MEETING MINUTES

Tuesday, September 12, 2023

The regular meeting of the Canton Housing Authority was called to order by Chairman McSweeney at 6:00 pm on Tuesday, September 12, 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. Hagan moved to approve the July 11, 2023 meeting minutes.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

2. J. Walrod moved to approve the July/ August 2023 financial reports.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

3. A. Hagan moved to approve the August/ September expenditures.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Old Business:

Review of Items Pending List –

A. CPC Application – The Director submitted a second project, an additional $100,000 for the Hemenway Lobby Area.

New Business:

Quarterly Reports – The Director reviewed the reports from Fenton & Ewald.

4. G. Hannington moved to approve the Certificate of Substantial Completion.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

PMR Report – The Director reviewed the report.

5. A. Brothers moved to approve the Performance Management Review (PMR).

   A. Hagan seconded 5 in favor 0 opposed 0 absent

Accountant contract – The Director reviewed the contract.

6. A. Brothers moved to approve the Accounting contract.

J. Walrod seconded 5 in favor 0 opposed 0 absent

Write Offs – Director requested one write off for $1438.

7. J. Walrod moved to approve the write off.

A. Hagan seconded 5 in favor 0 opposed 0 absent

Other – The Director explained the Capital Plan was a draft. He would present the actual Plan at the next meeting. Janet asked about new washing machine water usage rules. Agnes asked about defibrillators.

Director's Report:

Employee Recognition – The Director recognized Andrew for all his assistance to the Hemenway windows contractor.

RSC Update – The Director reported that Christine was holding wreath making classes for the Fall.

Vacancy Update – The Director updated the Board on vacancies. There were four elderly units from August and 1 family unit from June. There are also two elderly units for September. He would be asking for waivers on some units to help the maintenance guys get caught up.

Mod Projects – The Director reported late submittals on all upcoming projects – Hagan Court HVAC, Rubin Court common hallway floors, Brayton Circle ADA Doors and the Howard St envelope project.

MassNahro Update – The Director reported that the Annual Conference would be the following week.

8. G. Hannington moved to adjourn.

J. Walrod seconded 5 in favor 0 opposed 0 absent

The Chairman adjourned the meeting at 6:26 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary