

## MEETING MINUTES

Tuesday, February 13, 2024

The regular meeting of the Canton Housing Authority was called to order by Chairman McSweeney at 6:00 pm on Tuesday, February 13, 2024. 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 January 9, 2024 meeting minutes.

G. Hannington seconded            5 in favor   0 opposed   0 absent

2. J. Walrod moved to approve the January 2024 monthly and the quarterly financial reports.

A. Hagan seconded                    5 in favor   0 opposed   0 absent

3. J. Walrod moved to approve the January/ February expenditures.

G. Hannington seconded            5 in favor   0 opposed   0 absent

### **Old Business:**

#### Review of Items Pending List –

- A. ARPA Project – The Director updated the board on the Norfolk County ARPA project
- B. Board Member Training - The Director reminded the Board about completing the online training.

### **New Business:**

Secretary Augustus Visit – The Director explained that the Secretary hopes to visit all the housing authorities in the State eventually. He spoke with the Secretary on a variety of topics including operating funds, capital funds, CHAMP and mental health issues in public housing.

Hemenway Windows – Sole Source – The Director reviewed the architect request to use the same windows in Phase 2 for Phase 3.

4. A. Hagan moved to approve the windows.

A. Brothers seconded                    5 in favor   0 opposed   0 absent

Hemenway Elevator Project - Relocation – The Director explained that there are no funds for relocation, so he would need to work with individual residents who might struggle with the elevator being down for 3 months. He already moved one tenant and is planning on another tenant for April. The project is expected to start in August. A. Hagan mentioned that residents are already discussing ways they can help neighbors on the second and third floors.

Hemenway Alarms – CSC, CFC – The Director explained that there were still a few repairs to be made by the contractor. Hopefully the CSC and CFC will be ready for next month's meeting.

FY '25 Budget - Draft – The Director reviewed the draft.

Write Offs – No write offs this month.

Other – A. Hagan mentioned about an area for the Hemenway Walkway project coming up.

**Director's Report:**

RSC Update – The Director explained that Christine would be working with the families in the upcoming months.

Vacancy Update – The Director updated the Board on vacancies. There was one elderly unit from December, two from January and none for February. But there are 5 for March 1<sup>st</sup>. He had received 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 Exterior Doors, Howard St. Exterior work, Hemenway Elevator Replacement and Walkways Project.

5. A. Hagan moved to adjourn.

A. Brothers seconded                      4 in favor   0 opposed   1 absent (Hannington had to leave)

The Chairman adjourned the meeting at 6:24 p.m.

Respectfully submitted,

*Mark Roy*

Mark Roy, PHM    Executive Director/ Secretary