

MINUTES OF SEPTEMBER 11, 2019
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, September 11, 2019 at the Conference Room, Mahan Circle, Medway, Massachusetts. The following members were in attendance: Mr. Rice, Mr. Ferrari, Mrs. Larrabee, Mrs. Donahue and Mr. Coyle. Executive Director Hayley Fetrow, Assistant Director Sheila Souza and Selectwoman Maryjane White were also in attendance.

Chairman Rice called the meeting to order at 12:30 p.m. Upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue, the Board voted to suspend the agenda and move the New Business votes to the first order of business.

New Business

a. DHCD 06/30/2019 Certification of Top 5 Compensation Form – Upon the motion of Mrs. Larrabee and seconded by Mrs. Donahue, the Board unanimously voted to certify that the Board Members have been provided a copy of the Top 5 Compensation Form submitted for Fiscal Year End 06/30/2019 and that the information is true, correct and complete to the best of our knowledge.

b. DHCD 06/30/2019 Year End Financial Statements – Upon the motion of Mrs. Donahue and seconded by Mrs. Larrabee, the Board unanimously voted to certify receipt of the 06/30/2019 quarter financial statements as presented with the Balance Sheet and Operating Statement for Programs 667, 689, 689 (167) and MRVP and that the information is true, correct and complete to the best of our knowledge.

c. Certification of Compliance with Notification Procedures for Federal/State Lead Paint Laws – Upon the motion of Mrs. Donahue and seconded by Mrs. Larrabee, the Board unanimously voted to certify that the Medway Housing Authority is in compliance with the regulations as identified on the compliance form and that the Housing Authority is maintaining proper record keeping related to such.

d. Power Options Gas Renewal Pricing – Upon the motion of Mrs. Larrabee and seconded by Mr. Coyle, the Board unanimously voted to authorize the Executive Director to execute an agreement with Power Options for Gas Renewal for 36 Months based on the attached schedule.

At this time Mr. Ferrari excused himself from the meeting.

Chairman Rice asked the members if there were any changes in the minutes that were mailed to them. There being no changes, the minutes of the August 14, 2019 Regular Meeting were approved upon the motion of Mr. Coyle and seconded by Mrs. Donahue.

Bills

Revolving Account – Twenty-Eight (28) Vendors Payable checks in the amount of \$91,636.28, Eight (8) MRVP Landlord Payables checks in the amount of \$8,051.00, Three (3) Payroll Withdrawals in the amount of \$36,657.50 totaling \$136,344.78 were approved upon the motion of Mrs. Larrabee and seconded by Mr. Coyle. A listing of these payments is attached.

Old Business

- a. Affordable Housing – will be discussed at the next meeting.
- b. Vacancies – Maintenance is working on 110 Maple Lane, 311 Mahan Circle and 8D Kenney Drive. Next month 302 Mahan Circle and 115 Maple Lane will be renovated.

Executive Director Report – E.D. Fetrow reviewed the Administration, August 2019 Financial Statements, June 30, 2019 Unaudited Financial Statements, HUD Financial Data Schedule, DHCD Year End Financial Statements, Tenants Accounts Receivable, Maintenance and Capital Items with the Board.

E.D. Fetrow said she has not received a response from Lisa Taylor regarding the Executive Director position description that she submitted to DHCD last month. E.D. Fetrow said she will send a follow up email to Ms. Taylor.

Other – Mr. Coyle asked about changing the monthly board meeting time to the evening. He did some research and most other board meetings are held in the evening. The Board will bring this up for discussion at the next meeting.

The October Meeting of the Medway Housing Authority will be held on October 9, 2019 at 12:30 p.m. at the Conference Room at Mahan Circle.

The September 11, 2019 Regular Meeting of the Medway Housing Authority adjourned at 1:25 p.m. upon the motion of Mr. Rice and seconded by Mrs. Donahue.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary