

**MEDFIELD HOUSING AUTHORITY
30 POUND STREET
MEDFIELD, MA 02052
508-359-6454**

December 17th, 2024

The regular monthly meeting of the Medfield Housing Authority was held December 17th, 2024 in the Community Room of Tilden Village.

Brent Nelson- Chairperson - opened @ 6:30PM

Jerry Potts recording the meeting

Roll Call:

Present

Absent

Chairman Brent Nelson

None

Commissioner Kathy McDonald

Commissioner Paul Hinkley

Commissioner Stacey Yakel

Commissioner Rob Canavan

Also Present: Candace Avery - Executive Director, Town Residents, Tilden residents. See sign in sheet.

Minutes

Minutes -Kathy McDonald - to accept minutes of November 2024 meeting as presented

Second – Stacey Yakel

Vote – Unanimous 5-0

Accounts Payable

Motion -Paul Hinkley –accept November – December 2024 payables in the Grand total of \$57,557.33

Second -Rob Canavan

Vote – Unanimous 5-0

Executive Director Report 12/17/2024:

0 vacancies: fully leased

Work Orders: being done in real time. All are current and up to date

Accountant Reports: Reserves are at 33%: Deposits for administrative oversight of CIP projects has not been received yet from EOHL, nor has the check for the Net Metering credits. The Net Metering check will be for the accumulated credits and should be received by next month according to Agilitas. Both of these deposits will bolster our reserves.

CFA for EOHL for funding of capital projects was just received: CFA presented in packet and adds an additional \$34058.00 to our funding. Original CFA was \$968,738.00, Revised funding is \$1002796.00.

Copier: MHA needs a new higher impact copier. Information provided on lease/purchase option for a RICOH copier. \$3349.00 purchase price or lease of board's choice: options provided for 36 month lease at \$103.02 per month and then can upgrade at end of lease. Board discussion and option to lease was the best choice. Commissioner McDonald provided her experience as well and toner is included which can be very costly. ED will order accordingly.

Annual Tenant Wage Match Report: run and submitted to EOHLC as is required. New PHN for certification provided to chair each year moving forward. All provided and submitted to EOHLC. Vote for Board Positions: tabled due to upcoming changes to the board composition which were unanticipated. Also noted was that in published in an article was Paul Hinkley seat on the board for election. This was inaccurate as it is Rob Canavan's seat that is up for the next election. ED will confirm with Town.

Annual Inspection of units: completed: work orders are being done. Overall inspections were excellent. Commissioner McDonald came to property to view unit as discussed with tenants last month and was able to see two units.

COA Outreach Event: was held in the community room as notified. All residents are and continue to be encouraged to use the COA resources. ED will coordinate for future events.

ED continues to work on grant for social worker for all three authorities to share. Working with EOHLC to confirm contract. ED has reached out to Trivalley to contract with.

Year End Certifications: all were submitted

Budget: has been approved.

Open Meeting Law Violation Filed: Responded to by MHA lawyers.

Motion to approve Executive Directors Report -Rob Canavan

Second – Kathy McDonald

Vote – Unanimous 5-0

New Business:

Tenant Holiday Event: outcome: wonderful event put on by Blake Middle School and highly attended. ED will reach out to put an article of gratitude as children and staff did an amazing job for all tenants that attended.

Motion to approve New Business – Rob Canavan

Second – Paul Hinkley

Vote – Unanimous 5-0

Old Business:

Pavillion Update: Evaluation done by TriCounty. They will confirm date to begin after the holidays. Commissioner Canavan on board of TriCounty and was able to reach out to find out when site visit and project start would be which was very helpful.

Motion to approve Old Business-Rob Canavan

Second – Paul Hinkley

Vote – Unanimous 5-0

Other Business:

Commissioner Paul Hinkley asked about the purchase of the drive mower for the MHA as he thought it was purchased and did not think it should be. ED explained that it is budgeted in the accounting reports in case we need one moving forward as the current mower is old. ED explained it has not yet been purchased.

Commissioner McDonald addressed the tenant's concern regarding the town nurse and her absence. Commissioner McDonald explained that she resigned as she is caretaking for her mother and needed to commit more time to that responsibility. Also explained was that the town will hire a new nurse as soon as possible. Also discussed was the Medfield Home Committee which delivers meals to tenants. Commissioner Yakel put a lot of work into getting tenants to sign up for meals. Tenants are very appreciative for the service.

ED discussed the school project where the children in Medfield have made holiday and birthday cards to give to the tenants. Incredible program doing something special for each of our residents.
Commissioner Yakel would like to send a thank you card for the effort and thought of the students.

Motion to Adjourn at 6:59 PM by Rob Canavan

Second – Kathy McDonald

Vote – Unanimous 5-0

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List of Documents and Other Exhibits Used at the December 2024 Meeting:

- a. Agenda
- b. December 2024 Meeting Minutes
- c. Accounts Payable Report: November – December
- d. Accountant Reports: November 2024
- e. Work Order Report
- f. Wage Match Certification Forms
- g. CFA Amendment Award
- h. Ricoh Copier information sheet