MEETING MINUTES

Tuesday, October 14, 2025

The regular meeting of the Canton Housing Authority was called to order by Chairman Hannington at 6:00 pm on Tuesday, October 14, 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. L. Lopez moved to approve the September 16, 2025 regular meeting minutes.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

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

   A. Hagan seconded 5 in favor 0 opposed 0 absent

The Director answered questions about the temp service and the new inspection company.

3. A. Hagan moved to approve the September/ October expenditures.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Old Business:

Review of Items Pending List

A. Community Preservation Application – The Director reviewed the application. L. Lopez answered questions about the application and how it related to affordable housing. She also gave the Affordable Housing Trust report at that time.

4. A. Hagan moved to approve the application.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

It was recommended to add Performance Management Review (PMR) to the Items Pending List. The Director will do that going forward.

New Business:

Performance Management Review (PMR) - Action Plan – the Director reviewed the Action Plan.

5. L. Lopez moved to approve the Action Plan.

   A. Brothers seconded 5 in favor 0 opposed 0 absent

Capital Plan ’26 – The Director reported that unfortunately it is not ready, due to problems with the state reporting system. _

Annual Plan – Hearing Date - the Director explained that the public hearing date would be Tuesday December 9, 2025 at 5:30pm.It was agreed that the tenant holiday social would start at 5:00pm. The regular board meeting would start at 6:00pm.

6. J. Walrod moved to approve the hearing date.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

Budget Guidelines – The Director explained that even though mandatory, they do require a board vote.

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

   L. Lopez seconded 5 in favor 0 opposed 0 absent

Part time employees - Holidays – The Director suggested adding paid holidays for part time employees. After some discussion it was recommended that the Director find out what the Town does. The matter was tabled until next month.

November meeting change – Due to the Veteran’s Day holiday, it was agreed the meeting would be moved to Tuesday November 18th. Lisa will be away.

Write offs – None this month

Other – The Director reviewed the low bid for the Rubin Court Shed Project. He recommended approving, pending the architect references.

8. L. Lopez moved to approve the low bid of $49,840 by FRG Contractor Corp, pending references.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Director’s Report:

RSC Update – The Director reported that Christine is working with a number of homeless applicants who need furniture and household essentials.

Vacancy Update – The Director updated the Board on vacancies. There is 1 elderly vacancy from June and 1 from July. Both went out October 1st. There are 4 elderly vacancies from August, 1 elderly and 1 family from September and 3 elderly for October. Taunton Housing Authority’s vacancy team will be handling 2 elderly units and 1 family unit.

Mod Projects – The Director reviewed the current projects – Rubin Court Federal Pacific panels and the Hemenway windows.

Other Reports:

Affordable Housing Trust Report – L. Lopez had updated the board earlier in the meeting. The Technical Assistance Grant application for Rubin Court available land had been submitted.

Community Preservation Committee Report – No report.

9. J. Walrod moved to adjourn.

A. Brothers seconded 5 in favor 0 opposed 0 absent

The Chairman adjourned the meeting at 6:43 p.m.

Respectfully submitted,

Mark Roy

Mark Roy, PHM Executive Director/ Secretary