

MINUTES OF OCTOBER 13, 2021
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, October 13, 2021 at the Mary O’Leary Conference Room at Mahan Circle. The following members were in attendance: Andrea McCarthy, Linda Donahue, Rita Larrabee, Carl Rice, and James Coyle.

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

Fee Accountant Jenna Milne, Select Board Liaison Mary Jane White, and Director of Economic and Community Barbara Saint were also in attendance.

Mrs. Donahue called the meeting to order at 12:27 p.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 September 8, 2021 Annual Meeting were approved upon the motion of Mr. Coyle and seconded by Mrs. Larrabee.

Bills

Revolving Account – The Accounts Payable Warrant totaling \$144,093.94 was approved upon the motion of Mrs. Larrabee and seconded by Mr. Rice. A listing of these payments is attached.

Public Comment

Mrs. Saint Andre provided details on guiding local decisions about future growth, preservation, and change through the Town of Medway’s Master Plan.

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

Management Report – A.D. Kaitlyn Arcand reported on vacancies. Maintenance is working on 510 Mahan Circle. Upcoming vacancies include 402, 204, and 305 Mahan Circle, 137 Maple Lane and 8B Kenney Drive.

Executive Director Report – E.D. Fetrow reviewed the Administration, September 2021 Financial Statements, Tenants Accounts Receivable, and Maintenance/Capital Items with the Board.

New Business

- a. MHA HUD Revised FY2021 Flat Rents
Approved upon by the motion of Mr. Rice and seconded by Mrs. Donahue.
- b. MHA FY2022 Operating Budgets
Approved upon by the motion of Mrs. Donahue and seconded by Mrs. Larrabee.
- c. Other
- d. Notices (available for review) – E.D. Fetrow informed the Board that the current DHCD & HUD notices are available for review.
 - HUD 2021-27: Updates to Flat Rent Submission Requirements
 - DHCD 2021-20: FY2022 Budget Guidelines

The October 13, 2021 Regular Meeting of the Medway Housing Authority adjourned at 1:58 p.m. upon the motion of Mrs. McCarthy and seconded by Mr. Coyle.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary