MEETING MINUTES

Tuesday, August 10, 2021

The regular meeting of the Canton Housing Authority was called to order by Chairman McSweeney at 6:00 pm on Tuesday, August 10, 2021. Meeting was held virtually through "Go To Meeting".

Present: John McSweeney, Glen Hannington, Joseph DeFelice, Adam Brothers, Agnes Hagan
Mark Roy - Executive Director
Absent:

The Chairman welcomed new Resident board member Agnes Hagan to her first meeting

1. A. Brothers moved to approve the June 8, 2021 meeting minutes.

   J. DeFelice seconded 5 in favor 0 opposed 0 absent

2. J. DeFelice moved to approve the June/ July 2021 financial reports.

   G. Hannington seconded 5 in favor 0 opposed 0 absent

3. J. DeFelice moved to approve the July/ August expenditures.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

Old Business:

Review of Items Pending List –

Resident Service Coordinator – The Director updated the Board. The new hire Victoria would be starting August 17th.

Tenant Board member – New member was welcomed earlier.

New Business:

Brayton Circle Asphalt - Certificate of Substantial Completion – The Director reported that the CSC was finally in. The Final Completion would be done in September or October.

4. A. Brothers moved to approve the Certificate of Substantial Completion.

   J. DeFelice seconded 5 in favor 0 opposed 0 absent

Housing Trust Representative - The Chairman explained the Housing Trust and the composition of the committee. The Director asked for nominations.

5. J. DeFelice nominated J. McSweeney to represent the Housing Authority.

A. Hagan seconded 5 in favor 0 opposed 0 absent

AUP – The Director reminded the Board of the audit report he sent them, along with his responses to the two "Exceptions".

6. A. Brothers moved to approve the AUP and responses.

A. Hagan seconded 5 in favor 0 opposed 0 absent

ARPA Application – The Director let the Board know he had applied for American Rescue Plan funds through the Town. The project he selected was the Hemenway Asphalt project. It had been designed and went out to bid, but did not get funded by DHCD.

Covid Pay – The Director requested approval of the final hazard pay for both maintenance and administrative staff (excluding himself). Same amount as previous payments - $3/ hour for maintenance and $1/ hour for administrative.

7. A. Brothers moved to approve the Hazard pay.

J. DeFelice seconded 5 in favor 0 opposed 0 absent

Net Metering Issues – The Director let the Board know that the Solar Farm was down for two months for maintenance and according to the contract, we do not receive any credits during that time. Therefore the budget would be under for the year.

Other – The Director had two additional items for consideration.

Legal Agreement – The Director requested approval of the agreement with Flynn Law Group. He would be working with them on two tenant cases involving mental illness issues.

8. J. DeFelice moved to approve the agreement.

A. Hagan seconded 5 in favor 0 opposed 0 absent

Check Signing – The Director reminded the Board that new signature cards would need to be completed, adding A. Hagan and removing J. Walrod for the Bank of Canton.

9. A. Brothers moved to approve adding A. Hagan as a check signer and removing J. Walrod.

G. Hannington seconded 4 in favor 0 opposed 0 absent 1 abstention (Hagan)

Director's Report:

Vacancy Update – The Director updated the Board on vacancies. 3 elderly units were leased up. There will be three new elderly vacancies coming up due to transfers. There is still one unit offline for mod (until December 2021) and one elderly unit coming up for September 1st.

Mod Projects – The Director reviewed the upcoming projects.

A. Hemenway Alarm Upgrade Project – waiting to go out to bid.
B. Hemenway Windows – Phase 2. Designer has been appointed by DHCD.
C. Hagan Court Roofs - Designer has been appointed by DHCD.
D. Hagan Court Exterior Metal Stairs - Designer has been appointed by DHCD.

MassNahro Update – The Director reviewed the upcoming Annual Conference in September, in Falmouth.

10. G. Hannington moved to adjourn.

J. DeFelice seconded 5 in favor 0 opposed 0 absent

The Chairman adjourned the meeting at 6:24 p.m.

Respectfully submitted,

Pdn#Jr|##

Mark Roy, PHM Executive Director/ Secretary