MEETING MINUTES

Tuesday, June 11, 2024

The regular meeting of the Canton Housing Authority was called to order by Chairman Hannington at 6:05 pm on Tuesday, June 11, 2024. Meeting was held in person at the Hemenway Lower Level.

Present: Glen Hannington, Adam Brothers, Agnes Hagan, Janet Walrod
Mark Roy - Executive Director Residents from Hemenway and Hagan Court
Absent: Lisa Lopez

The Board thanked D&E Pizza for donating the pizza for the resident "social" prior to the meeting. A. Hagan thanked G. Hannington for donating the dessert. The Board members introduced themselves.

1. A. Brothers moved to approve the May 14, 2024 meeting minutes.

   A. Hagan seconded 4 in favor 0 opposed 1 absent

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

   A. Hagan had a question on the Insurance line item. The Director explained it was a quarterly bill.

   A. Hagan seconded 4 in favor 0 opposed 1 absent

3. A. Brothers moved to approve the May/ June expenditures.

   There was discussion about the recent issues with laundry machines. The Director explained the third party phone number to call can take some time. It's better to file service requests on line. Residents should let the office know if there is a machine down (especially after the weekend).

   J. Walrod seconded 4 in favor 0 opposed 1 absent

Old Business:

Review of Items Pending List – The Director reported that he was working with the Fire Chief to put the Veteran Agent's defibrillator on the first floor at the Hemenway. Unfortunately the State does not fund defibrillators. The one at the Hemenway will be owned by the Town and will be maintained by the Fire Dept. They will not to be able to do the same at Hagan and Rubin Courts. Janet mentioned the choking devices at the Senior Center as well.

New Business:

Hemenway Walkway Project – Change Order – The Director explained it was a no cost change order. There were changes to the slope and a switch from asphalt to concrete. The contractor and architect agreed to leave the back walkway from the North Wing to the parking lot.

4. A. Hagan moved to approve the Change Order.

   J. Walrod seconded 4 in favor 0 opposed 1 absent

CPA Application – The Director explained that he was looking at the Hemenway Window project again. It had already been supported by Canton Community Preservation Committee and Town meeting. He would be requesting another $90,000, since the project came in double the projected budget. There was discussion about the possibility of getting historical funds as well. A. Brothers was recognized as the Housing Authority representative on the CPC committee.

Hagan Court HVAC Project – Certificate of Final Completion – The Director reported that the project is finally complete.

5. A. Brothers moved to approve the Certificate of Final Completion.

A. Hagan seconded 3 in favor 0 opposed 1 absent 1 abstain (Hannington)

Write Offs – The Director requested approval for one rent write off, in the amount of $5237. Family tenant had moved out without notice. Rental Assistance that had been requested by the tenant had been denied by the State.

6. A. Hagan moved to approve the $5237 write off.

J. Walrod seconded 4 in favor 0 opposed 1 absent

The Director also asked for approval to move $100 from the pet deposit account to the main account for a tenant that passed away.

7. J. Walrod moved to approve the $100 transfer.

A. Brothers seconded 4 in favor 0 opposed 1 absent

Other – The Director requested approval for a no cost time extension for the Brayton Circle Door Project. The request came in after the board packets were mailed out.

8. J. Walrod moved to approve the no cost time extension change order.

A. Brothers seconded 4 in favor 0 opposed 1 absent

A. Hagan asked about the cookouts and the grill at the Hemenway. The Director will follow up.

Director's Report:

RSC Update – A. Hagan updated the board about Christine's baby The Director reported that the temporary Resident Service Coordinator Lydia had started and was doing a great job.

Vacancy Update – The Director updated the Board on vacancies. There were currently ten elderly units from March, April and May. And two for June. Three more are expected for July and August. He would be asking for waivers for several of them so the maintenance guys can catch up.

Mod Projects – The Director reviewed the current projects. The Hemenway Walkways had started. The Elevator project starting end of August. And Rubin Court Common Hall Flooring and Federal Pacific Panels.

Other Reports:

Affordable Housing Trust Report – The Chairman gave an update, including the MBTA matter and possible rental assistance.

Community Preservation Committee Report – A. Brothers gave an update, including financials review, future meetings and the application process.

9. J. Walrod moved to adjourn.

A. Brothers seconded 4 in favor 0 opposed 1 absent

The Chairman adjourned the meeting at 6:50 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary