MINUTES OF JANUARY 9, 2019

REGULAR MEETING OF THE

MEDWAY HOUSING AUTHORITY

 The Medway Housing Authority held its Regular Meeting on Wednesday,

January 9, 2019 at the Office of the Authority, Mahan Circle, Medway, Massachusetts at 12:30 p.m. The following members were in attendance: Mr. Rice,

Mr. Ferrari, Mrs. Larrabee, Mr. Matondi and Mr. Coyle. Executive Director Hayley Fetrow, Assistant Director Sheila Souza and Selectman Maryjane White were also in attendance.

 Chairman Rice called the meeting to order and asked the members if there were any changes in the minutes that were mailed to them. There being no changes, the minutes of the December 12, 2018 Regular Meeting were approved

upon the motion of Mrs. Larrabee and seconded by Mr. Matondi. The minutes of

the December 21, 2018 Special Meeting were approved upon the motion of Mrs.

Larrabee and seconded by Mr. Matondi.

 Mr. Coyle said he had some questions on the Asbestos Inspection Report for the Lovering Heights Community Room prepared by Paul Matuszko Environmental Co. and would like some clarification before the invoice is paid.

Mr. Coyle said it was noted in the report the tiles at the restroom's hallway and the black tiles in the kitchen were tested. Mr. Coyle said the restroom's hallway is carpet and there are no black tiles in the kitchen. E.D. Fetrow said she will discuss the report with RCAT Project Manager, Mayungbe Adeniyi.

 Bills

 Revolving Account - Forty-five (45) vendor checks totaling $103,850.75,

Eight (8) MRVP landlord checks totaling $8635, and Three (3) payroll withdrawals totaling $24,293.59 were approved upon the motion of Mrs. Larrabee and seconded by Mr. Coyle, pending approval of E.D. Fetrow. A listing of these payments is attached.

 Old Business

 a. Smoke-Free Policy - E.D. Fetrow said she is checking with two other housing authorities regarding their procedure for violations.

 b. Affordable Housing - Mr. Ferrari said he had no new information to report to the Board.

-2-

 c. Other - E.D. Fetrow said that RCAT has prepared the specs for the Storm door replacement project at Kenney Drive.

 Vacancies - A.D. Souza reported that 49 Lovering Heights will be leased-up tomorrow. There are no other vacant units at this time.

 Executive Director Report - E.D. Fetrow reviewed the Administration,

Maintenance and Tenants Accounts Receivable activities for the month. The Board thanked E.D. Fetrow for the excellent report.

 New Business

 a. Mandatory Board Member Training - E.D. Fetrow said that the mandatory online DHCD training for all board members has to be completed by January 31,2019.

 b. Request for Disposition - Upon the motion of Ms. Larrabee and seconded by Mr. Coyle, the Board unanimously voted to dispose the equipment listed on the attached Request for Disposition.

 c. Draft Capital Improvement Plan (CIP) - E.D. Fetrow reviewed the projects included in the CIP 2020 with the Board.

 The February Meeting of the Medway Housing Authority will be held on

February 13, 2019 at the Management Office at 12:30 p.m.

 The January 9, 2019 Regular Meeting of the Medway Housing Authority

adjourned at 1:50 p.m. upon the motion of Mr. Ferrari and seconded by Mrs. Larrabee.

 Respectfully submitted,

 Hayley S. Fetrow

 Executive Director and

 Secretary