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Medfield Housing Authority  
30 Pound Street  
Medfield, Ma 02052  
508-359-6454

**Board Meeting Minutes  
March 10, 2026**

**1. Call to Order**

The meeting was called to order at 6:31 PM by Chair Lisa Donovan. The meeting was recorded, and Christine McCue-Potts also confirmed recording.

**2. Roll Call**

Members Present:

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

**3. Approval of February 10th, 2026 Meeting Minutes**

Motion: Rob Canavan

Second: Paul Hinkley

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

**4. Approval of Payables**

Motion: Rob Canavan

Second: Stacey Yakel

Amount: \$36,281.13

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

**5. Executive Director's Report**

Executive Director Candace Avery reported on operations, maintenance, finances, and resident engagement.

- Three vacancies currently in leasing process
- Maintenance reporting system updated and operational

- Reserve balances increasing
- Snow removal costs expected to impact budget; FEMA reimbursement being explored
- Tenant meeting rescheduled to March 31, 2026
- Resident events (trivia) successful
- Board completed required certifications; training opportunities ongoing

Motion: Stacey Yakel

Second: Paul Hinkley

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

## **6. New Business**

Certificate of Substantial Completion – Generator Project

Project substantially complete; final inspections pending. Generator is gas-powered and tested weekly. Certificate of Substantial Completion approved as presented.

Motion: Rob Canavan

Second: Stacey Yakel

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

## **7. Policy Review**

Reasonable Accommodation Policy

Policy outlines request procedures, eligibility, and documentation requirements. Example discussed included installation of roll-in shower for accessibility. Policy approved as presented.

Motion: Rob Canavan

Second: Stacey Yakel

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

## **8. Open Forum**

A sidewalk hazard near a drain was discussed. A full site improvement project is nearing bid phase; temporary safety measures to be implemented.

## **9. Adjournment**

Motion: Stacey Yakel

Second: Paul Hinkley

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

Meeting adjourned at 6:50 PM

Respectfully submitted,

*Candace Avery*

Candace Avery

Executive Director

Materials Provided:

Agenda

Minutes

Work Order Report

Accountant Report

Reasonable Accommodation Policy

Certificate of Substantial Completion: Generator Project