

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

September 10th, 2024

The regular monthly meeting of the Medfield Housing Authority was held September 10th, 2024 in the Community Room of Tilden Village.

Brent Nelson- Chairperson - opened @ 6:33PM

Chris McCue-Potts spoke as meeting opened to inform the board that she would be recording the meeting

Roll Call:

Present

Absent

Chairman Brent Nelson

None

Commissioner Rob Canavan

Commissioner Kathy McDonald

Commissioner Paul Hinkley

late

Commissioner Stacey Yakel

Also Present: Candace Avery - Executive Director, Town Resident. See sign in sheet.

Minutes

Minutes -Rob Canavan - to accept minutes of June 2024 meeting as presented

Second – Paul Hinkley

Vote – Unanimous 4-0

Accounts Payable

Motion -Kathy McDonald –accept August 14th,2024 – September 30th, 2024 payables in the Grand total of \$42,406.89

Second -Rob Canavan

Vote – Unanimous 4-0

Executive Director Report 9/10/2024:

3 vacancies: (1-2br, 2-1br). 2br unit will be an internal transfer for medical issues. The 1br units have been sent offers and are in the process of confirming lease. One additional 1br unit will open up as of next month due to internal transfer.

Work orders: all being done in real time and unit turnovers are complete and up to date. Had an emergency break of a waterline under the floor of one of our 2br units. Had to do an emergency break up of the concrete floor which had to subcontracted out for immediate response as unit was flooding. Plumber also called in to identify and fix the pipe once it was found. Leak identified and fixed, floor work being done to reseal the concrete. Rug and linoleum will be replaced next week when concrete has time to dry. Tree work on property will be done to remove two dead trees and any branches that are overgrown will be trimmed back. This project will be covered with the CIP funding from EOHLC.

Training for Board: ED will need dates of availability to schedule training. Board encouraged to email possible dates. Included in packet are trainings available through MA Nahro, website provided as well massnahro.org. Info. Is also in packet. For any trainings board is interested in, let ED know and she will register members and MHA will take care of fees and registration. Also, Board handbook should be available through MA Nahro within the next couple of months because they were updating it and as soon as it is available the MHA will purchase for board members.

Annual Conference: ED went for the day to moderate sessions as a member of the MA Nahro board of directors. The conference was great and again board members are encouraged to attend any upcoming conferences.

Motion -Rob Canavan

Second – Paul Hinkley

Vote – Unanimous 4-0

New Business:

Budget Presentation by Accountant Richard Shaw.

Accounting contract for the next year also presented and explained by accountant. Board discussion and questions held with Accountant. No changes requested.

Approval of Budget as presented by Accountant Rick Shaw

Motion – Rob Canavan

Second – Kathy McDonald

Vote- Unanimous 4-0

Approval of Accounting Contract as presented for 2024-2026

Motion – Kathy McDonald

Second – Rob Canavan

Vote – Unanimous 4-0

Old Business:

None

Other Business:

Commissioner McDonald asked about coinciding an open house in the community room with COA resources in combination with the Tenant Meeting. ED agrees that this is a wonderful opportunity for residents and is happy to coordinate.

Reminder that presentation for Lisa Donovan's service on board to be held at next month's meeting.

Motion to Adjourn at 7:23 PM by Rob Canavan

Second – Kathy McDonald

Vote – Unanimous 4-0
