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

August 12th, 2025

The regular monthly meeting of the Medfield Housing Authority was held August 12th, 2025 in the Community Room of Tilden Village. Chris McCue-Potts recording the meeting. Chairwoman McDonald read statement regarding the process of the meeting.

Roll Call:
Present

Absent None

Chairwoman Kathy McDonald
Commissioner Stacey Yakel
Commissioner Paul Hinkley
Commissioner Rob Canavan
Also Present: Candace Avery - Executive Director, Tilden residents, Attendees via Zoom. See sign in sheet.

<u>Minutes</u>
Discussion held regarding changes for the June 10th, 2025 meeting minutes. Chairwoman McDonald began by discussing the signing of vendor checks between meetings. She stated that she would like her request for checks not to be signed in between meetings by board members at the June 10th meeting be adjusted as it is necessary at times for interim checks to be signed in order for vendors to be paid on time and avoid disruption. Clarification was made that interim checks are still included on the payable report for the following meeting so that board members are aware of these payments, and they are presented for approval. Chairwoman asked that these interim checks be color coded on the report for identification moving forward. Chairwoman McDonald clarified that checks can be signed in between meetings.
Discussion held regarding the language used to describe Chris McCue-Potts interaction at the June 10th, 2025 meeting be changed. Suggestion was made to have the wording "yelling and arguing" to "raised voice/challenged item of discussion". ED stated that the language used to describe the behavior should be accurate enough to reflect that it upset a board member enough to leave the meeting and for tenants to stand in opposition to the temperament. Discussion continued to come to an agreed upon description. Final vote on the exact language was not clarified with an exact statement with formal vote. ED will bring June 10th, 2025 minutes back to the next meeting for approval.
Minutes -Paul Hinkley - to accept minutes of the June 10th, 2025 meeting. Minutes were accepted without a clarified exact statement with formal vote. ED will bring back to next meeting for final approval.
Second – Rob Canavan
Vote – Unanimous 4-0
July 17th, 2025 Special Meeting Open Session Minutes: No edits requested
Vote to approve July 17th, 2025 Open Session Minutes as presented by Paul Hinkley
Second – Stacey Yakel
Vote – Unanimous 4-0

Accounts Payable

Motion to accept the Payable report from June - August 2025 in the amount of $84,506.30 by Rob Canavan
Second – Stacey Yakel
Vote – Unanimous 4-0

Executive Director Report 8/12/2025:

Accountant Reports: reserves are at 25% mainly due to electrical bills and extra supplies required for the pavilion changes that were necessary. Much of the funding will be reimbursed for expenses through CapHub and will increase the reserve levels to the required 35%. Items such as vacancy turnover cost and Mini split maintenance/replacement fees will be part of this reimbursement. Any tenant owing money is in repayment except for one who is very sick and we are working on the matter.

2 vacancies (1-second floor, 1-2 bedroom. In process of lease: 75 applicants pulled for the 2nd floor unit. 30 applicants have been pulled for the 2 bedroom. Units are turned over by maintenance within the 14-day required timeframe. ED is waiting on the responses from applicants on the pulls in order to offer units – deadline for response is Monday.

Work Orders: report provided. Ryan is doing a great job. All work orders are being done in real time along with preventative maintenance and closing out old work orders and overseeing the contractors that have been onsite for projects. Lawn mower is on loan from Ashland through the Management Agreement until a purchase for a permanent mower can be made.

Current Projects: Door Buzzer system: Contractor procured by RCAT will be onsite next week throughout the week. Alarm testing: including battery replacement and updates to the Emergency Lights/Signs: working with RCAT for funding through CapHub (estimates are around $9100.00). Dryer vent cleaning is being done. Generator Project: complete and final walkthrough and training is in process of scheduling. Parking lot replacement: in final design phase with RCAT-ED spoke with RCAT to try to expedite the project for safety purposes.

Hessco: held coffee hour for residents: very low attendance but it was a hot day. Missey is doing great and assisting many residents with services and recertifications.

Outreach worker from COA, Sue, was onsite today and mentioned having the new town nurse come as well at a future date. Chairwoman McDonald confirmed new nurse hired and would like to have her come onsite to work with residents.

Net Metering: printout provided by Agilitas to show savings to date since start of project: $6611.19 has been saved with the program from July 2024 through July 2025.

Motion to approve Executive Directors Report -Paul Hinkley
Second – Rob Canavan
Vote – Unanimous 4-0

New Business:

ED Performance Review Template: 1 template provided for review by board. ED will also obtain additional templates (2-3) and will get Attorney Driscoll’s input as well as suggested.

Tenant Write-Offs: List of uncollectable tenant receivables provided for approval to write off. Total of write off $1497.00. Tenants have passed away and amounts are uncollectable. List is small as MHA residents pay their rent on time and regularly. If a tenant is behind repayment agreements are made to assist them but it is not a situation that happens often.

Regional Legal Service Contract: Chairwoman McDonald requested to table review of contract.

Motion to table Regional Legal Service Contract until next meeting by Rob Canavan
Second by Stacey Yakel
Vote Unanimous 4-0
Motion to approve New Business by Rob Canavan
Second by Paul Hinkley
Vote Unanimous 4-0

Old Business**:**
Procurement Policy: Revisit: Notes from previous meeting for the review of the Procurement Policy provided to the board. Changes discussed by board were made and provided by ED as well as an additional Procurement Policy from another agency. ED will obtain additional policies to compare and will reach out to RCAT (Regional construction advisory team) for policy as well. Continue to update. Chairwoman McDonald suggested ED enter information and clear through EOHLC then do final approval.
Management Agreement: Provided for board review and discussion. The Management Agreement is the standard contract by EOHLC. ED had HMS (Housing Management Specialist) from EOHLC forward current information and PHN (Public Housing Notice) from EOHLC as well to make sure it is the most current version. New Management fee is based on the prior fee times the cap increase, and is established by EOHLC and calculated by Accountant. There are very small changes to the language in the most current format, which will be used once approved. Discussion held regarding benefits of the Management Agreement as opposed to not having the Management agreement. Staffing – without agreement ED position would only offer 19-22 hours without benefits which is an EOHLC formula based on unit count and programs. Part time position without benefits would make it very difficult to get skilled ED. Maintenance would also remain part time and there would not be that ability to utilize the maintenance staff from the other two authorities when needed for things like On Call hours, busy times, unit turnovers, etc. With the Management Agreement MHA receives more than 20 hours for staffing from a skilled staff, especially for board meetings, audits, busy times. Maintenance is also provided for hours during busy times from the other HA's. MHA can utilize/loan equipment, when necessary, such as the lawn mower, and MHA has the ability to share assistance such as the RSC if/when the MHA is not approved for services individually. Discussion between Commissioner Canavan and ED was had regarding lawn mower options and the expense that the MHA has had on the repair of the old mower. Discussion was heated as the lawn mower has been an item of contention for a couple of years and the matter was previously tabled as member did not agree on purchase of new mower. Commissioner Canavan then began discussing the topic of the truck sander and ED again stated that the board tabled the matter as there was not agreement of the purchase of the item. Commissioner Hinkley stated that the ED has been here for 16 years and that he would say it should be a 10-year contract. Chairwoman McDonald suggested it be a 3-year contract and reminded Commissioner Hinkley it can't be a 10-year contract – it can't exceed 5 years. Chairwoman McDonald suggested completing the ED evaluation and having a second meeting to complete the performance evaluation before finalizing the Management Agreement. Possibly pushing the Management Agreement out, Commissioner Yakel reminded Chairwoman McDonald that she would not be able to attend the October meeting so would like it done in November when she is able to attend. ED will reach out to HMS to make sure MHA can extend the Management Agreement until then. Commissioner Canavan got angry and argued that he did not want everything to keep getting pushed out and nothing get done. Chairwoman McDonald stated that there was a lot accomplished during the meeting. Conversation escalated and Commissioner Hinkley stated that Commissioner Canavan should not even be on the board because he doesn't live in Medfield and probably won't be on the board for the next meeting. Commissioner Canavan stated that Commissioner Hinkley could be around by next month. Commissioner Canavan then stated that he "was done with you people – I'm out of here" and he left abruptly from the meeting. He left his keys and had to return to get them and exited the meeting again. Chairwoman McDonald called the Commissioners to order multiple times, trying to stop the arguments reminding them that the extract read at the start of the

meeting on the process of the meeting pertains to board members as well. Chairwoman McDonald and Commissioner Hinkley exchanged words and Chairwoman McDonald stated the she would never want to have a commissioner removed from a meeting for behavior, but that she could. Commissioner Hinkley stated that she didn't know the rules of the state and that he would like to see her try. Chairwoman McDonald stopped the meeting to close it due to the escalated disposition of Commissioners.

Motion to approve Old Business-none
Second – none
Vote – none
Due to escalation of temperaments and Commissioner Canavan leaving the meeting.

Other Business:
None as tenants in attendance had left during the extended review of policies and agreements.

Motion to Adjourn at 8:14 PM by Stacey Yakel
Second – Paul Hinkley
Vote – Unanimous 3-0

Material included in Board Packets
Agenda
Minutes
Account Payable Report
Accountant Reports
Work Order Report
Procurement Policies
Management Agreements
Regional Attorney Service Contract