MEETING MINUTES

Tuesday, March 14, 2023

The regular meeting of the Canton Housing Authority was called to order by Chairman McSweeney at 6:00 pm on Tuesday, March 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
Absent:

1. A. Brothers moved to approve the February 14, 2023 meeting minutes.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

2. J. Walrod moved to approve the February 2023 financial reports.

   G. Hannington seconded 5 in favor 0 opposed 0 absent

3. A. Hagan moved to approve the February/ March expenditures.

   G. Hannington seconded 5 in favor 0 opposed 0 absent

Old Business:

Review of Items Pending List –

A. Hagan Court Stairs – Temporary repair to be done. Complete replacement project is in work order phase.

New Business:

CPA – Town Plan – The Chairman reviewed the Plan and highlighted the changes.

4. A. Hagan moved to support the new Plan.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

Rubin Court HVAC – Certificate of Final Completion – The Director reported the project is complete.

5. A. Hagan moved to approve the Certificate of Final Completion.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Hemenway Alarms – Change Order - The Director reviewed two change orders. He recommended approving the first one. And then approving the second change order pending DHCD approval of the amount.

6. J. Walrod moved to approve the $4022.27 change order.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

7. J. Walrod moved to approve the second change order, pending the DHCD approved amount.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

A change order for the Hemenway Window project was tabled.

Reasonable Accommodation, Language Access and Fair Housing Plans – The Director reviewed the plans.

8. A. Brothers moved to approve the three plans.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

Vacation Time – The Director explained that several employees were not able to use all their vacation time this fiscal year. He was looking for authority to carry over or pay out up to 2 weeks for those employees.

9. A. Hagan moved to approve the carryover or payout.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

Write Offs – The Director submitted three write offs for $429, $920 and $568. All three were for residents who had passed away and no family stepped up to pay their outstanding balance.

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

    A. Hagan seconded 5 in favor 0 opposed 0 absent

Other – The Director reported that the Bank of Canton had emailed him to assure us of the security of our funds (in light of recent banking issues in the news). He also had received a change order for the Hemenway Elevator Upgrade project that day.

11. A. Brothers moved to approve the change order for $2410.

    J. Walrod 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 was holding a St. Patrick's Day party for the residents at each of the senior complexes. She continues to work with individual residents on a variety of issues.

Director's Report:

Vacancy Update – The Director updated the Board on vacancies. There was one elderly unit from February and two more for 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 had wrapped up. Hemenway Windows was next project.

MassNahro Update – The Director reminded the board about the Spring Conference. Agnes is interested in attending and would follow up with the Director.

12. J. Walrod moved to adjourn.

A. Brothers seconded 5 in favor 0 opposed 0 absent

The Chairman adjourned the meeting at 6:27 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary