MEETING MINUTES

Wednesday, November 13, 2024

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

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

1. A. Hagan moved to approve the October 8, 2024 meeting minutes.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

2. J. Walrod moved to approve the September/ October 2024 financial reports.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

The Director answered questions from L. Lopez about the Utilities, Insurance and Rents.

3. J. Walrod moved to approve the October/ November expenditures.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

Old Business:

Review of Items Pending List –

Defibrillator – The Director reported that the Fire Department came to train the staff on how to use the device. Agnes also attended. But the residents will need a certified trainer for their training.

New Business:

AUP Audit (Agreed Upon Procedures) – The Director reviewed the Audit report and his responses. L. Lopez congratulated him and the staff on a job well done.

4. A. Hagan moved to approve the AUP Audit.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

Rubin Flooring Project – Change Order – The Director reviewed the $10,800 credit on the adhesive.

5. J. Walrod moved to approve the change order.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

Rubin Flooring Project – Certificate of Substantial Completion – The Director explained that it would be complete once he entered the change order approval.

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

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Rubin Court Shed – Architect Proposal – The Director reviewed the proposal from Richard Alvord.

7. J. Walrod moved to approve the proposal.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

Pequit St Project – Contractor Proposal – The Director explained that our project manager had approved a proposal from Vareika Construction to do some investigative work on one of the family units. They were the original contractor who put on the insulation and siding there.

8. A. Brothers moved to approve the proposal.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

The director answered a question from A. Brothers about the wording of the proposal

ESORI (Sex Offender Registry) – The Director explained that it was similar to the COR (Criminal Offender Records) system. Now that we are using the centralized Wait List, he would like to start using for any applicants who get to the top of the list.

9. A. Hagan moved to approve use of ESORI.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

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

Other – The Director answered a question by A. Hagan about the status of the Elevator Project.

Director's Report:

RSC Update – The Director reported that Christine has to be out for a couple more weeks for personal reasons. It's the reason we won't be doing a thanksgiving dinner for residents this year. There was very little interest last year.

Vacancy Update – The Director updated the Board on vacancies. He said maintenance is doing their best to keep up. We have been denied by EOLHC on several waivers lately.

Mod Projects – The Director reviewed the current projects. The Rubin Court hallway flooring and the Hemenway Elevator project. The Hagan Court hallway flooring will start in the next couple weeks.

Other Reports:

Affordable Housing Trust Report – The Chairman reported that the AHT put in their CPC application, for $255,000. It will be used to encourage developers to include affordable units in future developments. There was also a $50,000 grant for the Gridley School.

Community Preservation Committee Report – A. Brothers reported that the CPC has started interviewing some of the applicants. The Housing Authority is scheduled for Monday December 2nd at 7:00pm. The director invited board members to attend.

10. A. Hagan 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