

Medfield Housing Authority

Board Meeting Minutes

Date: February 10th, 2026

Location: Medfield Housing Authority Community Room

Time: 6:32 PM – 7:06 PM

1. Call to Order

Chair **Lisa Donovan** called the meeting to order at **6:32 PM** and announced that the meeting would be recorded. Chris McCue-Potts also announced she would be recording.

2. Roll Call

Board members present by Roll Call Vote:

- Rob Canavan
- Stacey Yakel
- Paul Hinkley
- Lisa Donovan
- Candace Avery, Executive Director also present

A quorum was confirmed.

3. Approval of Previous Meeting Minutes

December 16, 2025 Regular Meeting Minutes

Board members reviewed the minutes.

Motion: Rob Canavan moved to approve the December 16, 2025 meeting minutes.

Second: Paul Hinkley

Vote: Unanimous approval. **Roll Call Vote:** Rob Canavan, Stacey Yakel, Paul Hinkley, Lisa Donovan.

4. Approval of Payables

December 16, 2025 – January 31, 2026

Total payables: **\$50,431.79**

Major expenses included:

- Property insurance: **\$17,520**
- Norfolk County Retirement annual fee: **\$12,901**
- Lawn care and maintenance services
- Locksmith services for rekeying units

Motion: Rob Canavan moved to approve the payables in the amount of **\$50,431.79**.

Second: Stacey Yakel

Vote: Unanimous approval.

February 1 – February 28, 2026

Total payables: **\$23,723.84**

Major expenses included:

- Franklin Read Solar net metering fee: **\$7,264.07**
- Engineering services for generator design: **\$4,140** (reimbursed by EOHLHC)
- Annual subscription for AI transcription software used for meeting minutes

Motion: Rob Canavan moved to approve the February payables in the amount of **\$23,723.84**.

Second: Paul Hinkley

Vote: Unanimous approval.

5. Executive Director's Report

The Executive Director provided updates regarding operations, finances, maintenance, and resident services.

Executive Director's Report: Financial Update

- Reserve funds continue to grow.
- The largest current expense is **mini-split system maintenance**.
- Electrical permitting changes have increased costs associated with unit turnovers.

Vacancies

- Three vacant units are expected to be leased the following week.
- One additional two-bedroom unit remains under review with applicants.

Maintenance

- Snow removal has been the primary maintenance activity.
- A major snowstorm caused several pieces of snow removal equipment to fail.
- Assistance was provided by the Millis Housing Authority through the Management Agreement and landscaping contractor.
- Snow removal procedures will be reviewed and adjusted moving forward.

Work Order System

- Maintenance iPads were replaced and updated.
- Staff training will occur to implement updates to the work order software system.

Inspections

- The PMR inspection has been completed. The report is pending.

Resident Services & Community Events

- A trivia event for residents was held with positive feedback.
- Upcoming events include:
 - A **game day event** hosted by Medfield Middle/High School students
 - A **tenant meeting** scheduled for February 24
 - A **blood pressure clinic** rescheduled for the 17th

Motion: Rob Canavan moved to accept the Executive Director's Report.

Second: Stacey Yakel

Vote: Unanimous approval. **Roll Call Vote:** Rob Canavan, Stacey Yakel, Paul Hinkley, Lisa Donovan

6. New Business

Project Updates

Doors – Buildings 5 & 6

- Door replacements for Buildings 5 and 6 are delayed until spring.
- Additional funding was added after bids exceeded the initial budget.
- Completion of the **door buzzer system** is dependent on installation of the new doors.

Capital Projects

- Remaining capital funding will be directed toward **reconstruction of the entire parking lot and walkways**.
- The project will address the full parking area rather than partial repairs.

Motion: Stacey Yakel moved to accept the project update under new business.

Second: Rob Canavan

Vote: Unanimous approval. **Roll Call Vote:** Rob Canavan, Stacey Yakel, Paul Hinkley, Lisa Donovan.

7. Old Business

Grievance Policy Review

The board reviewed the grievance policy previously distributed.

A minor update was made to replace **DHCD** with **EOHLC**.

Discussion included the potential appointment of an external grievance hearing officer if needed. Historically, the Housing Authority has not received formal grievances. Chairwoman Lisa Donovan noted that she had once been on the Grievance Panel in past years under the previous Director.

Motion: Rob Canavan moved to approve the grievance policy with the noted update.

Second: Stacey Yakel

Vote: Unanimous approval. **Roll Call Vote:** Rob Canavan, Stacey Yakel, Paul Hinkley, Lisa Donovan

8. Tenant Open Forum

Residents raised several items for discussion.

Community Room Television

Residents requested a larger television for the community room to improve visibility during community activities. The board will explore options for purchasing a larger unit or obtaining a donated television.

Lighting

Residents asked about improvements to outdoor lighting. The Executive Director reported that:

- Emergency hallway lighting has recently been upgraded.
- Outdoor lighting fixtures and poles are being evaluated due to rust and potential replacement needs.

Generator

Residents asked about generator capacity. The generator currently powers the **community room only**, which serves as a central location during power outages. Expanding generator service to individual buildings would require significant infrastructure work.

9. Adjournment

Motion: Paul Hinkley moved to adjourn the meeting.

Second: Rob Canavan

Vote Unanimous Approval. Roll Call Vote: Rob Canavan, Stacey Yakel, Paul Hinkley, Lisa Donovan.

The meeting was **adjourned at 7:06 PM.**

Next Meeting:

March 10, 2026

6:30 PM

Materials Included in Board Packet:

Agenda

Minutes of the December 16th, 2026 meeting

Payable Report: January – February 2026

Accountant Report

Grievance Policy