MEETING MINUTES

Tuesday, April 11, 2023

The regular meeting of the Canton Housing Authority was called to order by Chairman McSweeney at 6:00 pm on Tuesday, April 11, 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 March 14, 2023 meeting minutes.

   G. Hannington seconded 5 in favor 0 opposed 0 absent

2. A. Hagan moved to approve the March 2023 financial reports.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

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

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Old Business:

Review of Items Pending List –

A. CPA Application – The Director reported that he submitted a pre-application for the Hagan Court bathroom partial mod project.
B. E.D. Contract - The Director explained that DHCD did not approve his contract. There is news regarding the MassNahro lawsuit. The Superior Court has agreed to look at the case. Therefore he will wait to see the outcome of the case. Whether he gets a one year extension on his current contract or signs the DHCD standard contract, he was asking for a 5th week of vacation. Most of his colleagues who have been a Director for as long he has do receive 5 weeks or more.

4. J. Walrod moved to approve the 5th week of vacation.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

New Business:

Reorganization – The Chairman turned the meeting over to the Director, who then asked for nominations for the position of Chairman and Vice Chairman.

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

   J. Walrod seconded 5 in favor 0 opposed 0 absent

6. J. McSweeney nominated G. Hannington for Vice Chairman.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

The Director turned the meeting back over to the Chairman.

Wage Match Certification - The Director reviewed the certification form.

7. A. Hagan moved to approve the Wage Match Certification.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Hemenway Windows – Change Order – The Director explained this change order contains two that had been previously approved, plus the change order that had been tabled at last month's meeting.

8. A. Brothers moved to approve the change order, totaling $51,596.82.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Hagan Court Exterior Stairs –Change Order – The Director reviewed the change order.

9. A. Hagan moved to approve the change order for $3976.85.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Contract for Financial Assistance - Amendment – The Director reviewed a letter from DHCD for a $50,000 award for the upcoming Hagan Court floor replacement. There will be a CFA amendment coming soon. So the Director asked that the board approve the amendment at this time.

10. J. Walrod moved to approve the CFA amendment.

    A. Brothers seconded 5 in favor 0 opposed 0 absent

Write Offs – None.

Other – The Director had two additional items. Reappointment of J. McSweeney to the Community Preservation Committee and renewal of the MRVP contract for five years.

11. G. Hannington moved to reappoint J. McSweeney to the Community Preservation Committee.

    A. Brothers seconded 5 in favor 0 opposed 0 absent

12. A. Brothers moved to approve the MRVP contract.

J. Walrod seconded 5 in favor 0 opposed 0 absent

Director's Report:

Employee Recognition – None this month.

RSC Update – The Director reported that Christine was learning how to enter information into the software system. It will help her understand what types of paperwork the residents need for their annual rent recertification. She has been assisting residents gather all their required paperwork.

Director's Report:

Vacancy Update – The Director updated the Board on vacancies. There were two elderly units from March and one more for April.

Mod Projects – The Director reviewed the current projects. The possibility of a Town grant for underground wiring at Hagan Court. The Hemenway Window project was starting soon.

MassNahro Update – The Director reported the Spring Conference was a great success. A. Hagan stated that she really enjoyed it.

13. J. Walrod moved to adjourn.

G. Hannington seconded 5 in favor 0 opposed 0 absent

The Chairman adjourned the meeting at 6:28 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary