MEETING MINUTES

Tuesday, February 14, 2023

The regular meeting of the Canton Housing Authority was called to order by Chairman McSweeney at 6:00 pm on Tuesday, February 14, 2023. Meeting was held virtually through "Go To Meeting".

Present: John McSweeney, Glen Hannington, Adam Brothers, Agnes Hagan, Janet Walrod
Mark Roy - Executive Director S. Cote - Accountant
Absent:

The Chairman recommended going to Agenda item "Budgets – FY '24" so the accountant could go first. S. Cote reviewed the budgets and explained the reports that his firm produces, as they are different than reports by the previous accountant. He answered questions from the Board.

Budget – FY '24

1. J. Walrod moved to approve the 4001 budget, which included the $7000 for the FY '23 revised budget exemption for legal expenses.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

2. A. Brothers moved to approve the MRVP budget.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

The Chairman thanked S. Cote for his time, who then left the virtual meeting.

3. A. Brothers moved to approve the January 10, 2023 meeting minutes.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

4. G. Hannington moved to approve the January 2023 financial reports.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

The Director explained the Quarterly reports were for informational purposes only.

5. A. Hagan moved to approve the January/ February expenditures.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Old Business:

Review of Items Pending List –

A. Budgets – FY '24 – Addressed at the beginning of the meeting.

New Business:

Hemenway Windows – Change Orders – The Director reviewed the three change orders. A time extension, one for $9252.91 and one for 6150.55.

6. J. Walrod moved to approve the change orders.

A. Brothers seconded 5 in favor 0 opposed 0 absent

Rubin Court HVAC – Certificate of Substantial Completion – The Director explained there is some punch list work to complete. .

7. A. Hagan moved to approve the Certificate of Substantial Completion.

J. Walrod seconded 5 in favor 0 opposed 0 absent

PHA Web Proposal - The Director reported that after discussion with the new accountant he had reached out to PHA Web. They are the company that many housing authorities use for their computer programs, including Accounting. Currently we use PHA Net, but not for accounting. We currently use Quickbooks for that. By switching to PHA Web we would do all our work in one system.

8. A. Hagan moved to approve the $4350.72 proposal.

A. Brothers seconded 5 in favor 0 opposed 0 absent

CPA application – The Director continues to work on which project to submit.

ARPA Funds – The Director explained that we are still waiting to see if we will get the funds from Norfolk County for the Hemenway Asphalt project. The Town submitted on our behalf.

Write Offs – None.

Other – The Director reported that he was looking at pricing for electricity, as our contract expires in October. He is working with Power Options and Constellation. He was looking for board approval to approve a contract when he feels the pricing is optimal.

9. A. Brothers moved to authorize the Director to sign a new contract.

G. Hannington seconded 5 in favor 0 opposed 0 absent

Director's Report:

Employee Recognition – The Director recognized Shanna for all her work translating for residents who speak Mandarin.

RSC Update – The Director reported that Christine held a Valentine's party for the residents at the Hemenway. They were joined by residents from Hagan and Rubin Court.

Vacancy Update – The Director updated the Board on vacancies. There were two elderly units for February and two more coming up in March.

Mod Projects – The Director reviewed the current projects. The Hemenway Alarms project still has change order work to do. The Rubin Court HVAC project was wrapping up.

MassNahro Update – The Director reported he was still working on the Spring Conference, as Chairman of the Professional Development Committee.

10. A. Brothers moved to adjourn.

J. Walrod seconded 5 in favor 0 opposed 0 absent

The Chairman adjourned the meeting at 6:43 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary