

MINUTES OF OCTOBER 12, 2022
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Regular Meeting on Wednesday, October 12, 2022, at the Mary O’Leary Conference Room at Mahan Circle. The following members were in attendance: Carl Rice, Linda Donahue, and Rita Larrabee.

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

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

Chair Carl Rice asked the members if any changes were to be made in the minutes emailed to them. The minutes of the August 17, 2022 Special Meeting were approved upon the motion of Mrs. Donahue and seconded Mrs. Larrabee.

Revolving Account – The August 2022 Warrant totaling \$104,294.58 was approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.

The September 2022 Warrant totaling \$209,791.69 was approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.

Public Comment – There was no public comment.

Resident Services Report – Patty Der Garabedian updated the Board with the Resident Services Report for the month of August and September.

Management Report – E.D Fetrow reviewed the current vacancies and discussed the Tenant Accounts Receivables.

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

Old Business

- a. Management Agreement with Blackstone Housing Authority - DHCD requested change to agreement was reviewed. Item approved upon the motion of Mrs. Donahue and seconded by Mrs. Larrabee.

New Business

- a. HUD Tenants Accounts Receivable Write-off - Approved upon the motion of Mrs. Donahue and seconded by Mrs. Larrabee.
- b. DHCD Tenants Accounts Receivable Write-off - Approved upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue.
- c. FY2022-2023 Operating Budget and Required Certifications - Approved upon the motion of Mrs. Donahue and seconded by Mrs. Larrabee.
- d. DHCD Resident Services Coordinator NOFA 2023-09 - Approved upon the motion of Mrs. Donahue and seconded by Mrs. Larrabee.

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

- DHCD PHN 2022-13: Mandatory Data Reporting
- DHCD PHN 2022-14: Resident Services Coordinators NOFA 2023-09
- DHCD PHN 2022-15: Vacancy Waiver Policy Update

The October 12, 2022, Regular Meeting of the Medway Housing Authority adjourned at 1:19 p.m. upon the motion of Mr. Rice and seconded by Mrs. Larrabee.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary