

**MEDFIELD HOUSING AUTHORITY**  
**MINUTES OF THE REGULAR MONTHLY MEETING**

**OCTOBER 14, 2025 — 6:31 PM**

*Approved*

**1) Call to Order**

Chair Lisa Donovan called the meeting to order at 6:31 PM.

**2) Roll Call**

Roll call conducted by Secretary/Executive Director Candace Avery.

Present: Lisa Donovan (Chair), Stacy Yakel (Commissioner), Paul Hinkley (Commissioner), Candace Avery (Secretary/ED).

Absent: Rob Canavan (Commissioner) — notified Chair in advance.

Quorum established.

**3) Recording Notice & Meeting Procedures**

Chair read the Open Meeting Law statement regarding recording, decorum, and public participation.

Chris McCue Potts notified the Board that she was recording the meeting.

**4) Approval of Minutes — September 24, 2025**

**MOTION — Approval of September 24, 2025 Minutes**

- Motion: Approve the minutes of the September 24, 2025 regular meeting.
- Moved by: Paul Hinkley
- Second: Stacy Yakel
- Vote: 3-0-0 (Passed)

**5) Approval of Payables — September 25 to October 31, 2025**

Corrected payable total: \$25,337.63 (duplicate winter salting, duplicate mower repair, and alarm/inspection invoice error removed).

**MOTION — Approval of Payables (9/25/25-10/31/25)**

- Motion: Approve payables in the amount of \$25,337.63 for the period September 25 to October 31, 2025.
- Moved by: Stacy Yakel

- Second: Paul Hinkley
- Vote: 3-0-0 (Passed)
- Chris McCue Potts submitted chat comment read aloud by Chairwoman Donovan that tenants have the right to speak during public comment under the Chair's recognition; Chairwoman Donovan thanked Chris McCue Potts and confirmed that she always addresses or answers tenants' questions and concerns.

## **6) Executive Director's Report — Candace Avery**

### **Highlights:**

- Vacancies: Two units in process (one internal transfer; one CHAMP applicant); full lease-up expected next week.
- Work Orders: Addressed in real time; winter preventive maintenance underway.
- Entry Doors (Bldgs 5-6) & Buzzer System: Awaiting final quote and coordinating installation with electrical/buzzer work; early feedback on new buzzers positive.
- Parking Lot Lighting: Photocell failures identified; replacement heads scoped in CAPHub; awaiting funding disbursement; Metropolitan evaluating interim outages.
- Mini-Splits: Maintenance reimbursements pursued via CAPHub/ABCD; coordinating on manufacturer parts/warranty to mitigate lead-time risks.
- Inspections: Annual inspections started (Bldgs 1-3 completed; Bldgs 4-6 and community room scheduled for Tuesday the 21st). Resulting work orders to be completed within one week of completion.
- Resident Programming: Thanksgiving basket outreach to community partners; coordination with Blake Middle School for holiday event.
- Health Clinic: New town nurse hired; a clinic session overlapped with inspections; ED to coordinate forward schedule and communications to avoid conflicts.

### **MOTION — Accept Executive Director's Report**

- Motion: Accept the Executive Director's Report as presented.
- Moved by: Stacy Yakel
- Second: Paul Hinkley
- Vote: 3-0-0 (Passed)

## **7) New Business — Fair Housing Percentages**

Report presented showing minority occupancy at 13.34%, meeting the Housing Authority's fair housing goal.

### **MOTION — Accept Fair Housing Percentages Report**

- Motion: Accept the Fair Housing Percentages report as presented.
- Moved by: Stacy Yakel

- Second: Paul Hinkley
- Vote: 3-0-0 (Passed)

## **8) Old Business**

### **a) Procurement Policy Update**

Revised procurement policy adopted. Threshold for expenditures without prior Board approval updated to \$3,000 (aligned with MGL 30B); above-threshold procurement to follow RCAT/EOHLC processes.

### **MOTION — Adopt Updated Procurement Policy**

- Motion: Adopt the updated Procurement Policy reflecting a \$3,000 threshold and alignment with MGL 30B.
- Moved by: Paul Hinkley
- Second: Stacy Yakel
- Vote: 3-0-0 (Passed)

### **b) Management Agreement**

Shared management agreement (Medfield/Millis/Ashland) renewed for a five-year term. New annual rate: \$73,886 ( $\approx$  \$6,157.16 per month), per budgeted increase.

### **MOTION — Approve Management Agreement for Five-Year Term**

- Discussion held regarding history of Management Agreement and any updates or changes to the new agreement.
- Chairwoman Donovan discussed benefits of Management Agreement and her reasons for the support of the agreement.
- Motion: Approve a five-year renewal of the shared Management Agreement at the annual rate of \$73,886. Will be paid monthly as it has been done.
- Moved by: Paul Hinkley
- Second: Stacy Yakel
- Vote: 3-0-0 (Passed)

### **c) Executive Director Performance Review Framework**

Performance review instrument accepted; individual goals to be developed and appended at a subsequent meeting (end-of-fiscal-year cadence).

- Chairwoman Donovan explained that performance in past was based on audits, reports, tenant feedback. Performance review will add to that.

### **MOTION — Accept ED Performance Review Instrument**

- Motion: Accept the Executive Director Performance Review instrument, with goals to be added.
- Moved by: Paul Hinkley
- Second: Stacy Yakel
- Vote: 3-0-0 (Passed)

#### **MOTION — Approve All Old Business Items**

- Motion: Approve all matters listed under Old Business as presented.
- Moved by: Stacy Yakel
- Second: Paul Hinkley
- Vote: 3-0-0 (Passed)

#### **9) Public Comment — Expanded Summaries by Speaker**

Mrs. Bond

- Requested that meeting notices be posted on exterior doors (and in the laundry room) at least one week in advance because many residents do not use computers or smartphones.
- Reported pavilion completion issues (missing blocking/trim pieces at rafters/soffit; an unpainted/unfinished area) and asked for a completion plan.
- Raised safety concern with stair coating that blisters and forms water pockets; warned of trip hazard, especially for visitors; asked for near-term mitigation and long-term fix.

Response: ED stated Tri-County will return to complete remaining pavilion items once student schedules allow and asked residents to submit work orders immediately when stair coating blisters appear so maintenance can sand/patch promptly while the Authority evaluates full removal/replacement options.

Mr. Musto

- Asked how to contact appropriate staff without “stepping on toes” and suggested a simple chain-of-command posting (who to call for what).

Response: Chair/ED agreed residents may contact the office for direction; the resident board representative (Commissioner Yakel) may also relay requests to the ED. Personal phone numbers will not be posted; email is on the website; an on-site reference sheet may be considered.

Mrs. Pueschel

- Asked whether general updates could be provided when residents are transported for medical reasons, noting community concern when ambulances are observed.

Response: For privacy, individual health matters are not discussed at Board meetings; residents may call the office for general welfare updates where appropriate.

#### Other Resident Input (multiple speakers)

- Appreciation for maintenance responsiveness and for the blood pressure clinic; requested clearer nurse clinic scheduling to avoid conflicts with inspections.
- Suggestion to use the community bulletin board for event sign-ups and general announcements.
- Anecdotal praise for the new maintenance routine (e.g., re-homing misdelivered packages to avoid issues with medication deliveries).

#### **10) Adjournment**

##### **MOTION — Adjourn**

- Motion: Adjourn the meeting at 7:57 PM.
- Moved by: Paul Hinkley
- Second: Stacy Yakel
- Vote: 3-0-0 (Passed)

#### **11) Materials**

- Agenda
- Minutes 24September2025
- Payables
- Procurement Policy
- Management Agreement
- ED Performance Review Forms
- Work Order Report