MEETING MINUTES

Tuesday, April 12, 2022

The regular meeting of the Canton Housing Authority was called to order by Vice Chairman Hannington at 6:00 pm on Tuesday, April 12, 2022. Meeting was held virtually through "Go To Meeting".

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

The Chairman had trouble logging on so Vice Chairman Hannington started the meeting.

1. J. DeFelice moved to approve the March 8, 2022 meeting minutes.

   A. Hagan seconded 4 in favor 0 opposed 1 absent

2. J. DeFelice moved to approve the March 2022 financial reports.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

3. A. Brothers moved to approve the March/ April expenditures.

   A. Hagan seconded 4 in favor 0 opposed 1 absent

Old Business:

Review of Items Pending List –

A. Laundry Vendor – The Director updated the Board about ongoing resident complaints.

New Business:

Reorganization– the Vice Chairman turned over the meeting to the Director. The Director asked for nominations for Chairman and Vice Chairman for the upcoming fiscal year.

4. G. Hannington nominated J. McSweeney for Chairman.

   A. Hagan seconded 4 in favor 0 opposed 1 absent

5. J. DeFelice nominated G. Hannington for Vice Chairman.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

The Director turned the meeting back over to the Chairman who had joined the call.

Executive Director Evaluation – The Director had submitted a self – evaluation. The Chairman recommended the Director add something about all his work with MassNahro.

6. A. Hagan moved to approve the self - evaluation.

A. Brothers seconded 5 in favor 0 opposed 0 absent

Hagan Court Exterior Metal Stairs – Low Bidder – The Director reviewed the recommendation letter from the architect.

7. A. Brothers moved to approve the low bidder, Mill City Construction at $268,415.

J. DeFelice seconded 5 in favor 0 opposed 0 absent

Hemenway Termite Project – Fee Amendment – The Director reviewed the $800 request.

8. A. Hagan moved to approve the request.

J. DeFelice seconded 5 in favor 0 opposed 0 absent

Write Offs – The Director reported one write off for $696.

9. J. DeFelice to approve the write off.

A. Brothers seconded 5 in favor 0 opposed 0 absent

Other – The Director reported that Tom Joy was asking for the Board meeting to be moved back a week – to May 17th. So he could complete all the year - end reports, which need board approval by May 30th.

Director's Report:

RSC Update – The Director reported that Vicky had accepted a full time position with the Department of Elder and Human Services. So he would be advertising for the RSC position.

Vacancy Update – The Director updated the Board on vacancies. There were still two vacancies from March and four in April, including a family unit. There is still one unit offline for modernization (until June 2022) and two vacancies projected for May. 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.

10 G. Hannington moved to adjourn.

A. Brothers seconded 5 in favor 0 opposed 0 absent

The Chairman adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary