

MINUTES OF OCTOBER 9, 2019
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, October 9, 2019 at the Conference Room at Mahan Circle, Medway, Massachusetts. The following members were in attendance: Mr. Rice, Ms. Larrabee and Mr. Coyle. Executive Director Hayley Fetrow, Assistant Director Sheila Souza, Selectwoman Maryjane White, and Susy Affleck-Childs, Planning and Economic Development Coordinator for the Town of Medway were also in attendance.

Chairman Rice called the meeting to order at 12:30 p.m. Upon the motion of Chairman Rice and seconded by Ms. Larrabee, the Board voted to suspend the Agenda and move Item 4. A. Oak Grove Zoning Presentation to the first order of business.

Chairman Rice welcomed Ms. Affleck-Childs to the meeting. Ms. Affleck-Childs gave a power point presentation on the new proposed zoning for the redevelopment of the Oak Grove Urban Renewal Area (Bottle Cap Lots). She explained that the Community and Development Board is showing the presentation to all Town Boards and Committees to make them aware of new zoning bylaws. The Board thanked Ms. Affleck-Childs for the informative presentation and she left the meeting.

Chairman Rice asked the members if there were any changes in the minutes that were emailed to them. There being no changes, the minutes of the September 11, 2019 Regular Meeting were approved upon the motion of Ms. Larrabee and seconded by Mr. Coyle.

Bills

Revolving Account – Thirty-two (32) Vendors Payables checks in the amount of \$87,362.16, Eight (8) MRVP Landlord Payables checks in the amount of \$7,736.00, Two (2) Payroll Period Withdrawals in the amount of \$23,884.17, for a total of \$118,982.33 were approved upon the motion of Ms. Larrabee and seconded by Mr. Coyle. A listing of these payments is attached.

The new State Appointed Board Member Andrea McCarthy joined the meeting by phone.

Old Business

a. Vacancies – Maintenance is working on 302 Mahan Circle, 115 Maple Lane, and 15 Kenney Drive. Next month 8C Kenney Drive and 51 Lovering Heights will be renovated.

b. Executive Director Report – E.D. Fetrow reviewed the Administration, September 2019 Financial statements, Tenants Accounts Receivable, Maintenance and Capital Items with the Board.

New Business

a. DHCD Resident Services Coordinator Grant – Upon the motion of Ms. Larrabee and seconded by Mr. Coyle, the Board unanimously voted to approve the Executive Director to submit the application for a state-aided Resident Services Coordinator grant per PHN 2019-19, Notice of Funding Availability – Resident Services Coordinators.

b. Notices (available for review) - E.D. Fetrow reviewed the current DHCD Public Housing Notices with the Board.

c. Executive Session – At 1:15 p.m. Mr. Coyle moved that the Board enter Executive Session for the purposes of personnel and Executive Director Search. Ms. Larrabee seconded, and it was so voted by roll call:

AYES

Mr. Rice

Ms. Larrabee

Mr. Coyle

Ms. McCarthy

NAYS

None

E.D. Fetrow was present for the Personnel discussion only. A.D. Souza was present for the Executive Director Search discussion only. Ms. White left the meeting.

Upon the motion of Mr. Coyle and seconded by Ms. Larrabee, the Board voted to come out of Executive Session and did not take any action.

E.D. Fetrow informed the Board that she was going to schedule the workers from the Norfolk County Sheriff's office to work at Mahan Circle to remove the wallpaper and paint the walls in the 200's hallway.

The November Meeting of the Medway Housing Authority will be held on November 13, 2019 at 12:30 p.m. at the Conference Room at Mahan Circle.

The October 9, 2019 Regular Meeting of the Medway Housing Authority adjourned at 1:55 p.m. upon the motion of Ms. Larrabee and seconded by Mr. Coyle.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary