

MINUTES OF APRIL 12, 2023
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, April 12, 2023, at the Mahan Circle Conference Room. The following members were in attendance: Eugene Capozzoli, Veronica Clark and Linda Donahue; Rita Larrabee and Carl Rice were absent.

Executive Director Hayley Fetrow and Resident Services Director Patty Der Garabedian were also in attendance.

Ms. Donahue called the regular meeting to order at 12:39 p.m.

Ms. Donahue asked the members if any changes were to be made in the minutes emailed to them. The minutes of the February 8, 2023 Regular Meeting minutes were approved upon the motion of Mrs. Clark and seconded by Mr. Capozzoli.

Revolving Account – The February 2023 Warrant totaling \$234,388.85 was approved upon the motion of Mrs. Clark and seconded by Mr. Capozzoli.

The March 2023 Warrant was postponed for approval until May 2023.

Public Comment – There was no public comment.

Resident Services Report – Resident Services Director Patty Der Garabedian updated the Board with the Resident Services Report for the month of February & March for all properties.

Management Report – E.D Fetrow reviewed the current vacancies and discussed the Tenant Accounts Receivables. There was a discussion of upcoming legal proceedings as well.

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

New Business – The following items were approved upon the motion of Mrs. Clark and seconded by Mr. Capozzoli:

- a. 2024 State Capital Improvement Plan (3-0)
- b. 2024 State Annual Plan (3-0)
- c. 2023 Federal 5-Year Capital Plan (3-0)
- d. Approval of Propriety Specification Items, LH Kitchen Project Ph2 (3-0)
- e. Approval of Change Order #2, LH Kitchen Project Ph1 (3-0)

The following item was postponed until May 2023 as it required the signature of the Board Chair:

- f. Approval of Wage Match Annual Acknowledgement

Notices (available for review) – E.D. Fetrow informed the Board that there was a single DHCD notice for review regarding the Wage Match acknowledgement.

The April 12, 2023, Regular Meeting of the Medway Housing Authority adjourned at 1:21 p.m. upon the motion of Mrs. Clark and seconded by Mr. Capozzoli.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary