MINUTES OF APRIL 10, 2019

REGULAR MEETING OF THE

MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday,

April 10, 2019 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 12:30 p.m. The following members were in attendance: Mr. Rice, Mrs. Larrabee and Mr. Coyle. Executive Director Hayley Fetrow and Assistant Director Sheila Souza were also in attendance.

Chairman Rice called the meeting to order and asked the member if there were any changes in the minutes that were emailed to them. There being no changes, the minutes of the March 13, 2019 Regular Meeting were approved upon the motion of Mrs. Larrabee and seconded by Mr. Coyle.

Bills

Revolving Account – Twenty-two (22) Vendors Payable transactions in the amount of $23,319.02, Eight (8) MRVP Landlord Payables in the amount of $8,550, and two (2) Payroll Withdrawals in the amount of $19,479.14, for a total of $51,348.16 were approved upon the motion of Mrs. Larrabee and seconded by Mr. Coyle. A listing of these payments is attached.

Old Business

1. Affordable Housing – The Board will discuss affordable housing at the

next meeting.

1. Tenant Board Member Legislation – E.D. Fetrow gave the Board

Members a copy of the NAHRO news item to review.

1. Vacancies – Maintenance is working on 204 Mahan Circle. Next month

18 Lovering Heights will be renovated.

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

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New Business

1. Annual PHA Plan – The following motion was made by Mr. Coyle and

seconded by Mrs. Larrabee.

“To Authorize E.D. Fetrow to execute the Civil Rights Certification for the 2019 Annual PHA Plan. The vote was as follows:

AYES NAYS

Carl M. Rice None

Rita S. Larrabee

James M. Coyle

1. Mahan Circle – Solect Energy Proposal – E.D. Fetrow reported on her

meeting with Solect Energy. She said that Mahan Circle is the only property included in the Aerial Survey Report. The biggest obstacle at Kenney Drive and Lovering Heights is the significant cost for five systems at each development, one system is needed for each building. E.D. Fetrow said she will prepare an RFP and send it out to some other Solar Energy Companies to see how they respond.

1. Other – Mr. Coyle suggested that the Authority collect a $100 security

deposit at lease signing for when tenants move out and leave their furniture in the unit for maintenance to dispose of. Also, the Authority should have a policy that air conditioners are only allowed in the windows during the months of May to October.

Ms. Larrabee said Advanced Signing asked if the Authority had any volunteer opportunities for a Company. E.D. Fetrow suggested a clean-up at Kenney Drive.

Chairman Rice read and accepted the resignation from Board Member, Michael Matondi, effective April 10, 2019. Chairman Rice said he will notify the Board of Selectmen.

Notices – E.D. Fetrow informed the Board that she had copies of the public notices for this month available for review.

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The May Meeting of the Medway Housing Authority will be held on May 8, 2019 at the Management Office at 12:30 p.m.

The April 10, 2019 Regular Meeting of the Medway Housing Authority adjourned at 1:30 upon the motion of Mrs. Larrabee and seconded by Mr. Coyle.

Respectfully submitted,

Hayley S. Fetrow

Executive Director and

Secretary