

MINUTES OF JUNE 9, 2021  
ANNUAL MEETING OF THE  
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Annual Meeting on Wednesday, June 9, 2021 at the Lovering Heights Community Room. The following members were in attendance: Linda Donahue, Andrea McCarthy, Rita Larrabee, James Coyle and Carl Rice. Executive Director Hayley Fetrow, Assistant Director Sheila Souza and Resident Services Director Patty Der Garabedian were also in attendance.

Chairperson Donahue called the meeting to order at 12:30 p.m.

Election of Officers

Chairman - Ms. McCarthy was nominated by Ms. Donahue and seconded by Ms. Larrabee. There being no other nominations, the nominations for Chairman were closed upon the motion of Ms. Larrabee and seconded by Mr. Rice. The election of Ms. McCarthy was unanimous.

Vice Chairman – Ms. Donahue was nominated by Ms. Larrabee and seconded by Ms. McCarthy. There being no other nominations, the nominations for Vice Chairman were closed upon the motion of Mr. Rice and seconded by Ms. Larrabee. The election of Ms. Donahue was unanimous.

Treasurer – Ms. Larrabee was nominated by Mr. Rice and seconded by Ms. McCarthy. There being no other nominations, the nominations for Treasurer were closed upon the motion of Mr. Rice and seconded by Ms. McCarthy. The election of Ms. Larrabee was unanimous.

Assistant Treasurer – Mr. Rice was nominated by Ms. Larrabee and seconded by Ms. McCarthy. There being no other nominations, the nominations for Vice Treasurer were closed upon the motion of Ms. Larrabee and seconded by Ms. McCarthy. The election of Mr. Rice was unanimous.

### Minutes

The Minutes of the May 12, 2021 Regular Meeting were approved upon the motion of Ms. Donahue and seconded by Ms. Larrabee.

### Bills

Revolving Account – The Accounts Payable Warrant totaling \$169,048.40 was approved upon the motion of Ms. Larrabee and seconded by Ms. Donahue. A listing of these payments is attached.

Public Comment – E.D. Fetrow reported that no comments were received.

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

Ms. Der Garabedian informed the Board that the annual cookout at Mahan Circle will be held on Wednesday, July 14, 2021 at noon. The time of the Regular Board Meeting will be changed to 11:00 a.m.

Management Report – Maintenance is working on 201 (handicapped unit) and 404 Mahan Circle. The Tenant in apartment 217 Mahan Circle is transferring to the handicapped unit.

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

### New Business

a. Other – E.D. Fetrow informed the Board that DHCD did not sign her Contract of Employment because the vacation time is excessive for her years of service. The Board said they will send a letter to DHCD stating they support the number of vacation hours in E.D. Fetrow's contract.

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

The July Regular Meeting of the Medway Housing Authority will be held on Wednesday, July 14, 2021 at 11:00 a.m.

The June 9, 2021 Annual Meeting of the Medway Housing Authority adjourned at 1:30 p.m. upon the motion of Ms. Donahue and seconded by Ms. Larrabee.

Respectfully submitted,

Hayley S. Fetrow  
Executive Director and  
Secretary