

Medfield Housing Authority
30 Pound Street
Medfield, Ma 02052
508-359-6454
Regular Monthly Meeting April 14th, 2026, 6:30pm
Community Room

Date: April 14, 2026

Location: Hybrid Meeting via Zoom and Conference Room

Time: Meeting Called to Order at approximately 6:31 PM

Commissioners Present

- Lisa Donovan, Chair
- Rob Canavan
- Stacy Yakel
- Paul Hinkley
- Brian Cavanaugh

Staff Present

- Candace Avery, Executive Director
- Ryan Denny, Maintenance Staff

Others Present

- Residents and members of the public via Zoom and in person, Chris McCue-Potts Recording. Medfield Housing Authority recording as well.

1. Approval of the Minutes: Regular Monthly Meeting March 10th, 2026:

The board reviewed the Minutes of the March 10th, 2026 monthly meeting

Motion to approve the Minutes as presented by Rob Canavan, Seconded by Stacey Yakel.

Roll Call Vote:

- Lisa Donovan-Aye
- Rob Canavan-Aye
- Stacey Yakel-Aye
- Paul Hinkley-Aye
- Brian Cavanaugh-Aye
- **Motion Passed Unanimously**

2. Approval of Accounts Payable

The Board reviewed the accounts payable for the period of March 9, 2026 through April 14, 2026.

A motion was made by Rob Canavan to approve Accounts Payable check numbers 3/9/26 through 4/14/26 in the amount of **\$61,017.92**. The motion was seconded by Stacey Yakel and approved by roll call vote.

Roll Call Vote

- Lisa Donovan — Aye
- Rob Canavan — Aye
- Stacy Yakel — Aye
- Paul Hinkley — Aye

Motion passed unanimously.

3. Executive Director's Report

Executive Director Candace Avery presented the monthly report.

Vacancies and Leasing

The Authority currently has three vacancies:

- One second-floor unit
- Two two-bedroom units

Staff continues to work through the CHAMP application system. Several applicants declined offered units for various reasons, including medical issues, relocation opportunities, and acceptance of housing elsewhere. Additional applicants were deemed ineligible because they applied for the incorrect unit category.

Financial Reports

March financial reports were not yet available at the time of the meeting. February reports were included again for Board review. Preliminary discussions with the accountant indicated that reserve balances continue to improve. Largest expenses drawing down reserves are for Jamie Oil (mini-split maintenance) and Frasca Plumbing (water/plumbing issues)/

Maintenance and Operations

Daily work orders and preventative maintenance continue to be completed in real time. Executive Director Avery commended maintenance staff member Ryan Denny for his ongoing efforts overseeing projects, responding to emergency situations, and supporting residents.

Mr. Denny assisted during a recent underground fire incident affecting the Ashland Housing Authority, which caused temporary power outages and impacted multiple units. He also coordinated resident support during local power outages.

Mini-split heat pump systems throughout the property were professionally cleaned and serviced under Ryan Denny's supervision.

Tenant Meeting

A tenant meeting was held on March 30, 2026, with strong resident attendance and positive participation. Residents provided constructive feedback, which management is reviewing and considering for future planning.

Spring Resident Event

The Authority discussed holding a spring resident event on May 22, 2026. Ideas included:

- A cookout-style gathering
- Ice cream service
- Possible use of a hot dog truck
- Outdoor music and social activities similar to a previous successful pavilion event

No formal action was taken at this time as planning remains in progress.

Parking Lot Project (being procured and overseen by EOHLC)

The Executive Director reported that parking lot design review work had been completed. A state construction supervisor toured the site, reviewed deficiencies, and will provide final design approval. The project is progressing toward the bidding phase.

Board Member Training

All current board members have completed required board training. Additional optional trainings through MassNAHRO were discussed, including finance-related courses. Commissioners were encouraged to participate in future educational opportunities.

A motion was made by Paul Hinkley and seconded by Rob Canavan to approve the Executive Director's Report.

Roll Call Vote

- Lisa Donovan — Aye
- Rob Canavan — Aye
- Stacy Yakel — Aye
- Paul Hinkley — Aye

Motion passed unanimously.

4. Approval of L&I Rates

The Board reviewed updated wage rates issued by the Massachusetts Executive Office for Labor and Workforce Development, Department of Labor Standards.

Executive Director Avery explained the substantial increase in statewide labor rates and the appeals process that reduced the proposed maintenance mechanic rate from approximately \$49.40 per hour to \$40.62 per hour.

Ryan Denny addressed the Board regarding his responsibilities, certifications, and commitment to the Authority and residents. Board members acknowledged his performance, including:

- Emergency response efforts
- Resident assistance beyond normal duties
- Inventory management updates
- Professional certifications including EPA and OSHA credentials

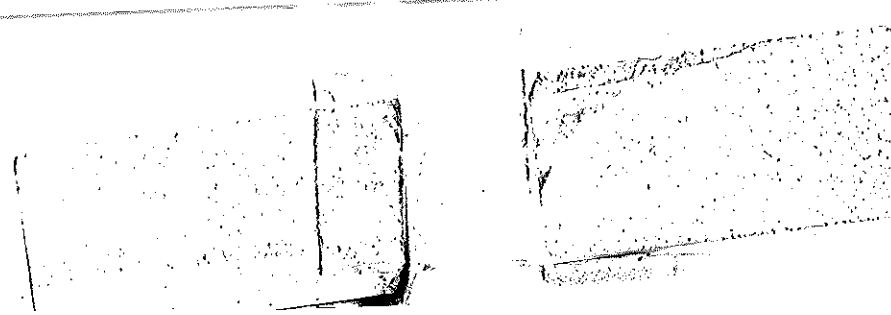
Discussion followed regarding compensation for \$2.00 above the established L&I rate.

Rob Canavan made a motion to approve the maintenance rate at **\$42.62 per hour**, representing \$2.00 above the approved L&I rate. The motion was seconded by Stacey Yakel.

Roll Call Vote

- Lisa Donovan — Aye
- Rob Canavan — Aye
- Stacy Yakel — Aye
- Paul Hinkley — Aye
- Brian Cavanaugh — Aye

Motion passed unanimously.



5. Introduction of New Board Member

Newly appointed Board member Brian Cavanaugh introduced himself to the Board and residents. Mr. Cavanaugh shared his longstanding connection to the Medfield community and expressed his commitment to public service and elder care advocacy.

The Board welcomed Mr. Cavanaugh to the Medfield Housing Authority.

A motion was made by Rob Canavan and seconded by Stacey Yakel to accept the New Business agenda items.

Roll Call Vote

- Lisa Donovan — Aye
- Rob Canavan — Aye
- Stacy Yakel — Aye
- Paul Hinkley — Aye
- Brian Cavanaugh — Aye

Motion passed unanimously.

6. Old Business – Disposition Policy Review

The Board reviewed the updated Disposition Policy.

Discussion included:

- Requirements for obtaining bids and maintaining records
- Procedures for disposal or sale of equipment
- Inventory tracking procedures
- Approval thresholds for larger equipment items
- Updates required through EOHLIC

Staff confirmed that all equipment and appliances are currently inventoried and tagged.

Rob Canavan made a motion to approve the updated Disposition Policy, including revisions to items three and four as discussed. The motion was seconded by Stacy Yakel.

Roll Call Vote

- Lisa Donovan — Aye
- Rob Canavan — Aye
- Stacy Yakel — Aye
- Paul Hinkley — Aye

- Brian Cavanaugh — Aye

Motion passed unanimously.

7. Other Business / Tenant Open Forum

Residents present offered positive feedback regarding staff and maintenance services. General discussion included appreciation for resident events and maintenance responsiveness.

No additional business was brought before the Board.

8. Adjournment

A motion to adjourn was made by Rob Canavan, seconded by Stacey Yakel, and approved unanimously by roll call vote.

Roll Call Vote:

- Lisa Donovan – Aye
- Rob Canavan – Aye
- Stacey Yakel – Aye
- Paul Hinkley – Aye
- Brian Cavanaugh - Aye

The meeting adjourned at approximately 7:03 PM.

Respectfully submitted,

Candace Avery
Executive Director

Materials Included:

Agenda

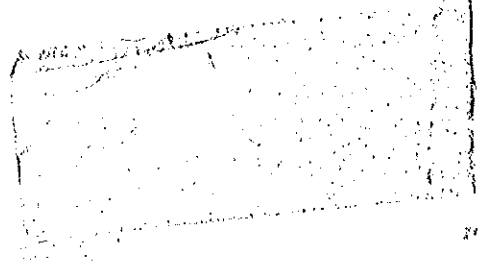
Minutes March 10th, 2026 meeting

Account Payable Report

Work Order Report

Accountant Reports – February

LNI rate sheet
Disposition Policy



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