

MINUTES OF APRIL 14, 2021
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing held its Regular Meeting on Wednesday, April 14, 2021 at 12:30 p.m. at the Lovering Heights Community Room. The following members were in attendance: Linda Donahue, Andrea McCarthy, Rita Larrabee, James Coyle and Carl Rice. Executive Director Hayley Fetrow, Assistant Director Sheila Souza and Resident Services Coordinator Patty Der Garabedian were also in attendance.

Chairperson Donahue called the meeting to order and asked the members if any changes were to be made in the minutes that were emailed to them. There being no changes, the minutes of the March 10, 2021 Regular Meeting were approved upon the motion of Ms. Larrabee and seconded by Mr. Coyle.

Revolving Account – The Accounts Payable Warrant totaling \$97,779.39 was approved upon the motion of Ms. Larrabee and seconded by Mr. Rice. A listing of these payments is attached.

Public Comment – E.D. Fetrow reported that no comments were received.

Resident Services Report – Ms. Der Garabedian updated the Board with her Resident Services Report for the month of March.

Management Report

a. Vacancies – A.D. Souza reported on vacancies. Maintenance is completing 10A Kenney Drive today; 131 Maple Lane will be finished next week. The following apartments at Mahan Circle are vacant and will be renovated: 217, 307 and 103 Mahan Circle. Next month 4 Lovering Heights will be vacant.

b. Executive Director Report – E.D. Fetrow Reviewed the Administration, March 2021 Income & Expense Report, Tenants Accounts Receivable and Maintenance/Capital Items with the Board.

New Business

a. Capital Fund Program – 5 Year Plan: 2021-2025 – E.D. Fetrow reviewed the HUD Capital Fund Plan with the Board.

Upon the motion of Mr. Rice and seconded by Ms. McCarthy, the Board voted to approve the Capital Fund Program – Five-Year Action Plan covering years 2021-2025.

b. Provider Contract for Program 689-1: 5 Country Lane – Upon the motion of Ms. McCarthy and seconded by Mr. Rice, the Board authorized E.D. Fetrow to sign the Lease and Management Contract with Venture Community Services effective January 1, 2021 for the property at 5 Country Lane.

c. Executive Director Contract: July 1, 2021-June 30, 2024 – Upon the motion of Mr. Coyle and seconded by Ms. Larrabee, the Board voted to approve the Contract of Employment with Hayley Fetrow for the term July 1, 2021-June 30, 2024, for a required 37.5 hours/week, at an agreed salary of \$87,975 and a bonus of \$23,869 for the HUD Capital Fund Program.

Notices (available for review) – E.D. Fetrow informed the Board that the current DHCD Notice 2021-04 American Rescue Plan & State Aided Housing is available for review.

The May Regular Meeting of the Medway Housing Authority will be held on May 12, 2021 at 12:30 p.m.

The April 14, 2021 Regular Meeting of the Medway Housing Authority adjourned at 1:35 p.m. upon the motion of Mr. Rice and seconded by Ms. Larrabee.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary