

MINUTES OF NOVEMBER 18, 2019
SPECIAL MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held a Special Meeting on Monday, November 18, 2019 at the Conference Room at Mahan Circle, Medway, Massachusetts to approve the hiring of a new Executive Director. The following members were in attendance: Mr. Rice, Mr. Coyle and Ms. Donahue. Ms. McCarthy joined the meeting by phone. Executive Director Hayley Fetrow and Assistant Director Sheila Souza were also in attendance. Chairman Rice called the meeting to order at 12:12 p.m.

Appointment of Executive Director - Upon the motion of Mr. Coyle and seconded by Ms. Donahue, the Board voted to approve the appointment of Hayley Fetrow as the Medway Housing Authority Executive Director at an agreed upon salary of \$87,975. for a required 37.5 hours worked per week. The vote was as follows:

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

Executive Director Contract – Upon the motion of Mr. Coyle and seconded by Ms. Donahue, the Board voted to authorize the Chairman of the Board of Commissioners and Treasurer of the Board of Commissioners to execute the DHCD Executive Director contract with Hayley Fetrow including provisions that allow for the Executive Director:

- to work remotely, but not more than two days a week; and
- 20 days vacation annually

The vote was as follows:

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

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 18, 2019 Special Meeting of the Medway Housing Authority adjourned at 12:15 p.m. upon the motion of Mr. Coyle and seconded by Ms. Donahue.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary