MINUTES OF JULY 10, 2019

REGULAR MEETING OF THE

MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday,

July 10, 2019 at the Conference Room, Mahan Circle, Medway, Massachusetts. The following members were in attendance: Mr. Rice, Mr. Ferrari, Mr. Coyle and Mrs. Donahue. Executive Director Hayley Fetrow and Assistant Director

Sheila Souza were also in attendance.

Chairman Rice called the meeting to order at 11:10 a.m. 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 June 12, 2019 Annual Meeting were approved upon the motion of Mr. Ferrari and seconded by Mrs. Donahue.

Bills

Revolving Account – Forty-four (44) Vendors Payable Checks in the amount of $269,620.65, Eight (8) MRVP Landlord Payables Checks in the amount of $7,997.00, and Three (3) Payroll Period Withdrawals in the amount of $33,157.61 for a total of $310,775.26 were approved upon the motion of Mr. Ferrari and seconded by Mrs. Donahue. A listing of these payments is attached.

Old Business

1. Affordable Housing – Mr. Ferrari had no updates to report.
2. Vacancies – Maintenance is working on 311 Mahan Circle and 118 &

114 Maple Lane. Next month 110 Maple Lane will be renovated.

At this time Mr. Coyle arrived.

1. Executive Director Report – E.D. Fetrow reviewed the Administration,

June 2019 Financial Statements, Tenants Accounts Receivable, Maintenance and Capital Items with the Board.

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New Business

1. Acknowledgement of PHN-2019-16 - Wage Match for State Housing

Program Tenants – Upon the motion of Mrs. Donahue and seconded by Chairman Rice, the Board unanimously voted to approve the Executive Director and Chairperson of the Housing Authority Board sign the Acknowledgement of DHCD PHN-2019-16, acknowledging that all authorized employees have read and signed the acknowledgements and they are on file.

1. FISH 177037 – Upon the motion of Chairman Rice and seconded by Mr.

Ferrari, the Board unanimously voted to approve the following documents related to FISH Project 177037, Asphalt Driveway and Walkway at Project 689-2 (Country Lane): Certificate of Substantial Completion; Certificate of Final Completion.

1. Acknowledgement of 09/30/2018 Quarterly Financial Statements –

Upon the motion of Chairman Rice and seconded by Mrs. Donahue, the Board unanimously voted to approve the Executive Director certify the approval of the 09/30/2018 Quarterly Financial Statements as submitted to DHCD.

The August Meeting of the Medway Housing Authority will be held on August 14, 2019 at 12: 30 p.m. at the Conference Room at Mahan Circle.

The July 10, 2019 Regular Meeting of the Medway Housing Authority adjourned at 11:52 a.m. upon the motion of Chairman Rice and seconded by Mr.

Ferrari.

Respectfully submitted,

Hayley S. Fetrow

Executive Director and

Secretary