

MINUTES OF MARCH 9, 2022
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, March 9, 2022, at the Mary O’Leary Conference Room at Mahan Circle. The following members were in attendance: 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.

Mr. Rice called the MHA State Annual Plan Public Hearing to order at 12:32 p.m. No public audience was in attendance. The MHA State Annual Plan including the 5 Year Capital Improvement Plan were reviewed. The Public Hearing adjourned at 12:35 p.m.

Mr. Rice called the meeting to order at 12:36 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 February 9, 2022 Annual Meeting were approved upon the motion of Mr.Coyle and seconded by Mrs. Larrabee.

Revolving Account – The February 2022 Warrant totaling \$213,963.93 was approved upon the motion of Mrs. Larrabee and seconded by Mr. Rice.

Public Comment – No Public Comment

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

Management Report – A.D. Kaitlyn Arcand reported on vacancies. Current vacancies include 54 Lovering Heights, 14D Kenney Drive, and 304 Mahan Circle. Upcoming vacancies include 506 and 203 Mahan Circle.

Executive Director Report – E.D. Fetrow reviewed the Administration, February 2022 Income & Expense Report, Tenants Accounts Receivable, and Maintenance/Capital Items with the Board.

New Business

- a. 2023 State Capital Improvement Plan
Approved upon by the motion of Mrs. Larrabee and seconded by Mr. Rice.
- b. 2023 State Annual Plan
Approved upon by the motion of Mr. Coyle and seconded by Mrs. Larrabee.
- c. Medway Housing Policy Portfolio
 1. Reasonable Accommodations Policy *(draft for April 2022 approval)*
 2. Language Access Plan *(draft for April 2022 approval)*
 3. Fair Housing Marketing Plan *(draft for April 2022 approval)*
- d. Other

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

- DHCD PHN-2022-03: Fair Housing Marketing Plan
- DHCD PHN-2022-04: Guidance on Income Exclusion from Rent Determinations in State-Aided Public Housing
- DHCD PHN-2022-05: Guidance to LTO Officers who also serve as LHA Board Members and Tenant Board Members

The March 9, 2022 Regular Meeting of the Medway Housing Authority adjourned at 1:32 p.m. upon the motion of Mr. Rice and seconded by Mrs. Larrabee

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary