



## **Medfield Housing Authority**

### ***Special Meeting Minutes***

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Date: Tuesday, October 7, 2025

Location: Medfield Housing Authority, Conference Room (Hybrid via Zoom)

Time: 2:11 PM

#### **1. Call to Order**

The special meeting of the Medfield Housing Authority Board of Commissioners was called to order by Chairperson Lisa Donovan at approximately 2:00 PM. The Chair confirmed the meeting was properly noticed and convened in compliance with the Massachusetts Open Meeting Law.

#### **2. Roll Call**

Present:

- Lisa Donovan, Chairperson
- Stacey Yakel, Tenant Commissioner
- Paul Hinkley, Commissioner
- Candace Avery, Executive Director / Recording Secretary

Absent: Commissioner Rob Canavan (work conflict).

A quorum was established.

#### **3. Meeting Ground Rules and Announcements**

Chairperson Donovan reviewed the open meeting law requirements, reminding attendees that members of the public may make audio or video recordings of open session meetings provided they notify the Chair in advance. Christine McCue Potts announced her intent to record, which was acknowledged. The Housing Authority also recorded the meeting for its official records.

Chairperson Donovan reiterated that members of the public do not have the right to speak unless recognized by the Chair and that decorum would be maintained at all times. She emphasized the Board's responsibility to ensure an efficient, civil, and productive meeting. The Chair reserved the authority to issue warnings or remove any individual disrupting proceedings.

#### **4. Approval of Revised June 10, 2025 Minutes**

Chairperson Donovan requested review of the revised minutes from the June 10, 2025 meeting. After confirming that all commissioners had received and reviewed the updated draft, the Chair called for a motion to approve.

Motion by Commissioner Stacey Yakel to approve the revised June 10, 2025 meeting minutes as presented. Seconded by Commissioner Paul Hinkley. Motion passed unanimously.

#### **5. Discussion: Response to September 9, 2025 Open Meeting Law Complaint**

Chairperson Donovan introduced the next agenda item concerning the Housing Authority's official response to the September 9, 2025 Open Meeting Law complaint filed by resident Christine McCue Potts. Commissioners were asked to review the draft correspondence prepared by the Authority's legal counsel. The Chair noted that the response document was comprehensive and detailed, outlining the Authority's position and compliance with open meeting requirements.

After allowing sufficient time for review, the Chair invited discussion. None was offered, and the Chair requested a motion to approve the correspondence and authorize legal counsel to submit the response on the Authority's behalf.

Motion by Commissioner Paul Hinkley to authorize legal counsel to transmit the Housing Authority's formal response to Ms. Christine McCue Potts regarding her September 9, 2025 Open Meeting Law complaint. Seconded by Commissioner Stacey Yakel. Motion passed unanimously (3-0).

Chairperson Donovan confirmed that the finalized correspondence would be sent to Ms. McCue Potts' upon completion of transmission by counsel.

#### **6. Public Participation / Comments**

No public comments were taken at this meeting.

#### **7. Adjournment**

With all business concluded, Chairperson Donovan requested a motion to adjourn the special meeting.

Motion by Commissioner Stacey Yakel to adjourn the meeting at 2:22 PM. Seconded by Commissioner Paul Hinkley. Motion passed unanimously.

The meeting was adjourned at 2:22 PM.

Submitted by:

Candace Avery, Executive Director / Recording Secretary

Approved by:

Medfield Housing Authority Board of Commissioners

Date of Approval: \_\_\_\_\_

Materials Included:

Agenda

Adjusted June 10<sup>th</sup>, 2025 meeting minutes

Response to Chris McCue-Potts Open Meeting Law Complaint