MEETING MINUTES

Tuesday, December 12, 2023

The regular meeting of the Canton Housing Authority was called to order by Chairman McSweeney at 6:00 pm on Tuesday, December 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. Brothers moved to approve the November 14, 2023 meeting minutes.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

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

   J. Walrod seconded 5 in favor 0 opposed 0 absent

3. J. Walrod moved to approve the October/ November expenditures.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

Old Business:

Review of Items Pending List –

A. CPC Application – The Director reported that he and John McCourt presented at the CCPC public hearing for the Hemenway windows project.

New Business:

Annual Plan – The Director reviewed the final plan, with no public comments.

4. G. Hannington moved to approve the Annual Plan.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

RSC Budget increase – The Director reviewed the application for an additional $10,000.

5. A. Brothers moved to approve the $10,000 request.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Property Insurance – The Director explained that the property insurance was increasing 37% ($18,413). That will need to be absorbed in the current budget.

6. J. Walrod moved to approve the new property insurance policy.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

Lockout fee – The Director explained that the new overtime rate for maintenance was over $50. He was requesting an increase from $45 to $50 going forward.

7. A. Brothers moved to approve the increase to the lockout fee.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

Brayton Circle Doors – Low bidder – The Director reported that the low bidder was Vareika Construction.

8. A. Brothers moved to approve the low bidder at $247,700.

   G. Hannington seconded 5 in favor 0 opposed 0 absent

Hagan Court Roofs – Lawsuit – The Director reported that the subcontractor had withdrawn his lawsuit,

Write Offs – Director requested one write off for $30.

9. A. Hagan moved to approve the write off.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Other – The Director requested approval of the low bidder on the Hemenway Elevator project – BBE/ Buckley Elevator. He had received the notification after the board packets were sent out.

10. J. Walrod moved to approve the low bidder at $300,935.

    A. Hagan seconded 5 in favor 0 opposed 0 absent

Director's Report:

RSC Update – The Director reported that Christine held a very successful thanksgiving dinner at all three elderly complexes. There would be a holiday pizza party at the Hemenway for all.

Vacancy Update – The Director updated the Board on vacancies. There were three elderly units from November. And three for December. He would ask for a waiver on one of the units.

Mod Projects – The Director updated the board on the following projects - Rubin Court common hallway floors, Brayton Circle ADA Doors, Hemenway Elevator Replacement and the Howard St Envelope Project.

11. A. Hagan 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

Mark Roy, PHM Executive Director/ Secretary