MEETING MINUTES

Tuesday, March 8, 2022

The regular meeting of the Canton Housing Authority was called to order by Chairman McSweeney at 6:00 pm on Tuesday, March 8, 2022. Meeting was held virtually through "Go To Meeting".

Present: John McSweeney, Glen Hannington, Joseph DeFelice, Adam Brothers, Agnes Hagan (later)
Mark Roy - Executive Director Tom Joy - Accountant
Absent:

The Chairman welcomed T. Joy. He recommended the board skip to the Budget item on the agenda.
T. Joy reviewed the 400-1 budget, discussing the 4% increase to the ANUEL line item. He also went over the Operating Reserve, explaining the Authority is above the required 40% threshold.

1. G. Hannington moved to approve the 400-1 budget.

   J. DeFelice seconded 4 in favor 0 opposed 1 absent

T. Joy reviewed the MRVP budget, explaining it was the same as last year.

2. G. Hannington moved to approve the MRVP budget.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

The board thanked T. Joy for his 40 years of service to the CHA. The Director explained that the office would be doing something special for Tom upon his retirement.

3. J. DeFelice moved to approve the February 18, 2022 meeting minutes.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

4. A. Brothers moved to approve the February 2022 financial reports.

   J. DeFelice seconded 4 in favor 0 opposed 1 absent

5. J. DeFelice moved to approve the February/ March expenditures.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

Old Business:

Review of Items Pending List –

Court Case – The Director reported that the family resident had been evicted.

Accountant Proposal – The Director reviewed the proposal from Fenton & Ewald. The firm will remove the $25 fee for the Teller program.

6. A. Brothers moved to approve the accountant proposal.

J. DeFelice seconded 4 in favor 0 opposed 1 absent

New Business:

Payroll Proposal– the Director reviewed the proposal from Harpers Payroll.

7. G. Hannington moved to approve the payroll proposal.

J. DeFelice seconded 4 in favor 0 opposed 1 absent

Hagan Court Roofs – Low Bidder – The Director reported the low bidder was LaRochelle Construction, at $195,500.

8. G. Hannington moved to approve the low bidder.

J. DeFelice seconded 4 in favor 0 opposed 1 absent

Hagan Court Exterior Metal Stairs – Low Bidder – The Director explained the bids were due the next day. He suggested the board vote to approve the low bidder, upon recommendation by the architect and DHCD.

9. J. DeFelice moved to approve the low bidder as recommended by the architect and DHCD.

A. Brothers seconded 4 in favor 0 opposed 1 absent

Vacation Time Buyout/ Rollover – The Director asked for permission to buy out unused vacation time for administrative staff and roll over for maintenance staff.

10. A. Brothers moved to approve the request.

J. DeFelice seconded 5 in favor 0 opposed 0 absent

Write Offs – The Director reported one write off for $232.70.

11. A. Hagan moved to approve the write off.

J. DeFelice seconded 5 in favor 0 opposed 0 absent

Other – A. Hagan asked about the $500 for coffee/ snacks for tenant meetings. The Director explained that was for agencies with an LTO, which we do not have. She also asked about the laundry receipts. The Director said he would look into it but had never heard of the tenants getting part of the laundry receipts.

That goes into the general budget. Residents had been asking about re-opening the community rooms. As was approved at the last board meeting, they would re-open April 1st.

Director's Report:

Snow Update – The Director reported that the maintenance department did an outstanding job with the last snow storm.

COVID Update – The Director reported that the State would be distributing rapid home test kits to housing authorities soon.

RSC Update – The Director reported that Vicky was planning a St. Patrick's Day event for the Hemenway residents.

Vacancy Update – The Director updated the Board on vacancies. There was still 1 elderly vacancy from December and 1 from January. There were two new vacancies in March and 5 projected for April, including a family unit. There is still one unit offline for modernization (until June 2022). Maintenance was trying their best to keep up with the extraordinary number of vacancies.

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 upcoming Conference in May.

12 G. Hannington moved to adjourn.

J. DeFelice seconded 5 in favor 0 opposed 0 absent

The Chairman adjourned the meeting at 6:37 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary