MEETING MINUTES

Tuesday, February 11, 2025

The regular meeting of the Canton Housing Authority was called to order by Chairman Hannington at 6:00 pm on Tuesday, February 11, 2025. Meeting was held virtually through "Go To Meeting".

Present: Glen Hannington, Adam Brothers, Agnes Hagan, Janet Walrod Roll call was taken
Steve Cote – Accountant Mark Roy - Executive Director

Absent: Lisa Lopez

1. A. Brothers moved to approve the December 10, 2024 special meeting minutes.

   J. Walrod seconded 4 in favor 0 opposed 1 absent

2. A. Hagan moved to approve the December 10, 2024 regular meeting minutes.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

3. A. Hagan moved to approve the December 2024/ January 2025 financial reports.

   J. Walrod seconded 4 in favor 0 opposed 1 absent

4. J. Walrod moved to approve the December 2024 quarterly financial reports.

   A. Hagan seconded 4 in favor 0 opposed 1 absent

5. J. Walrod moved to approve the January/ February expenditures.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

Old Business:

Review of Items Pending List – No items

New Business:

Budgets – The Chairman welcomed Steve Cote, our accountant. Steve proceeded to review all the budget materials. Most of the budget is similar year to year, with modest increases in some line items. There was an overall 12% increase this year. Steve explained about the operating reserves. He reviewed both the 4001 and MRVP budgets. The Chairman thanked him for his time.

6. A. Hagan moved to approve the 4001 budget.

   A. Brothers seconded 4 in favor 0 opposed 1 absent Roll call vote

7. A. Brothers moved to approve the MRVP budget.

   J. Walrod seconded 4 in favor 0 opposed 1 absent Roll call vote

8. A. Hagan moved to authorize the Chairman to sign the Executive Director Salary Worksheet.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

Brayton Circle Doors – Certificate of Final Completion – The Director reported that the project was complete.

9. A. Hagan moved to approve the Certificate of Final Completion.

   A. Brothers seconded 4 in favor 0 opposed 1 absent

Hemenway Elevator – Certificate of Substantial Completion – The Director explained that the CSC was ready for approval.

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

    A. Brothers seconded 4 in favor 0 opposed 1 absent

Hagan Court Hallways – Change Order - The Director explained that the contractor added floor mats for all the hallways.

11. A. Brothers moved to approve the $2838.52 change order.

    A. Hagan seconded 4 in favor 0 opposed 1 absent

Hagan Court Hallways– Certificate of Substantial Completion - The Director explained that the CSC would be ready for approval, once he submitted the change order.

12. A. Brothers moved to approve the Certificate of Substantial Completion.

    A. Hagan seconded 4 in favor 0 opposed 1 absent

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

Other – The Director mentioned that he had reached out to EOLHC to see if there had been any consideration for public or affordable housing if the Pappas Rehabilitation Center closes. He would also reach out to the Town Administrator to see if the Town is looking at what might happen if it closes. This is just exploratory. A. Hagan mentioned that she had put up applications for "vote by mail" at each complex.

Director's Report:

RSC Update – The Director reported that Christine would be out a few weeks. She was planning the St. Patrick's Day Party while home. She had organized the CPR/ AED training last month. A. Hagan attended and gave positive feedback on the training and trainer. She was going to follow up with the Fire Dept.

Vacancy Update – The Director updated the Board on vacancies. There were still 7 elderly vacancies and two family units. He said maintenance is doing their best to keep up. We have hired a contractor to do one of the worst units. The Director did get a few waivers approved.

Mod Projects – The Director reviewed that all the current projects had wrapped up. Rubin Court and Hagan Court hallway flooring. The Brayton Circle Exterior Doors and the Hemenway Elevator project. This Spring/ Summer we will start the Rubin Court Federal Pacific Panels, Hemenway Windows and Columns.

Other Reports:

Affordable Housing Trust Report – The Chairman gave a report on their last meeting.

Community Preservation Committee Report – A. Brothers explained there was no meeting this month.

13. J. Walrod moved to adjourn.

A. Brothers seconded 4 in favor 0 opposed 1 absent

The Chairman adjourned the meeting at 6:34 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary