by Mr. Ferrari and seconded by Mrs. Larrabee.

“To approve the Contract for Interim Executive Director Services with HSF Consulting LLC per the six-month fee proposal for amount not-to-exceed $36,000.” The vote was as follows:

AYES NAYS

Carl M. Rice None

Robert D. Ferrari

Rita S. Larrabee

James M. Coyle

1. Revised Income Limits & Fair Market Rents – The attached Income

Limits for admission to State-Aided Public Housing effective March 1, 2019 were adopted by household size upon the motion of Mr. Ferrari and seconded by Mrs. Larrabee.

1. Report on Agreed-Upon Procedures – E.D. Fetrow gave the Board

Member’s a copy of the report for the fiscal year ending June 30, 2018 and reviewed the Authority’s Response to the Exceptions Noted.

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1. Implementation of Electronic Signatures – E.D. Fetrow said that using

electronic signatures will make the payable process more efficiently. Upon the motion of Mrs. Larrabee and seconded by Mr. Ferrari, the Board approved the implementation of electronic signatures on payable checks.

1. Medway Food Pantry – Upon the motion of Mr. Rice and seconded

by Mrs. Larrabee, the Board unanimously voted that going forward the Medway Food Pantry will no longer provide rental or utility assistance, and donations will be used to purchase items for food pantry purposes only.

1. Other

CIP Storm Door Project - Upon the motion of Chairman Rice and

seconded by Mrs. Larrabee, the Board voted to award the contract for the Kenney Drive Storm Door Replacement Project to Straight Line Construction, the lowest eligible and responsible bidder, in the amount of $34,250.

Lovering Heights Community Room Flooring Project – Upon the motion of Mrs. Larrabee and seconded by Mr. Rice, the Board voted to award the contract for the Lovering Heights Community Room Flooring Project to Capital Carpet & Flooring Specialists, Inc. of Wilmington, MA, the lowest eligible and responsible bidder, in the amount of $6,952.

Mr. Coyle wanted it noted that he disagreed with the validity of the sampling analysis on the Asbestos Inspection Report prepared by Paul Matuszko Environmental Consulting.

Driveway Replacement Project – 5 Country Lane – Upon the motion of Mrs. Larrabee and seconded by Mr. Rice, the Board voted to award the contract for the Driveway Replacement Project at 5 Country Lane to Paqcon of Sagamore Beach, MA, the lowest eligible and responsible bidder, in the amount of $8,200.

Vacancies - Maintenance will have 7 Lovering Heights and 204 Mahan Circle to renovate next month.

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E.D. Fetrow informed the Board that any Public Notices received from DHCD or HUD will be listed on the Agenda and copies will be available for review at the board meeting.

Chairman Rice commented that E.D. Fetrow did a nice job on the new conference room at Mahan Circle.

The April Meeting of the Medway Housing Authority will be held on

April 10, 2019 at the Management Office at 12:30 p.m.

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

Adjourned at 1:52 p.m. upon the motion of Mr. Ferrari and seconded by Mr. Coyle.

Respectfully submitted,

Hayley S. Fetrow

Executive Director and

Secretary