

MINUTES OF MAY 10, 2023
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, May 10, 2023, at the Mahan Circle Conference Room. The following members were in attendance: Veronica Clark, Linda Donahue, Rita Larrabee and Carl Rice; Eugene Capozzoli was absent.

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

Mr. Rice called the regular meeting to order at 12:31 p.m.

Mr. Rice asked the members if any changes were to be made in the minutes emailed to them. The minutes of the April 12, 2023 Regular Meeting minutes were approved upon the motion of Mrs. Donahue and seconded by Ms. Larrabee.

Revolving Account – The March 2023 Warrant totaling \$310,981.09 was approved upon the motion of Ms. Larrabee and seconded by Mrs. Donahue.

The April 2023 Warrant totaling \$81,669.12 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 April for all properties.

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. The March 2023 DHCD Quarterly Financial Statements prepared by Milne, Robichard and Shaw were reviewed as was

the Agreed Upon Procedures Audit Report provided by Gary DePace, CPA. E.D. Fetrow also reviewed the quotes received for Garbage and Trash Removal.

Old Business - The following items were approved upon the motion of Mrs. Donahue and seconded by Mrs. Clark:

- a. Approval of Wage Match Annual Acknowledgement (4-0)

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

- a. FISH 177051 Bid Recommendation (4-0)
- b. FY2023 Flat Rents (4-0)
- c. Revision to Preferences in HUD Admissions & Continued Occupancy Plan (4-0)
- d. Approval of Quote for Garbage and Trash Removal received from Lawrence Waste Services.

Notices (available for review) – E.D. Fetrow informed the Board that there was a single DHCD notice for review regarding the IG Guidance Regarding Fiscal Responsibility of LHA Board Members.

The May 10, 2023, Regular Meeting of the Medway Housing Authority adjourned at 1:29 p.m. upon the motion of Mrs. Donahue and seconded by Ms. Larrabee.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary