

MINUTES OF AUGUST 17, 2022
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Special Meeting on Wednesday, August 17, 2022, at the Mary O’Leary Conference Room at Mahan Circle. The following members were in attendance: Carl Rice, Linda Donahue, Rita Larrabee, and James Coyle.

Executive Director Hayley Fetrow and Assistant Director Kaitlyn Arcand were in attendance.

Mr. Rice called the special meeting to order at 11:07 a.m. and at the request of Member James Coyle suspended the agenda to move item E under New Business forward.

New Business

- e. FYE 06/30/2022 Annual Financial Statements and related certifications - Approved upon the motion of Mrs. Donahue and seconded by Mrs. Larrabee.

Following the vote, Mr. Coyle informed the Board that he had resigned as Tenant Commissioner effective immediately following the meeting and exited the meeting at 11:20 a.m.

Chair Carl Rice continued the meeting by returning to the agenda as posted and asked the members if any changes were to be made in the minutes emailed to them. The minutes of the June 8, 2022 Annual Meeting were corrected, motion to amend the Annual Meeting Minutes was approved by Mrs. Larrabee and seconded by Mrs. Donahue. There being no changes, the regular minutes of the June 8, 2022 Annual Meeting were approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.

Revolving Account – The June 2022 Warrant totaling \$247,118.73 was approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.

The July 2022 Warrant totaling \$395,609.12 was approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.

Public Comment – There was no public comment.

Resident Services Report – E.D Fetrow updated the Board with the Resident Services Report for the month of July.

Management Report – A.D. Arcand reported on vacancies. Upcoming vacancies include 201, 304, 509 Mahan Circle, and 34 Lovering Heights.

A.D Arcand reviewed Tenant's Account Receivable with the Board.

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

New Business

- a. FISH 177039, Kitchen Renovation Project Change Order- Approved upon the motion of Mrs. Donahue and seconded by Mrs. Larrabee.
- b. FISH 177051, Kitchen Modernization – Bldg. A (Phase 2) - Approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.
- c. Management Agreement with Blackstone Housing Authority - Approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue
- d. Executive Director Salary from Fee per PHN 2020-40 - Approved upon the motion of Mrs. Donahue and seconded by Mrs. Larrabee.

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

- DHCD PHN 2022-12: Updates to c.167 & 689 Housing Contracts
- DHCD PHN 2022-10: Revised PMR Maintenance Metrics

The August 17, 2022, Regular Meeting of the Medway Housing Authority adjourned at 12:19 p.m. upon the motion of Mr. Rice and seconded by Mrs. Larrabee.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary