

MEETING MINUTES

Tuesday, March 12, 2024

The regular meeting of the Canton Housing Authority was called to order by Chairman McSweeney at 6:00 pm on Tuesday, March 12, 2024. Meeting was held virtually through “Go To Meeting”.

Present: John McSweeney, Glen Hannington, Adam Brothers, Agnes Hagan, Janet Walrod
Mark Roy - Executive Director Steve Cote - Accountant

Absent:

The Chairman recommended moving right to New Business, so the accountant could present the budgets.

FY '25 Budgets & Certifications – The accountant reviewed the budget materials for the 4001 account. He explained about the ANUEL increase this year, with changes to how it is calculated. He reported that most of that increase will unfortunately be wiped out by increases in property insurance, retirement costs, materials & supplies and contract costs. He explained about the operating reserve and how we would be adding to it this year. The Director asked him to explain about purchasing a truck this month because of the higher net income this year. The accountant reviewed the line items in the expense part of the budget. Finally he reviewed the MRVP budget.

1. A. Brothers moved to approve the 4001 budget.

G. Hannington seconded 5 in favor 0 opposed 0 absent

2. A. Hagan moved to approve the MRVP budget.

J. Walrod seconded 5 in favor 0 opposed 0 absent

The Chairman thanked the accountant for his time.

3. A. Hagan moved to approve the February 13, 2024 meeting minutes.

G. Hannington seconded 5 in favor 0 opposed 0 absent

4. J. Walrod moved to approve the February 2024 monthly financial report.

A. Hagan seconded 5 in favor 0 opposed 0 absent

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

A. Brothers seconded 5 in favor 0 opposed 0 absent

Old Business:

Review of Items Pending List –

- A. Board Member Training - The Director reminded the Board about completing the online training.

New Business:

FY '25 Budgets & Certifications – See above.

Hemenway Walkways – Low bidder – The Director reviewed the bid results.

6. J. Walrod moved to approve the low bidder – K.B. Aruda Construction. Bid is \$129,100.

A. Hagan seconded 5 in favor 0 opposed 0 absent

Howard St. Envelope – Low bidder – The Director reviewed the bid results.

There was a question about the low bidder, which had a very low bid. The Director explained that EOHLIC had disqualified them.

7. A. Brothers moved to approve the second low bidder – Serpa Home Improvement. Bid is \$31,736.

J. Walrod seconded 5 in favor 0 opposed 0 absent

Hagan HVAC – Low bidder – The Director reviewed the bid results.

8. J. Walrod moved to approve the low bidder – Minglewood Associates. Bid is \$22,870.

G. Hannington seconded 5 in favor 0 opposed 0 absent

Fair Housing Marketing Plan – The Director explained that this plan needs to be approved each year. Shanna in the office had updated the percentages in the plan.

9. A. Brothers moved to approve the Fair Housing Marketing Plan.

A. Hagan seconded 5 in favor 0 opposed 0 absent

Hemenway Alarms – CSC, CFC – The Director reported that the contractor had completed the punch list. But he still had not received the certifications.

Hemenway Columns – Architect Fee – The Director reviewed the proposed fee.

10. A. Brothers moved to approve the architect fee.

G. Hannington seconded 5 in favor 0 opposed 0 absent

E.D. Evaluation – The Director reviewed the self-evaluation. A. Hagan mentioned all the trainings that the E.D attends. The Chairman commended the E.D. for all his hard work over the years.

11. A. Hagan moved to approve the evaluation.

J. Walrod seconded 5 in favor 0 opposed 0 absent

Write Offs – The E.D. requested one write off for \$1425 this month.

12. A. Brothers moved to approve the write off.

A. Hagan seconded 5 in favor 0 opposed 0 absent

Other – A. Hagan mentioned the upcoming St. Patrick's luncheon.

Director's Report:

RSC Update – The Director explained that Christine had organized the luncheon. It is a new vendor. There will be corned beef & cabbage and an alternative meal.

Vacancy Update – The Director updated the Board on vacancies. Three units went out March 1st. There are five elderly units for March. And 3 more expected for April. Some are due to transfers.

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.

The Director and other board members thanked Chairman McSweeney for his dedicated service to the Canton Housing Authority, as this would be his last meeting on the board. The Chairman mentioned that this was his second time serving on the board. 12 years this time. 11 years back in the 80s. We wish him well.

13. A. Brothers moved to adjourn.

J. Walrod seconded 5 in favor 0 opposed 0 absent

The Chairman adjourned the meeting at 6:47 p.m.

Respectfully submitted,

Mark Roy

Mark Roy, PHM Executive Director/ Secretary