MEETING MINUTES

Tuesday, May 14, 2024

The regular meeting of the Canton Housing Authority was called to order by Chairman Hannington at 6:02 pm on Tuesday, May 14, 2024. Meeting was held virtually through "Go To Meeting".

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

Chairman Hannington asked for roll call attendance. He also commented that Cable TV should have notified the Housing Authority that they would be recording.

1. L. Lopez moved to approve the April 9, 2024 meeting minutes.

   J. Walrod seconded 4 in favor 0 opposed 1 absent

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

   L. Lopez had a question on the Balance Sheet. The Director responded. He would follow up with the accountant.

   L. Lopez seconded 4 in favor 0 opposed 1 absent

   L. Lopez had a question on the legal bills. The Director explained the lawyer and constable fees associated with eviction cases.

3. L. Lopez moved to approve the April/ May expenditures.

   A. Hagan seconded 4 in favor 0 opposed 1 absent

Old Business:

Review of Items Pending List – The Director reported that there were none.

New Business:

Year End Operating Statements – The Director reviewed the process. L. Lopez had a question on the circled "net income" line item. The Director explained it was suggested by the accountant, as that was the best number to look at for our year to date budget results.

4. L. Lopez moved to approve the Year End Operating Statements.

   J. Walrod seconded 4 in favor 0 opposed 1 absent

Year End Certifications – The Director reviewed the different forms. L. Lopez had a question on the lead certification form. The Director explained the background of the form that tenants all sign.

5. J. Walrod moved to approve the Year End Certifications.

   A. Hagan seconded 4 in favor 0 opposed 1 absent

Hagan Court HVAC Project – Certificate of Substantial Completion – The Director reported that the project is substantially complete. After approval from the board, the state will generate the Certificate of Final Completion. That will be on the June agenda.

6. A. Hagan moved to approve the Certificate of Substantial Completion.

   J. Walrod seconded 4 in favor 0 opposed 1 absent

A. Hagan asked about the Hagan Court Stair Project. The Director explained it was now complete.

Write Offs – The Director requested approval for one rent write off, in the amount of $284.

7. A. Hagan moved to approve the $284 write off.

   J. Walrod seconded 4 in favor 0 opposed 1 absent

Other – A. Hagan brought up the defibrillator matter again. The Director replied that he had spoken to the Fire Chief the last time. The Chief did not recommend putting them in at that time. He was working on one for the lower level at the Hemenway. The Director would follow up with the Chief again. If needed, he would write a letter to the Board of Selectmen. L. Lopez asked about the electricity expenses. She recommended looking into the Town of Canton's Municipal Aggregation contract in the future.

Director's Report:

RSC Update – The Director reported that Christine was expecting any day now. The temporary staff person was going to start in a week or so. A. Hagan pointed out that the residents would still like to have the monthly coffee hours. And they are looking forward to the summer cookouts. Related to that, she was wondering if the residents could have access to the grill at other times. The Director would look into it.

The Chairman recommended that the June meeting be in person and a pizza party for residents could take place a half hour before. It could be held at the Hemenway - and Hagan Court & Rubin Court residents would be invited. The members agreed.

Vacancy Update – The Director updated the Board on vacancies. There were currently nine elderly units from March, April and May. Three more are expected for June. He would be asking for waivers for most of them as the maintenance guys can't possibly turn over that many units in a timely manner.

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.

Other Reports:
Affordable Housing Trust Report – The Chairman gave an update, including the Coppermill Way property. It sold for $525,000. There was also discussion about the MBTA matter, which had passed at Town Meeting the night before. A. Hagan mentioned the Hemenway Windows CPA project had also been approved.

L. Lopez mentioned the possibility of the Housing Authority going directly to the Affordable Housing Trust for funding in the future vs. the Community Preservation Committee. Other towns do it that way.

8. A. Hagan moved to adjourn.

J. Walrod seconded 4 in favor 0 opposed 1 absent

The Chairman adjourned the meeting at 6:40 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary