MEETING MINUTES

Tuesday, January 18, 2022

The regular meeting of the Canton Housing Authority was called to order by Vice Chairman Hannington at 6:00 pm on Tuesday, January 18, 2022. Meeting was held virtually through "Go To Meeting". Chairman McSweeney was unable to attend as he had to attend the Canton BOS meeting.

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

1. A. Brothers moved to approve the December 14, 2021 meeting minutes.

   J. DeFelice seconded 4 in favor 0 opposed 1 absent

2. J. DeFelice moved to approve the December 2021 financial reports.

   A. Hagan seconded 4 in favor 0 opposed 1 absent

3. A. Brothers moved to approve the December/ January expenditures.

   J. DeFelice seconded 4 in favor 0 opposed 1 absent

Old Business:

Review of Items Pending List –

ARPA funds – The Director reported no news from the Board of Selectmen on our application for the Hemenway Asphalt project.

Court Cases – The Director gave an update on the ongoing case with the family resident.

New Business:

AUP report – The Director had sent the report, along with his responses to the Board. There were no questions or comments.

Hemenway Termite Repair – Low Bidder – The Director reported the low bid was $107,700 by Vareika Construction. They have done several projects for the housing authority. And we have always been satisfied with their work.

4. A. Brothers moved to approve the low bidder.

J. DeFelice seconded 4 in favor 0 opposed 1 absent

Draft Budget FY '23 – The Director explained there was a 4% increase to ANUEL this year. Most line items would stay relatively the same, except for salaries. The Director is being allowed a 5% increase, after 3 years of no increases. There would be another 5% increase the following year. The Director has always given the staff 3% increases each year.

Accountant – Tom Joy told the Director that he would be leaving as of May – after 40 years as the CHA accountant. So the Director will start searching for a new accountant/ firm.

Policy Updates – The Director did not have policies to update.

Write off – The Director asked the Board to approve two write offs, for tenants who passed away. All efforts to collect the rent from the families were unsuccessful. The total was $699.

5. J. DeFelice moved to approve the write offs.

A. Hagan seconded 4 in favor 0 opposed 1 absent

Other – A. Hagan mentioned a concern at Hagan Court about a cable company reaching out to residents there. Only Xfinity and Verizon are allowed.

Director's Report:

COVID Update – The Director asked the Board for permission to close down the community rooms again, due to the uptick in new Covid cases statewide.

6. J. DeFelice moved to approve the closing.

A. Hagan seconded 4 in favor 0 opposed 1 absent

RSC Update – The Director reported that Vicky continues to do a great job – assisting residents who might need social services.

Vacancy Update – The Director updated the Board on vacancies. There was still 1 elderly vacancy from October and four from December. There were two new vacancies in January. There is still one unit offline for modernization (until March 2022). Maintenance was doing a good job turning over units, despite the extraordinary number.

Mod Projects – The Director reviewed the upcoming projects. Hemenway Alarms, Hemenway Termites, Hemenway Windows, Hagan Court Roofs and Exterior Metal Stairs

MassNahro Update – The Director noted the DHCD salary compensation study.

7. J. DeFelice moved to adjourn.

A. Hagan seconded 4 in favor 0 opposed 1 absent

The Vice Chairman adjourned the meeting at 6:19 p.m. Chairman McSweeney did check in as the meeting was ending.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary