MEETING MINUTES

Tuesday, April 14, 2026

The regular meeting of the Canton Housing Authority was called to order by Chairman Lopez at 6:00 pm on Tuesday, April 14, 2026. Meeting was held virtually through "Go To Meeting".

Present: Lisa Lopez, Glen Hannington, Adam Brothers, Agnes Hagan, Janet Walrod
Mark Roy - Executive Director Steve Cote - Accountant (Roll call was taken on each vote).

Absent:

Budget – FY '27

The Chairman welcomed accountant Steve Cote. All agreed to take the budget agenda item out of order. Steve reviewed the budgets, explaining how the new system works this year. He answered board questions regarding the utility expenses, the operating subsidy and possible use of MRVP reserves.

1. G. Hannington moved to approve the 4001 budget.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

2. G. Hannington moved to approve the MRVP budget.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

The Chairman thanked Steve for his time. She then recognized Emma McGurren from Mass Housing Partnership (MHP).

Affordable Housing MHP Application – It was agreed to take the MHP agenda item out of order.

Emma updated the board on the ~~study~~ grant application to study the feasibility of possible ~~for possible~~ affordable housing development on the 1.7 vacant acres of our Brayton Circle property. She explained there was up to $35,000 for this type of application. MHP is looking for more input from CHA on the type of housing it might be interested in pursuing. The Chairman thanked her for her time. It was decided that the Chairman would follow up with the Affordable Housing Trust and the Town Planner for next steps in preparing for CHA to provide feedback at a future meeting, in response to MHP's questions.

3. A. Hagan moved to approve the March 10, 2026 meeting minutes.

   G. Hannington seconded 5 in favor 0 opposed 0 absent

4. J. Walrod moved to approve the February/ March financial reports.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

5. 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

A. Performance Management Review (PMR) – The Director reviewed the vacancy report.

B. Affordable Housing MHP Application – discussed above.

New Business:

Budget FY '27 – discussed above.

E.D. Evaluation – The Chairman explained that the evaluation would be moved to the end of the meeting.

Committee Appointments – The Chairman reported that A. Brother would be stepping down from the Community Preservation Committee (CPC). She thanked him for his past service. She explained that A. Hagan was willing to serve.

6. A. Brothers nominated A. Hagan to serve on the CPC committee.

   G. Hannington seconded 5 in favor 0 opposed 0 absent

The Chairman explained that she was willing to continue serving on the Affordable Housing Trust Fund (AHTF).

7. G. Hannington nominated L. Lopez to serve on the AHTF committee.

   A. Hagan seconded 5 in favor 0 opposed 0 absent

Rubin Court Panels– Change Order – The Director explained it was just a time extension, no extra cost. The project started in the Fall but had to pause over the winter months.

8. A. Hagan moved to approve the time extension change order.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Hemenway Windows – Change Order – The Director explained there had been an issue with the windows in the Veteran's office. Therefore the contractor would replace two windows on the other side of the building instead. The Veteran's windows would be moved into the next project. _

9. A. Hagan moved to approve the $3476.08 change order.

   J. Walrod seconded 5 in favor 0 opposed 0 absent

Hemenway Elevator Lobby – Change Order – The Director explained there had been changes to the scope of the work on this project. Therefore the architect was requesting a change order for additional architectural fees.

10. A. Hagan moved to approve the $21,500 change order.

A. Brothers seconded 5 in favor 0 opposed 0 absent

L&I Wage Rates – The Director reviewed the final revised rates. The Department of Labor Standards recognized that they had made an error when switching over to their new system.

11. A. Brothers moved to approve the new maintenance rates.

G. Hannington seconded 5 in favor 0 opposed 0 absent

Write offs – The Director requested two write offs, totaling $341.

12. A. Brothers moved to approve the write offs.

J. Walrod seconded 5 in favor 0 opposed 0 absent

Other – The Director reviewed the proposal he had just received for the new HVAC system at the Hemenway offices. Total is $20,872.57. Contractor is Hurley Mechanical, who we have used before.

13. A. Hagan moved to approve the proposal.

G. Hannington seconded 5 in favor 0 opposed 0 absent

Director's Report:

RSC Update – The Director reported that Elaine had received 20 tickets from the Red Sox organization to distribute to CHA tenants~~.~~ She continues to hold coffee hours and craft workshops.

Vacancy Update – The Director updated the Board on vacancies. Maintenance turned over 5 units recently. There are 2 remaining from March and 3 for April. Taunton Housing Authority's vacancy team is handling 2 elderly units. A. Hagan commended maintenance man Frank on his unit turnovers.

Mod Projects – The Director reviewed the current projects – Hemenway windows and Rubin Court Panels.

Other Reports:

Affordable Housing Trust Report – L. Lopez gave a report, including the AHT's ~~Town's~~ interest in establishing a town wide ~~Affordable~~ Housing R~~r~~oundtable~~s~~ for all town boards and committees that relate to housing to share strategies, challenges and priorities~~.~~

Community Preservation Committee Report – A. Brothers gave the dates for this year's CPA applications. Pre – application is August 14 and Full application is October 24.

The Chairman reviewed the Executive Director evaluation, describing the new process adopted as of this year to collect input from all directors and have town counsel aggregate the quantitative scores and a selective sample of comments and to present an aggregated evaluation, without director names, for discussion at the meeting, and with the Executive Director. She noted that all aggregate scores were satisfactory or better. . There was a question about how the "Not Applicable" choice affected the overall score. Directors expressed satisfaction with the new process.

14. G. Hannington moved to adjourn.

J. Walrod seconded 5 in favor 0 opposed 0 absent

The Chairman adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Mark Roy

Mark Roy, PHM Executive Director/ Secretary