

MINUTES OF FEBRUARY 9, 2022
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, February 9, 2022, at the Mary O’Leary Conference Room at Mahan Circle. The following members were in attendance: Andrea McCarthy, Linda Donahue, Carl Rice, and James Coyle. Rita Larrabee was absent.

Executive Director Hayley Fetrow, Assistant Director Kaitlyn Arcand, Resident Services Director Patty Der-Garabedian, and Select Board Liaison Mary Jane White were in attendance.

Mrs. Donahue called the meeting to order at 12:29 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 December 8, 2021 Annual Meeting were approved upon the motion of Mr.Coyle and seconded by Mr. Rice.

Revolving Account – The December 2021 Warrant totaling \$277,187.49 was approved upon the motion of Mr. Rice and seconded by Mr. Coyle.

The January 2022 Warrant totaling \$75,704.57 was approved upon the motion of Mr. Rice and seconded by Mr. Coyle. A listing of these payments is attached.

Public Comment – Select Board Liaison, Mary Jane White provided an update on parking at Kenney Drive. Mrs. White clarified that Officer McLoughlin investigated and did not report any issues with the middle school buses parking along Kenney Drive.

Resident Services Report – Mrs. Der-Garabedian updated the Board with the Resident Services Report for the month of January.

Management Report – A.D. Kaitlyn Arcand reported on vacancies. Upcoming vacancies include 52, 46, 54 Lovering Heights, and 14D Kenney Drive. Maintenance is currently working on 506 Mahan Circle.

Ms. Arcand detailed that the Annual Recertification Process for DHCD is underway with an anticipated completion date of February 31, 2022.

Ms. Arcand provided an update on both State and Federal Annual Inspections. Inspections will be conducted for DHCD sites in March 2022, with HUD Inspections in April 2022.

Executive Director Report – E.D. Fetrow reviewed the Administration, January 2022 Income & Expense Report, Tenants Accounts Receivable, and Maintenance/Capital Items with the Board.

New Business

- a. FY2022 LHA Executive Director Salary Maximum
Approved upon by the motion of Mr. Rice and seconded by Mrs. Donahue.
- b. 2023 State Capital Improvement Plan
The draft plan was reviewed and discussion of planned meetings with tenants at both Lovering Heights & Kenney Drive was had.
- c. 2023 State Annual Plan
The draft was reviewed and discussion of the annual plan meeting to be held during the March meeting was had.
- d. Other

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

- DHCD PHN-2022-01: COVID-19 Omicron Variant and State-Aided Public Housing
- DHCD PHN-2022-02: FY2022 Executive Director Salary and Qualifications Schedule

The February 9, 2022 Regular Meeting of the Medway Housing Authority
adjourned at 1:28 p.m. upon the motion of Mr. Rice and seconded by Mr. Coyle.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary