MEETING MINUTES

Tuesday, August 13, 2024

The regular meeting of the Canton Housing Authority was called to order by Chairman Hannington at 6:00 pm on Tuesday, August 13, 2024. Meeting was held virtually through "Go To Meeting".

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

1. J. Walrod moved to approve the June 11, 2024 meeting minutes.

   L. Lopez asked a question about defibrillators at Hagan and Rubin. The Chairman asked the Director to research possible donations to purchase.

   A. Hagan seconded 4 in favor 0 opposed 1 abstain (Lopez)

2. A. Brothers moved to approve the May/ June/ July 2024 financial reports.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

3. J. Walrod moved to approve the June/ July/ August expenditures.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

Old Business:

Review of Items Pending List –

CPA Application – Hemenway Windows Project – The Director reported that he would be submitting for the Hemenway Windows. He would be requesting another $90,000, since the project came in double the projected budget. L. Lopez brought up the possibility of requesting funds from the Community Preservation Committee to the Affordable Housing Trust, specifically for future Housing Authority projects. The Chairman asked her to send more details to the other board members for future discussion.

4. A. Hagan moved to approve the Pre Application for the Hemenway Windows project.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

New Business:

Hemenway Walkway Project – Certificate of Substantial Completion – The Director explained that it was not ready yet, as the railings have been delayed. And the St. John side walkway needs to be redesigned and done over.

Howard St. Roof Project – Certificate of Substantial Completion – The Director explained that once the board approves the change order for this project, he will be able to enter it in the capital system. Then the State will generate the CSC. The board voted on the change order first.

5. A. Brothers moved to approve the Howard St. Change Order (listed later on the agenda).

   J. Walrod seconded 5 in favor 0 opposed 0 absent

6. A. Hagan moved to approve the Certificate of Substantial Completion, pending EOLHC approval.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

Brayton Circle Project - Change Order – The Director explained there was one additional change order after the board packets went out. He had emailed to the board members.

7. J. Walrod moved to approve the change orders.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

Howard St. Project - Change Order – Approved earlier.

Accounting Firm Contract – The Director reported that he is satisfied with their work. The firm handles a large number of housing authorities and is approved by the State. L. Lopez asked if they ever come to the board meeting. The Directed explained that yes, when the board reviews the annual budget request.

8. A. Brothers moved to approve the contract.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

CHAMP Performance Review (PMR) – The Director explained that the review this year is unpublished, as it is the first year using the tool. The only issues had to do with late reporting. But the actual day to day implementation of the wait list was very good. The reviewer even mentioned that this is where other authorities had findings.

Write Offs – The Director requested approval for two rent write offs. One for $66 and the other for $700.

9. A. Brothers moved to approve the two write offs.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

Other – L. Lopez asked about the Air Source heat pump exemption. The Director explained we only have two units in the system so far (at the Rubin Court community room). That is why we get $600 in exemptions for maintenance ($300 each). Once the two Hagan Court community room units are added to our count, we will get another $600 next year. A. Brothers explained they are a real burden in terms of maintenance.

Director's Report:

RSC Update – The Director reported that the temporary Resident Service Coordinator Lydia has been doing a great job. She implemented a new reporting system that will help Christine when she returns, with the State reporting requirements. She is also assisting residents on MassHealth with a program that might cover their Medicare premiums. Cookouts were held the past week and were a great success.

Vacancy Update – The Director updated the Board on vacancies. There were currently ten elderly units and one family unit through July. Two will be going out September And two more elderly expected for September. Several have been granted waivers, for the Hemenway Elevator project. He would be asking for a few more waivers so the maintenance guys can catch up.

Mod Projects – The Director reviewed the current projects. Upcoming projects include the Hemenway Elevator project, Hagan Court Common Hall Flooring and Rubin Court Federal Pacific Panels.

Other Reports:

Affordable Housing Trust Report – The Chairman gave an update, including the CPA funds.

Community Preservation Committee Report – A. Brothers had no report. Their next meeting is August 26.

10 L. Lopez moved to adjourn. Roll call was taken.

A. Hagan seconded 5 in favor 0 opposed 0 absent

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

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary