

MINUTES OF AUGUST 11, 2021
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, August 11, 2021 at the Mary O’Leary Conference Room at Mahan Circle. The following members were in attendance: Linda Donahue, Rita Larrabee, Carl Rice, and James Coyle; Andrea McCarthy was in attendance via telephone conference. Executive Director Hayley Fetrow and Assistant Director Kaitlyn Arcand were also present.

As Vice-Chair, Mrs. Donahue facilitated the meeting on behalf of Chairperson McCarthy. Mrs. Donahue 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 July 14, 2021 Annual Meeting were approved upon the motion of Mr. Coyle and seconded by Mr. Rice.

Bills

Revolving Account – The Accounts Payable Warrant totaling \$167,853.68 was approved upon the motion of Mrs. Larrabee and seconded by Mr. Rice. A listing of these payments is attached.

Public Comment – There was no public comment submitted or any members of the public present.

Resident Services Report – Mrs. Fetrow updated the Board with Ms. Der Garabedian’s Resident Services Report for the month of July.

Management Report – A.D. Kaitlyn Arcand reported on vacancies. Maintenance is working on 402 Mahan Circle. Upcoming vacancies include 402 and 204 Mahan Circle, 137 Maple Lane, and 8B Kenney Drive.

Executive Director Report – E.D. Fetrow reviewed the Administration, June 2021 Year-End Financial Statements, Tenants Accounts Receivable, and Maintenance/Capital Items with the Board.

New Business

- a. Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws. Approved upon by the motion of Mr. Coyle and seconded by Mrs. Donahue.
- b. Certification of Top 5 Compensation Form
Approved upon by the motion of Ms. Larrabee and seconded by Mr. Rice.
- c. Certification of Year-End Financial Statements and Tenants Accounts Receivable Data. Approved upon by the motion of Mr. Rice and second by Mr. Coyle.

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

- DHCD 2021-14: CHAMP Fair Housing PMR Criteria
- DHCD 2021-15: Mandatory Data Reporting

The August 12, 2021 Regular Meeting of the Medway Housing Authority adjourned at 12:56 p.m. upon the motion of Mrs. Larrabee and seconded by Mr. Coyle.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and

Secretary