

MEETING MINUTES

Tuesday, December 13, 2022

The regular meeting of the Canton Housing Authority was called to order by Chairman McSweeney at 6:00 pm on Tuesday, December 13, 2022. Meeting was held virtually through “Go To Meeting”.

Present: John McSweeney, Glen Hannington, Adam Brothers, Janet Walrod
Mark Roy - Executive Director

Absent: Agnes Hagan

1. A. Brothers moved to approve the November 10, 2022 meeting minutes.

J. Walrod seconded 4 in favor 0 opposed 1 absent

2. J. Walrod moved to approve the November 2022 financial reports.

G. Hannington seconded 4 in favor 0 opposed 1 absent

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

G. Hannington seconded 4 in favor 0 opposed 1 absent

Old Business:

Review of Items Pending List –

- A. Hagan Court Roof Project – Change Order– the Director reported that DHCD had compromised with the contractor for a lower amount than requested – due to the controversy over plywood replacement.

4. G. Hannington moved to approve the Change Order for \$41930.72.

J. Walrod seconded 4 in favor 0 opposed 1 absent

New Business:

Annual Plan – There were no public comments.

5. A. Brothers moved to approve the Annual Plan for 2023.

J. Walrod seconded 4 in favor 0 opposed 1 absent

Hagan Electric Lines – Eversource letter - The Director reported that he had reached out to DHCD for assistance. They could not assist. But did recommend working with Eversource to have the lines covered for repair, even if it meant a higher rate.

6. A. Brothers moved to authorize the Director to work with Eversource on a new rate.

G. Hannington seconded 4 in favor 0 opposed 1 absent

Bank of Canton – Fraud Alert - the Director explained the situation where an individual tried to cash a fraudulent check on one of the accounts. He was working with the Bank on a new program to share information on checks that were written, so they can be automatically checked when cashed. Just on this one account for now.

7. J. Walrod moved to approve the Positive Pay agreement.

A. Brothers seconded 4 in favor 0 opposed 1 absent

Email accounts – The Director explained the Town was recommending that employees and board members not use personal email accounts for work related correspondence. The Director would create an AOL account if any board members were interested.

December 23rd - the Director asked if the office could be closed at noon on that day. The Town would be closed the whole day but their employees would need to use personal time for half the day.

8. A. Brothers moved to approve the office closing at noon on December 23rd.

J. Walrod seconded 4 in favor 0 opposed 1 absent

Write Offs – The Director reported no write offs for the month.

Other – The Director reported that he had reached out to Representative Galvin about the elevator phone line, which had been down for months.

Director's Report:

RSC Update – The Director reported that Christine had put together and distributed holiday bags to each of the elderly sites. They included blankets, socks, Covid test kits, tea and lanterns for new tenants. He also reported that we had been approved for \$50,000 for the RSC grant next year.

Vacancy Update – The Director updated the Board on vacancies. One family unit would be going out January 1st. There were two elderly units for December.

Mod Projects – The Director reviewed the current projects. The Hemenway Alarms project was back on track. Hemenway Windows would be done in the Spring.

MassNahro Update – The Director reported that MassNahro was meeting to formulate requests for the new Administration.

9. J. Walrod moved to adjourn.

G. Hannington seconded 4 in favor 0 opposed 1 absent

The Chairman adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary