

MINUTES OF JULY 14, 2021
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, July 14, 2021 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. Executive Director Hayley Fetrow, Assistant Director Sheila Souza, Resident Services Coordinator Patty Der Garabedian, Cindy Nix and Maryjane White were also in attendance.

Chairperson McCarthy called the meeting to order at 11:14 a.m. and asked the members if any changes were to be made in the minutes that were emailed to them. There being no changes, the minutes of the June 9, 2021 Annual Meeting were approved upon the motion of Mr. Rice and seconded by Mr. Coyle.

Bills

Revolving Account – The Accounts Payable Warrant totaling \$336,331.32 was approved upon the motion of Ms. Donahue and seconded by Mr. Coyle. A listing of these payments is attached.

Public Comment

Resident Services Report – Ms. Der Garabedian updated the Board with her Resident Services Report for the month of June.

Ms. Nix was introduced and welcomed by the Board. She is starting the new State Resident Services Coordinator position at the Authority on August 2nd. She will be working with the tenants at Kenney Drive and Lovering Heights.

Management Report – A.D. Souza reported on vacancies. Maintenance is working on 404 Mahan Circle. After two transfers, apartment 402 and 405 Mahan Circle will be renovated.

A.D. Souza informed the Board that she is retiring on July 30, 2021. The Board Members extended their best wishes on her retirement.

Executive Director Report – E.D. Fetrow reviewed the Administration, June 2021 Income & Expense Report, Tenants Accounts Receivable and Maintenance/ Capital Items with the Board.

New Business

a. Release of Draft MHA HUD Admissions & Continued Occupancy Plan (ACOP) - E.D. Fetrow informed the Board that the draft ACOP is available for the Board to review. She said there is a 45-day review period and any comments will be discussed at the August Board Meeting. The Plan will be approved at the September Board Meeting.

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

The August Regular Meeting of the Medway Housing Authority will be held on August 11, 2021 at 12:30 p.m. at the Mary O’Leary Conference Room at Mahan Circle.

The July 14, 2021 Regular Meeting of the Medway Housing Authority adjourned at 12:10 p.m. upon the motion of Mr. Coyle and seconded by Mr. Rice.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary