MEETING MINUTES

Tuesday, March 11, 2025

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

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

Absent: Janet Walrod

1. L. Lopez moved to approve the February 11, 2025 regular meeting minutes.

   A. Brothers seconded 3 in favor 0 opposed 2 absent

2. A. Brothers moved to approve the January/ February financial reports.

   L. Lopez seconded 3 in favor 0 opposed 2 absent

L. Lopez asked if the State budget issues would affect our budget. The Director explained probably not for operating budget but maybe on the capital side.

3. A. Brothers moved to approve the February/ March expenditures.

   L. Lopez seconded 3 in favor 0 opposed 2 absent

Old Business:

Review of Items Pending List – No items

New Business:

Contract for Financial Assistance Amendment – The Director reviewed the Amendment for a $20,000 resiliency study.

4. A. Brothers moved to approve the CFA Amendment.

   L. Lopez seconded 3 in favor 0 opposed 2 absent

Hemenway Windows – Fee Amendment – The Director explained the amendment.

5. A. Brothers moved to approve the $2790 amendment.

   L. Lopez seconded 3 in favor 0 opposed 2 absent

Hagan Court Hallways – Certificate of Final Completion - The Director reported the project was complete.

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

   L. Lopez seconded 3 in favor 0 opposed 2 absent

Rubin Court Electrical Panels - Low bidder – The Director reviewed the list of bids. He asked for approval of the low bidder – Brite Lite Electric. He added that he asked EOLHC to look at the three lowest bids as they were significantly lower than the estimated cost. He was afraid there would be a number of change orders. They agreed to review with the low bidder that he understood the full scope of services.

7. A. Brothers moved to approve the low bid of $225,600.

   L. Lopez seconded 3 in favor 0 opposed 2 absent

A Hagan joined the meeting.

L&I Wage Rates – The Director explained that the rates are a minimum amount for our maintenance personnel. We have submitted a budget with a 5% increase for maintenance. It still needs to be approved by EOLHC.

8. A. Brothers moved to approve the new L&I wage rates.

   A. Hagan seconded 4 in favor 0 opposed 1 absent

Vacation cash out/carryover - The Director asked that employees who were not able to use all their vacation time be allowed to carry over (maintenance) or cash out (administrative) up to 2 weeks of vacation time.

9. A. Brothers moved to approve the cash out/carryover.

   L. Lopez seconded 4 in favor 0 opposed 1 absent

Write Offs – The Director requested a write off of $10701, for the tenant who has been in a nursing home for several months. It has taken that long to finally get a court agreement with family to surrender the apartment.

10. A. Brothers moved to approve the write off.

    L. Lopez seconded 4 in favor 0 opposed 1 absent

Other –A. Hagan thanked the Director for allowing her to put up flyers regarding food being left out in the rear courtyard. It can attract larger animals like coyotes.

Director's Report:

RSC Update – The Director reported that Christine was back to work. Her son's surgery went well. She had been planning the St. Patrick's Day luncheon – which was scheduled for the next day.

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. 2 units went out but 2 more were then vacated. The Director did get a few waivers approved. There were two more vacancies coming up for April.

Mod Projects – The Director reviewed the upcoming projects - Rubin Court Federal Pacific Panels, Hagan Court Porches and the 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.

11. A. Brothers moved to adjourn.

A. Hagan seconded 4 in favor 0 opposed 1 absent

The Chairman adjourned the meeting at 6:30 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary