

## MEETING MINUTES

Tuesday, April 9, 2024

The regular meeting of the Canton Housing Authority was called to order by Vice Chairman Hanington at 6:07 pm on Tuesday, April 9, 2024. Meeting was held virtually through “Go To Meeting”.

Present: Glen Hannington, Adam Brothers, Agnes Hagan, Janet Walrod, Lisa Lopez  
Mark Roy - Executive Director

Absent:

Vice Chairman Hannington welcomed newly elected L. Lopez to the board.

1. A. Brothers moved to approve the March 12, 2024 meeting minutes.

A. Hagan seconded                      4 in favor   0 opposed   0 absent (1 abstention – Lopez)

2. J. Walrod moved to approve the March 2024 financial reports.

L. Lopez had a question on the Accountant cover letter. The Director responded.

A. Brothers seconded                      5 in favor   0 opposed   0 absent

3. J. Walrod moved to approve the March/ April expenditures.

A. Hagan seconded                      5 in favor   0 opposed   0 absent

L. Lopez had a question about roll call. The Chairman responded.

### **Old Business:**

#### Review of Items Pending List –

- A. Board Member Training - The Director reported that one member still needs to complete the training.  
L. Lopez stated she had begun the training.

### **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.

There was discussion about the process.

4. A. Brothers nominated G. Hannington for Chairman.

J. Walrod seconded                      5 in favor   0 opposed   0 absent

5. L. Lopez nominated herself for Vice Chairman.

A. Hagan seconded                      2 in favor   3 opposed   0 absent

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

A. Brothers seconded 5 in favor 0 opposed 0 absent

The Director turned the meeting back over to the newly elected Chairman, G. Hannington.

Community Preservation Committee Appointment - The Director reported that J. McSweeny had served on the committee for several years.

7. G. Hannington nominated A. Brothers to represent the CHA on the CCPC.

L. Lopez nominated herself for the appointment. Withdrawn after discussion.

A. Hagan nominated herself for the appointment.

L. Lopez seconded Withdrawn after discussion

J. Walrod seconded A. Brothers nomination 5 in favor 0 opposed 0 absent

Affordable Housing Trust Appointment

8. J. Walrod nominated G. Hannington to represent the CHA on the AHT.

L. Lopez nominated herself for the appointment.

A. Hagan seconded Discussion followed.

A. Brothers seconded G. Hannington nomination 3 in favor 2 opposed 0 absent

Vacation Time – The Director requested approval for carry over of up to two weeks' vacation time for Maintenance and buy out for Administrative staff. Staff had been very busy and unable to take all their time.

9. 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 (Phase 2) – CSC, CFC – The Director explained the certifications.

10. A. Hagan moved to approve the two certifications.

J. Walrod seconded 5 in favor 0 opposed 0 absent

Hemenway Alarms – CSC, CFC – The Director explained the two certifications.

11. A. Hagan moved to approve the two certifications.

J. Walrod seconded 5 in favor 0 opposed 0 absent

Rubin Court Common Hallway Flooring – Change Order

12. A. Brothers moved to approve the change order credit for \$10,800.

J. Walrod seconded                      5 in favor   0 opposed   0 absent

Write Offs – None.

Other – A. Hagan brought up two concerns regarding the Hemenway Elevator Project. The Director responded.

**Director’s Report:**

RSC Update – The Director reported that Christine would be going on leave for the summer. He was working with another housing authority to get assistance with her duties. A. Hagan pointed out that the St. Patrick’s Day luncheon was a big success.

Vacancy Update – The Director updated the Board on vacancies. There were currently ten elderly units from March, April and May.

Mod Projects – The Director reviewed the current projects. The Hemenway Elevator project would be starting end of August. Others were Rubin Court Common Hall Flooring and Federal Pacific Panels.

13. J. Walrod moved to adjourn.

A. Brothers seconded                      5 in favor   0 opposed   0 absent

The Chairman adjourned the meeting at 6:39 p.m.

Respectfully submitted,

Mark Roy, PHM    Executive Director/ Secretary