MEETING MINUTES

Tuesday, April 15, 2025

The regular meeting of the Canton Housing Authority was called to order by Chairman Hannington at 6:00 pm on Tuesday, April 15, 2025. Meeting was held virtually through "Go To Meeting".

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

Absent:

1. A. Brothers moved to approve the March 11, 2025 regular meeting minutes.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

2. J. Walrod moved to approve the March/ April financial reports.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

L. Lopez had questions about the maintenance costs, operating subsidy and a modernization expense. The Director answered each. Vacancies led to a maintenance cost overrun. The Operating Subsidy amount is funds actually paid by the state and the modernization expense was for both flooring projects at Hagan and Rubin Courts.

3. A. Hagan moved to approve the March/ April expenditures.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Old Business:

Review of Items Pending List – No items

New Business:

Reorganization – The Chairman turned the meeting over to the Director, who then asked for nominations for Chairman and Vice Chairman.

4. J. Walrod nominated G. Hannington for Chairman.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

5. G. Hannington nominated J. Walrod for Vice Chairman.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

The Chairman recommended moving to "Other Reports" for new appointments to the committees.

Other Reports:

Affordable Housing Trust Report – The Chairman explained he was stepping down from the Trust. He explained there was a meeting coming up in May.

6. G. Hannington nominated L. Lopez as representative to the Trust.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

Community Preservation Committee Report – No report.

7. G. Hannington nominated A. Brothers as representative to the Preservation Committee.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

The Chairman recommended going into Executive Session for the Executive Director Evaluation. The Director shut off his camera and sound. After the board discussion was over, the Chairman called the Director to let him know he could join the session. There was more discussion regarding the evaluation. The Executive Session was closed and the board went back into Open Meeting.

Executive Director Evaluation – The board wanted their comments added to the self-evaluation.

8. A. Hagan moved to approve the evaluation with comments.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

Contract for Financial Assistance Amendment #12 – The Director reviewed the Amendment for $1,040,010, adding in the year 3 and year 4 projects from the new Capital Plan.

9. A. Brothers moved to approve the CFA amendment #12.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Contract for Financial Assistance Amendments - Signatory – The Director explained that the Chairman is usually designated as the signatory to sign Contract amendments. But sometimes there can be delays due to Docusign emails going to the Spam folder for both the Director and Chairman. After speaking to colleagues he found that some get a board vote to authorize the Director to also serve as a signatory.

10. L. Lopez moved to authorize the Director to serve as an alternate signatory for CFA amendments.

    A. Brothers seconded 5 in favor 0 opposed 0 absent

Hemenway Windows – Change of Scope – The Director explained the second side of the main building had been added to the project as well as the basement windows (as an "alternate" – pending available funding).

11. A. Hagan moved to approve the change of scope.

    J. Walrod seconded 5 in favor 0 opposed 0 absent

Fenton, Ewald & Associates Contract – The Director explained the accounting firm renews its contract annually. There is a nominal increase each year.

12. A. Brothers moved to approve the contract.

J. Walrod seconded 5 in favor 0 opposed 0 absent

Write Offs – The Director requested a write off of $1189 for the tenant who was evicted. It took another month to get the court order.

13. J. Walrod moved to approve the write off.

A. Brothers seconded 5 in favor 0 opposed 0 absent

Other – L. Lopez recommended getting a gift for J. McCourt. The Director explained that John was now out on medical leave, He explained that we had sent him an Edible Arrangement from the housing authority. But the board would like to do an additional $100 gift. The Director would get a gift cardt. A. Hagan asked the Director about the railings. He explained that they had been ordered. It takes several weeks for manufacturing due to the special angle and another week for galvanizing. They should be coming soon.

Director's Report:

RSC Update – The Director reported that Christine was holding her monthly coffee hours. Unfortunately they have turned into venting sessions. The Director is going to speak at the first half hour of the next ones. It was suggested board members could possibly attend future coffee hours.

Vacancy Update – The Director updated the Board on vacancies. The maintenance guys had turned over 4 elderly vacancies and two family units. 3 more elderly units would be going out May 1st. Unfortunately there are 4 new elderly vacancies for both April and May. He has asked our part time retired maintenance man to do more hours and has authorized extra overtime since John is out. He also has a company that he met at the MassNahro Conference coming Thursday to give us a price quote for complete unit turnover. The Director did get a few waivers approved.

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

14. A. Hagan moved to adjourn.

J. Walrod seconded 5 in favor 0 opposed 0 absent

The Chairman adjourned the meeting at 7:02 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary