

MINUTES OF MAY 11, 2022
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, May 11, 2022, at the Mary O’Leary Conference Room at Mahan Circle. The following members were in attendance: Linda Donahue, Carl Rice, Rita Larrabee, and James Coyle.

Executive Director Hayley Fetrow, Assistant Director Kaitlyn Arcand, and Resident Services Director Patty Der-Garabedian were in attendance.

Mrs. Rice called the meeting to order at 12:27 a.m. and asked the members if any changes were to be made in the minutes emailed to them. There being no changes, the minutes of the April 13, 2022 Annual Meeting were approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.

Revolving Account – The April 2022 Warrant totaling \$155,444.13 was approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.

Public Comment –

Board Member Update - E.D Fetrow responded to questions on FY2022 Flat Rents.

Resident Services Report – Mrs. Der-Garabedian updated the Board with the Resident Services Report for the month of April.

Management Report – A.D. Arcand reported on vacancies. Upcoming vacancies include 36 and 48 Lovering Heights.

A.D Arcand reviewed Tenants Account Receivable with the Board.

Executive Director Report – E.D. Fetrow reviewed the Administration, March DHCD Quarterly Financial Statements, and Maintenance/Capital Items with the Board.

Old Business

a. Medway Housing Policy Portfolio

1. Reasonable Accommodations Policy - Approved upon by the motion of Mrs. Larrabee and seconded by Mr. Rice.
2. Language Access Plan - Approved upon by the motion of Mrs. Larrabee and seconded by Mr. Rice.
3. Fair Housing Marketing Plan - Approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.

New Business

- a. FY2022 Income Limits - Approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.
- b. FY2022 Flat Rent – Approved upon the motion of Mrs. Donahue and seconded by Mrs. Larrabee.
- c. Medway Housing Policy Portfolio
 1. Rent Collection (*draft reviewed June 2022 approval*)
 2. Pet Policy (*draft for June 2022 approval*)
 3. Parking Policy (*draft for June 2022 approval*)
 4. Air Conditioner Policy (*draft for June 2022 approval*)
 5. Schedule of Charges (*draft for June 2022 approval*)
- d. Other

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

- DHCD PHN-2022-08: Clarification on Transfers Requested as a Part of a Request for Reasonable Accommodation/Modification

The May 11, 2022 Regular Meeting of the Medway Housing Authority adjourned at 1:20 p.m. upon the motion of Mr. Rice and seconded by Mrs. Larrabee.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary