MEETING MINUTES

Tuesday, August 12, 2025

The regular meeting of the Canton Housing Authority was called to order by Chairman Hannington at 6:00 pm on Tuesday, August 12, 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 Resident Allen K

Absent:

1. J. Walrod moved to approve the June 10, 2025 regular meeting minutes.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

2. L. Lopez moved to approve the May/ June/ July financial reports.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

3. L. Lopez moved to approve the June quarterly reports.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

4. A. Brothers moved to approve the June/ July/ August expenditures.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

A. Hagan had a question about Republic Services. Resident Allen was also interested in an update. The Director explained that we are under the same contract as the Town. Until such time that the strike is over, maintenance will continue to bring trash bags by hand to the Town dump.

Old Business:

Review of Items Pending List – No items.

New Business:

CPA Application – Hemenway Windows Phase 4 – The Director reviewed the Pre- Application.

5. L. Lopez moved to approve the pre-application.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

L. Lopez recommended explaining to the CPA committee the systematic approach that we have taken with this project. A. Hagan asked if the Lobby windows were included in this Phase. The Director explained that those windows were in a separate project that unfortunately is not funded at this point.

Performance Management Review (PMR) Desk Audit– the Director reviewed the corrective action item – a quarterly report that was submitted late. As the report showed, he had submitted the other three quarters on time. And he pointed out that he had actually entered all the data on time, but forgot to hit the submit button. This would be explained in his response to the final PMR, which was taking place on Friday August 15th.

6. A. Hagan moved to approve the Director's response.

   L. Lopez seconded 5 in favor 0 opposed 0 absent

L. Lopez asked if there might be other findings on Friday. The Director explained that usually the unit inspections have some fails.

Budget Approvals– the Director reviewed.

Vacancy fees - the Director explained that 4 of the units on the list were due to a glitch in the EOHLC system. The units were granted waivers until 4/1/2025. But our fiscal year ends on 3/31/25. The State reversed those fees. The other two were because maintenance needed extra time to complete.

7. L. Lopez moved to approve the vacancy fee report as disclosed.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Write offs – The Director reported one write off for $824.

8. L. Lopez moved to approve the write off for $824.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

Other – No items.

Director's Report:

RSC Update – The Director reported that Christine did a great job with the cookouts. She is working with Vicky and Alex at the Senior Center on a few complicated tenant issues.

Vacancy Update – The Director updated the Board on vacancies. There are 2 elderly vacancies from June and 2 from July. One family unit from July as well. There are 3 elderly vacancies for August, including 2 transfers. EOHLC denied the waiver requests.

Mod Projects – The Director reviewed the upcoming projects – Hagan Court concrete porches, Rubin Court Federal Pacific panels and the Hemenway windows.

Other Reports:

Affordable Housing Trust Report – L. Lopez reviewed the Town Planner report on Rubin Court. The AHTF is looking for support to get grant money to study the feasibility of adding housing on land behind Rubin Court. A. Hagan asked what the cost would be to the housing authority. L. Lopez explained it would be no

cost to the authority. The Director had met with Kevin Shea, the Town Housing Coordinator, that day. He thinks an exploratory study is a good idea. The Chairman recommended putting it on next month's meeting.

Community Preservation Committee Report – A. Brothers reported there was one meeting over the summer and they are meeting again next month.

9. A. Hagan moved to adjourn.

A. Brothers seconded 5 in favor 0 opposed 0 absent

The Chairman adjourned the meeting at 6:42 p.m.

Respectfully submitted,

Mark Roy, PHM Executive Director/ Secretary