

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

The Medway Housing Authority held its Regular Meeting on Wednesday, December 11, 2019 at the Conference Room at Mahan Circle, Medway, Massachusetts. The following members were in attendance: Mr. Rice, Ms. Larrabee, Ms. Donahue and Mr. Coyle. Ms. McCarthy joined the meeting by phone. 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. and asked the members if any changes were to be made in the minutes that were emailed to them. There being no changes, the minutes of the November 13, 2019 Regular Meeting were approved upon the motion of Ms. Larrabee and seconded by Mr. Coyle. The minutes of the November 18, 2019 Special Meeting were approved upon the motion of Ms. Larrabee and seconded by Mr. Coyle.

Bills

Revolving Account – Thirty-five (35) Vendors Payables checks in the amount of \$69,132.56, Nine (9) MRVP Landlord Payables checks in the amount of \$9,124.00 and Two (2) Payroll Period Withdrawals and associated fees in the amount of \$24,275.56 for a total of \$102,532.12 were approved upon the motion of Ms. Larrabee and seconded by Ms. Donahue. A listing of these payments is attached.

Public Comment – E.D. Fetrow reported that no Public Comments were received.

Old Business

a. Vacancies – Maintenance is working on 107 Maple Lane and 8C Kenney Drive. Next month 23 Lovering Heights and 211 Mahan Circle will be renovated.

b. Executive Director Report – E.D. Fetrow reviewed the Administration, November 2019 Income & Expense Report, Tenants Accounts Receivable, Maintenance and Capital Items with the Board.

New Business

a. Other

Resolution to Amend the Personnel Policy – The following motion was made by Ms. Donahue and seconded by Mr. Coyle.

“To approve the addition of the following language regarding Fringe Benefits:

Following successful completion of a probationary period:

- Individuals working at least 15 hours weekly but not more than 20, are granted one “work” week of vacation leave and one “work” week of sick leave to be used within the given year of employment. There will be no carry-over of any time. Sick leave will not be paid out upon termination, but available vacation time is eligible for pay-out for termination other than “for-cause”.
- Individuals working at least 21 hours weekly but not considered “Full-Time Employees”, are granted two “work” weeks of vacation leave and two “work” weeks of sick leave to be used within the given year of employment. There will be no carry-over of any time. Sick leave will not be paid out upon termination, but available vacation time is eligible for pay-out for termination other than “for cause”. The vote was as follows:

AYES

Carl M. Rice

James M. Coyle

Linda F. Donahue

Rita S. Larrabee

Andrea McCarthy

NAYS

None

The Board asked E.D. Fetrow for the status on her Contract of Employment that was submitted to DHCD for review. E.D. Fetrow reported that she has not received any notification from DHCD regarding her contract.

Upon a motion made by Mr. Coyle and seconded by Ms. Larrabee, the Board voted that December 24, 2019 is the effective date on the Contract of Employment for Executive Director Hayley Fetrow. The vote was as follows:

AYES

Carl M. Rice

James M. Coyle

Linda F. Donahue

Rita S. Larrabee

Andrea McCarthy

NAYS

None

b. Notices (available for review) – E.D. Fetrow informed the Board that the current DHCD Public Notices are available for review.

The January Meeting of the Medway Housing Authority will be held on January 8, 2020 at 12:30 p.m. at the Conference Room at Mahan Circle.

The December 11, 2019 Regular Meeting of the Medway Housing Authority Adjourned at 1:05 p.m. upon the motion of Ms. Larrabee and seconded by Mr. Coyle.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary