

MINUTES OF JULY 19, 2023  
REGULAR MEETING OF THE  
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, July 19, 2023, at the Mahan Circle Community Room. The following members were in attendance: Eugene Capozzoli, Veronica Clark, Linda Donahue, Rita Larrabee and Carl Rice.

Executive Director Hayley Fetrow and Resident Services Director Patty Der Garabedian were also in attendance.

Mr. Rice called the regular meeting to order at 11:31 a.m.

Mr. Rice asked the members if any changes were to be made in the minutes emailed to them. The minutes of the June 14, 2023 Regular Meeting and June 22, 2023 Emergency Meeting minutes were approved upon the motion of Mrs. Donahue and seconded by Ms. Larrabee.

Revolving Account – The June 2023 Warrant totaling \$206,919.62 was approved upon the motion of Ms. Larrabee and seconded by Mrs. Donahue.

Public Comment – There was no public comment.

Resident Services Report – Resident Services Director Patty Der Garabedian updated the Board with the Resident Services Report for the month of June for all properties. She also discussed the day's tenant event at Mahan Circle.

Management Report – E.D Fetrow reviewed the current vacancies and discussed the Tenant Accounts Receivables. There was a discussion of ongoing legal proceedings as well.

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

New Business – The following items were approved upon the motion of Mrs. Donahue and seconded by Ms. Larrabee:

- a. To approve Hopkinton Management Agreement with updated DHCD resolution language

Notices (available for review) – E.D. Fetrow informed the Board that the DHCD notices listed on the agenda.

The July 19, 2023, Regular Meeting of the Medway Housing Authority adjourned at 12:10 p.m. upon the motion of Mrs. Donahue and seconded by Ms. Larrabee.

Respectfully submitted,

Hayley S. Fetrow  
Executive Director and  
Secretary

MINUTES OF AUGUST 28, 2023  
SPECIAL MEETING OF THE  
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held an Special Meeting on Monday, August 28, 2023, at the Mahan Circle Conference Room. The following members were in attendance: Eugene Capozzoli, Veronica Clark, Linda Donahue, Rita Larrabee and Carl Rice.

Executive Director Hayley Fetrow was also in attendance.

Mr. Rice called the regular meeting to order at 12:30 p.m.

New Business – The following items were approved upon the motion of Mrs. Donahue and seconded by Ms. Larrabee:

To approve FY2023 Year End Financial Statements and related certifications:

- Certification of Compliance with Notification Procedures for Federal & State Lead Paint Law
- Certification of Top 5 Compensation Form
- Certification of Year End Financial Statements and Tenants Accounts Receivable Data

The August 28, 2023, Special Meeting of the Medway Housing Authority adjourned at 12:50 p.m. upon the motion of Mrs. Donahue and seconded by Ms. Larrabee.

Respectfully submitted,

Hayley S. Fetrow  
Executive Director and  
Secretary