

MINUTES OF NOVEMBER 13, 2019  
REGULAR MEETING OF THE  
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, November 13, 2019 at the Conference Room at Mahan Circle, Medway, Massachusetts. The following members were in attendance: Mr. Rice, Ms. Larrabee, Ms. Donahue, Mr. Coyle and Ms. McCarthy. Executive Director Hayley Fetrow, Assistant Director Sheila Souza, and Jenna Milne, CPA from Milne, Shaw & Robillard 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 October 9, 2019 Regular Meeting were approved upon the motion of Ms. Larrabee and seconded by Mr. Coyle.

Bills

Revolving Account – Forty-four (44) Vendors Payables checks in the amount of \$95,024.70, Eight (8) MRVP Landlord Payables checks in the amount of \$7,736.00, Two (2) Payroll Period Withdrawals and associated fees in the amount of \$27,705.91 for a total of \$130,466.61 were approved upon the motion of Ms. Larrabee and seconded by Ms. Donahue. A listing of these payments is attached.

Chairman Rice introduced and welcomed Ms. Milne the new accountant for the Authority. Ms. Milne prepared and presented the State Budgets for the fiscal year ending 6/30/19. The 400-1, 689-1, 689-9 and MRVP budgets were reviewed and approved upon the motion of Ms. Larrabee and seconded by Ms. Donahue. Ms. Milne also prepared and reviewed the September 30, 2019 Quarterly Financial Statements with the Board. The Board thanked Ms. Milne for the informative presentation and she left the meeting.

Old Business

a. Vacancies – Maintenance is working on 115 Maple Lane, 8C Kenney Drive and 51 Lovering Heights.

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

Executive Session – At 1:32 p.m. Ms. Donahue moved that the Board enter Executive Session to interview two candidates for the Executive Director position. Ms. Larrabee seconded, and it was so voted by roll call:

<u>AYES</u>	<u>NAYS</u>
Carl M. Rice	None
Rita S. Larrabee	
James M. Coyle	
Linda F. Donahue	
Andrea McCarthy	

At 2:15 p.m. Ms. Larrabee excused herself from the Meeting.

Upon the motion of Mr. Coyle and seconded by Ms. Donahue, the Board voted to come out of Executive Session, and it was so voted by roll call:

<u>AYES</u>	<u>NAYS</u>
Carl M. Rice	None
James M. Coyle	
Linda F. Donahue	
Andrea McCarthy	

Upon the motion of Mr. Coyle and seconded by Ms. Donahue, the Board voted to nominate Hayley Fetrow as the Executive Director effective within 45 days of the contract submission, and it was so voted by roll call:

<u>AYES</u>	<u>NAYS</u>
Carl M. Rice	None
James M. Coyle	
Linda F. Donahue	
Andrea McCarthy	

New Business

a. Write off of Vacated Tenants Accounts Receivable – Upon the motion of Mr. Coyle and seconded by Ms. McCarthy, the Board unanimously voted to approve the write-off of vacated TARs balances for:

- the Federal Program in the amount of \$36,201.99 for four accounts and
- the State Program in the amount of \$6,255 for three accounts

b. Roofing Replacement at 248 Village Street – Upon the motion of Mr. Coyle and seconded by Ms. Donahue, the Board unanimously voted to approve the Certificate of Substantial Completion for FISH 17738, Roofing Replacement Project at 248 Village Street.

Upon the motion of Mr. Coyle and seconded by Ms. Donahue, the Board unanimously voted to approve the Certificate of Final Completion for FISH 177038, Roofing Replacement Project at 248 Village Street.

c. Notices (available for review) – E.D. Fetrow informed the Board that the current DHCD and HUD Public Housing Notices are available for review.

The December Meeting of the Medway Housing Authority will be held on December 11, 2019 at 12:30 p.m. at the Conference Room at Mahan Circle.

The November 13, 2019 Regular Meeting of the Medway Housing Authority adjourned at 2:50 p.m. upon the motion of Mr. Coyle and seconded by Ms. Donahue.

Respectfully submitted,

Hayley S. Fetrow  
Executive Director and  
Secretary