MEETING MINUTES

Tuesday, October 8, 2024

The regular meeting of the Canton Housing Authority was called to order by Chairman Hannington at 6:00 pm on Tuesday, October 8, 2024. Meeting was held virtually through "Go To Meeting".

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

1. A. Hagan moved to approve the September 10, 2024 meeting minutes.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

2. A. Brothers moved to approve the August/ September 2024 financial reports.

   A. Hagan seconded 4 in favor 0 opposed 1 absent

3. A. Hagan moved to approve the September/ October expenditures.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

Old Business:

Review of Items Pending List –
CPA Application – Hemenway Windows Project – The Director reported that he would be submitting one application – for $90,000 for the Hemenway Windows. He had met with Kevin Shea who explained the Affordable housing Trust was submitting their own application for $255,000. Lisa agreed that we should wait on the other application for direct funding to the AHTF for housing authority projects.

The Chairman and A. Brothers gave their reports at this point. Notes are later in the minutes.

New Business:

Rubin Flooring Project – Certificate of Substantial Completion – The Director explained that it was not ready yet. The contractor just received the stair treads and would be putting them in this week. The CSC should be ready for November's meeting.

Hagan Hallway Flooring Project – Low Bidder Approval – The Director explained that he was happy to report the low bidder is the same contractor who did the Hallway flooring project at Rubin. We are very satisfied with their work. Bid is $54,117 base and $27,251 for Alternate 1.

4. A. Hagan moved to approve the low bidder – CJM Services.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

Bond Bill – The Director reported that the Bond bill is authorized at $1.5 billion, a significant increase over the $500 million in the last bond bill 5 years ago. In addition Representative Galvin had put in a special request for $500,000 for the CHA. Lisa had pointed out that there was another earmark request for $1 million. The Director followed up and found out that was from Senator Feeney's office. Both those earmarks have to be funded in the Governor's budget. It will be tough to fund the $1.5 billion let alone any earmarks, but we will hope for the best. Lisa asked if it was a "use it or lose it" situation. The bond bill is for the next 5 years. The State has indicated there won't be any significant increase in capital funds until 2026.

Capital Plan – The Director had included last year's plan in the board packets, He was working with our RCAT rep over the past couple days on this year's plan. He reviewed the new projects that we put in and the additional funding for 2029. He will send the new plan to the board for their review. There was a discussion about the Hemenway Elevator Lobby windows. There is a project in the capital plan

5. A. Hagan moved to approve the new Capital Plan, as described by the Director.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

Annual Plan – The Director reported that he is working on the Annual Plan. He recommended holding the Public Hearing at 5:30pm on December before the regular board meeting at 6:00pm. The Board agreed and also suggested a tenant social at 5:00pm before the meetings.

Write Offs – The Director reported no write offs this month.

Other – There was discussion about defibrillators. The Director reported we put up the cabinet but we're waiting on the Fire Department for training. And discussion about the Narcan distributed throughout Town.

Director's Report:

RSC Update – The Director reported that Christine has jumped back into her work with several tenants.

Vacancy Update – The Director updated the Board on vacancies. In addition to all the previous vacancies, we have four new vacancies for October 1st. He said maintenance is doing their best to keep up. We have received waivers on a few units but were denied on three others. Maintenance did turn over one of those October 1st and the other two will go out mid- October. We are using outside help for removing furniture (sometimes whole units) and cleaning. We are looking for a painter.

Mod Projects – The Director reviewed the current projects. The Rubin Court hallway flooring and the Hemenway Elevator project.

Other Reports:

Affordable Housing Trust Report – The Chairman reported that the AHT is putting in their own CPC application, for $255,000. It will be used to encourage developers to include affordable units in future developments.

Community Preservation Committee Report – A. Brothers reported that the CPC had reviewed all the outstanding projects and some applicants were not proceeding, which means the funding returns to the overall budget.

L. Lopez recommended a letter of support for the AHT application. No action was taken.

6. A. Hagan moved to adjourn.

A. Brothers seconded 4 in favor 0 opposed 1 absent

The Chairman adjourned the meeting at 6:43 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary