

MEETING MINUTES

Thursday, November 10, 2022

The regular meeting of the Canton Housing Authority was called to order by Chairman McSweeney at 6:00 pm on Thursday, November 10, 2022. Meeting was held virtually through “Go To Meeting”.

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

Absent: Adam Brothers, Agnes Hagan

1. G. Hannington moved to approve the October 11, 2022 meeting minutes.
J. Walrod seconded 3 in favor 0 opposed 2 absent
2. J. Walrod moved to approve the October 2022 financial reports.
G. Hannington seconded 3 in favor 0 opposed 2 absent
3. G. Hannington moved to approve the Quarterly reports.
J. Walrod seconded 3 in favor 0 opposed 2 absent
4. J. Walrod moved to approve the September/ October expenditures.
G. Hannington seconded 3 in favor 0 opposed 2 absent

Old Business:

Review of Items Pending List –

- A. Annual Plan Public Hearing – it has been set for Tuesday, December 13 at 5:30pm (1/2 hour before the regular board meeting).

New Business:

Hagan Court Roof Project – Change Order– the Director explained the change order requested by the sub-contractor is in dispute. They were instructed by both the architect and maintenance supervisor J. McCourt not to remove plywood that wasn’t structurally damaged. But they continued to do it on several buildings, so no action needed to be taken on the change order.

Hagan Court Stair Project – Change Order– the Director explained the change order was for safety purposes. The railings needed additional steel where the edges were rough. .

5. G. Hannington moved to approve the Change Order for \$4091.80.
J. Walrod seconded 3 in favor 0 opposed 2 absent

Rubin Court HVAC Project – Low bidder – the Director reported the low bidder was John Kennedy Services Company.

6. G. Hannington moved to approve the low bidder for \$27,750.

J. Walrod seconded 3 in favor 0 opposed 2 absent

AUP '22 - The Director reviewed the AUP, pointing out his responses to the three exceptions.

7. J. Walrod moved to approve the AUP, with responses.

G. Hannington seconded 3 in favor 0 opposed 2 absent

Winter Clothing Allowance - the Director requested \$500 per maintenance man, same as last year.

8. G. Hannington moved to approve the allowance.

J. Walrod seconded 3 in favor 0 opposed 2 absent

Covid Stipend - the Director requested \$500 per maintenance man as compensation since the past Covid pay program had been stopped.

9. J. Walrod moved to approve the stipend.

G. Hannington seconded 3 in favor 0 opposed 2 absent

Write Offs – The Director reported two write offs this month, totaling \$6647. One was an elderly resident who moved out without any notice. The other was a family resident that moved out before the eviction case went to court.

10. J. Walrod moved to approve the two write offs.

G. Hannington seconded 3 in favor 0 opposed 2 absent

Other – The Director reported that CPA pre applications would be accepted beginning in December, but no projects will be funded until next summer. He mentioned that A. Hagan told him prior to the meeting (since she could not attend) that she heard Hagan Court residents were very happy with the new roofs and exterior metal stairs. He also explained that the board had already approved the request for ARPA funds at a previous meeting, but there should also be a vote to authorize the Chairman to sign the Contract for Financial Assistance, totaling \$418,305.

11. G. Hannington moved to authorize the Chairman to sign the ARPA CFA.

J. Walrod seconded 3 in favor 0 opposed 2 absent

Director's Report:

RSC Update – The Director reported that Christine was having pizza and games at each of the elderly sites, all in an effort to get people out of their apartments and prevent isolation.

Vacancy Update – The Director updated the Board on vacancies. Two elderly vacancies from September and one family unit all went out November 1st. There were two elderly units and one family unit for November.

Mod Projects – The Director reviewed the current projects. The Hemenway Alarms project is still in limbo, with DHCD recommending we go after the contractor's bond. The Hagan Court Roofs and Exterior Metal Stairs are complete. Hemenway Windows would be done in the Spring.

MassNahro Update – The Director reported that the Fall Conference was a big success.

12. J. Walrod moved to adjourn.

G. Hannington seconded 3 in favor 0 opposed 2 absent

The Chairman adjourned the meeting at 6:40 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary