

MEDFIELD HOUSING AUTHORITY  
30 POUND STREET  
MEDFIELD, MA 02052  
508-359-6454

Regular Monthly Meeting, 6:30pm  
Community Room

March 11<sup>th</sup>, 2025

The meeting of the Medfield Board of Directors came to order March 11<sup>th</sup>, 2025 at 6:30pm in the community room of the Medfield Housing Authority and via zoom for hybrid option.

Roll Call:

Chairwoman Kathy McDonald  
Commissioner Paul Hinkley  
Commissioner Stacy Yakel

Absent:

Commissioner Rob Canavan

Also Present: Executive Director Candace Avery, Medfield Tenants, Chris McCue-Potts via zoom, Jerry Potts(recording), Eileen DeSorgher.

Minutes:

Motion to approve the minutes of the February 2025 meeting as presented by Paul Hinkley

Second by Stacey Yakel

Vote approved Unanimously 3-0

Approval of the Payables:

Payable report presented for review: Items discussed were Harry Avery's pay (pay was for two weeks), KJP (Attorney Kurt James), who was available for January meeting to answer questions on Rosebay, and the \$873.00 fee which was for a replacement stove for one of the tenant units.

Motion to approve the payables from February – March 2025 in the amount of \$50,191.05 by Paul Hinkley

Second by Stacey Yakel

Voted Unanimously 3-0

Executive Director's Report:

1 vacancy: 2br. Unit. Handicap unit leased with a medical internal transfer.

**Accountant Reports:** Reserves are down mainly due to the electric bills and the cost of the minisplit maintenance. The minisplit bills have been submitted to EOHLC for reimbursement. ED is working with Secure Energy to get back to single form billing and to renegotiate the electric rates to secure a lower fee for supply. Net metering credits started this month. Medfield received \$4497.28 in Net Metering Credits (shown on the Eversource bills). No payment is due on the Eversource bills at the current time. Accountant reports are on budget otherwise and the reserves are at 38%. Minisplit fees are shown on the breakdown under contract costs.

Work Orders: Harry has done an incredible job with snow removal, unit turnovers, and taking care of property projects like the replacement of the lighting in the community room. He also completed

cleaning and organizing the maintenance areas to prepare them for the new Maintenance Supervisor. Resident feedback has been tremendously positive.

ED is providing some recent notes from tenants that were given to the office. The cards are positive and ED wanted to share that positivity with the Board.

Spring Event: Need confirmation of the Date for the event: Board discussed and confirmation tentatively made for May 13<sup>th</sup> and will begin at 5:30pm. Details confirmed to have a cookout/ice cream social. ED will use Black Cow again for the ice cream as they are local and have done a great job with the past events. Mr. Rings family would like to donate a bird bath with a plaque on it on behalf of Mr. Ring for the tenants. We can also combine this dedication with the plaque for Lisa for the bench outside. ED will confirm the availability of TriCounty for the event and will finalize by next meeting

April 1<sup>st</sup> ED will hold a tenant event at 1pm in the Community Room. Coffee and dessert will be provided and ED will be available to discuss all tenant related matters and introduce new Maintenance Supervisor to residents. Chairwoman McDonald also discussed being present at the event to talk with tenants. Gardening was discussed as Spring is quickly approaching. ED reminded tenants that their gardens are their responsibility to upkeep and that plantings are to be close to the buildings so that maintenance does not disturb their flowers when mowing. Bird feeders are asked not to be put out and residents asked not to throw food out on the property for the animals as it causes infestation of squirrels and skunks.

**Motion to approve ED Report by Stacey Yakel**

**Second by Paul Hinkley**

**Vote approved Unanimously 3-0**

New Business:

Approval of the LNI rates for 2025: Rate sheet from the Division of Labor and Industry provided for review. New rate for 2025 is \$35.89.

**Motion to approve LNI rate as presented by Paul Hinkley**

**Second by Stacey Yakel**

**Vote approved Unanimously 3-0**

Approval of EOHLC maintenance extension: Extension approval letter from EOHLC read confirming extension of coverage until March 21<sup>st</sup>, 2025. **Motion to approve extension of coverage by Stacey Yakel**

**Second by Paul Hinkley**

**Vote approved Unanimously 3-0**

Final approval of adjusted minutes for AG response: Documents for the response to the Attorney General's Order dated January 28<sup>th</sup> 2025 (OML 2025-6) provided for review and certification. Certification provided for Chairperson Kathy McDonald to execute on behalf of the MHA.

**Motion to approve Certification by Paul Hinkley**

**Second by Stacey Yakel**

**Vote Unanimous 3-0**

**Motion to approve New Business by Stacey Yakel**

**Second by Paul Hinkley**

**Vote approved Unanimously 3-0**

**Old Business:**

Maintenance Position: Update on New Hire: ED provided resume for the final choice for Maintenance Supervisor Ryan Denny. ED also provided request made by Ryan for the consideration of \$2.00 above the LNI rate as most positions are currently paying higher hourly rates. Discussion held regarding the increase of pay above the LNI rate. Commissioner Hinkley and Yakel were not in favor of increasing the LNI rate. Chairwoman McDonald suggested providing a \$1.00 above LNI to begin and then reviewing performance after three months for additional requested \$1.00. Also raised for consideration is the cost of MHA having to advertise again, and the hours/time involved in the interview process which would support providing the additional \$2.00 above the LNI as the process is costly and time consuming. Request for additional \$2.00 declined as Commissioners Hinkley and Yakel were not in favor. ED will bring back for review after three months as discussed.

TriCounty Pavillion Update: Project is moving along and the students are doing an excellent job.

Residents in attendance also very pleased with project and how great the students are doing.

**Motion to approve Old Business by Paul Hinkley**

**Second by Stacey Yakel**

**Vote approved Unanimously 3-0**

**Other Business:**

Chairwoman asked that CHAMP discussion be added to the topics of the tenant meeting being held on April 1<sup>st</sup>, 2025.

Chris McCue-Potts via Zoom commented that the Zoom option for the meeting was difficult to hear and not very accessible. ED will look into options to make access better and more audible. Suggestion by Jerry Potts to have a microphone on the board table. Also discussed by board was a possible laptop option.

Sharon Bond asked about the generator: ED discussed the service that had to be run by Eversource to connect to the generator and that it was dependent on the weather, which is now getting warm enough for them to run the service. The contractor will also return to oversee and finish the project including making sure the generator is positioned correctly on the cement slab.

Residents in attendance in favor of cookout and ice cream for the event to be held to thank TriCounty for the project they are doing on the Pavillion, and they like the design that they decided on.

Nestor commented that in his years of working that he worked for 3 months to show his skill level and then would be considered for an increase in pay. Commissioner Hinkley suggested 6 months.

**Motion to approve Other Business by Stacey Yakel**

**Second by Paul Hinkley**

**Vote approved Unanimously 3-0**

**Adjournment:**

**Motion to Adjourn at 7:53pm by Stacey Yakel**

**Second by Paul Hinkley**

**Vote Unanimous 3-0**

**List of Documents and Other Exhibits Used at the Meeting:**

- a. Agenda
- b. February 2025 Meeting Minutes

- c. Accounts Payable Report: February – March 2025
- d. Accountant Reports: February 2025
- e. Work Order Report February – March 2025
- f. 2025 LNI rates
- g. Maintenance Extension
- h. Documents and Certification for Attorney General's Response
- i. Maintenance Resume

Respectfully Submitted by Candace Avery, Executive Director