

**MEDFIELD HOUSING AUTHORITY
30 POUND STREET
MEDFIELD, MA 02052
508-359-6454
Regular Monthly Meeting
Ice Cream Social to precede meeting at 6:00pm**

OA

June 11th, 2024

The regular monthly meeting of the Medfield Housing Authority was held June 11th, 2024 following an ice cream social held for the tenants of the MHA in the Community Room of Tilden Village.

Brent Nelson- Chairperson - opened @ 6:28PM

Roll Call:

Present

Absent

Chairman Brent Nelson

Commissioner Stacey Yakel

Commissioner Rob Canavan

Commissioner Paul Hinkley

Commissioner Kathy McDonald

Also Present: Candace Avery - Executive Director, Assistant Shirley Bliss, Town Residents, Tilden Village Residents(see sign in sheet), Chris McCue-Potts

Minutes

Minutes -Paul Hinkley - to accept minutes of April 2024 meeting as presented (meeting not held in May due to No Quorum)

Second -Rob Canavan

Vote - Unanimous 4-0

Accounts Payable: April - June 2024 (remaining April bills included with May report):

Motion - Rob Canavan to approve payables from 5/1/2024 - 5/31/2024 in the amount of \$42,456.38

Second -Paul Hinkley

Vote - Unanimous 4-0

Motion - Rob Canavan to approve payables from 6/1/2024 - 6/30/2024 in the amount of \$37,669.02

Second - Paul Hinkley

Vote Unanimous 4-0

Executive Director Report 6/11/2024:

Accountant Reports: Reserves are at 38%. All budget line items look good and are on target.

1 vacancy (2 bedroom unit) in process of lease - two bedroom unit has been more difficult to fill as there are fewer qualified applicants, so it has taken longer. One more vacancy may open this month.

Work Orders: continue to be done in real time. Maintenance meeting with Director to go over universal processes will be held this week for all maintenance at the Millis office. Sam, Maintenance Supervisor, is following up on all tenant items from last months meeting. Lamp posts have all been fixed and universal timers updated. Picnic tables have arrived and umbrellas are being priced for replacement as they have hit their life end. ED ordered the approved additional cameras and they have been installed to prevent damage to community room and for resident protection.

Tenants reminded to park on only one side of the driveway (designated side) as well as to inform guests of this process for emergency access purposes. Tenants have been notified that if they are not parking in their assigned spots and do not abide by the process they will be fined. ED will review medical necessity requests that may be an exception on an individual basis.

Bed bug matter: resolved immediately. Tenants reminded that if they see any indication or concern of possible bed bugs, that they are to report it to the office immediately.

CHAMP: tenants reminded that the COA is available at all times (outreach worker) to assist anyone in need with the CHAMP application process.

Reminder to all board members and residents that July is a bi-month and there will not be a meeting held.

Motion to accept ED report as presented-Paul Hinkley

Second – Kathy McDonald

Vote – Unanimous 4-0

New Business:

AUP results: Reports provided to the board for review: Everything went very well. Two findings: Top 5 form discrepancy (minor). Only one person on top 5 form: Maintenance Supervisor. Discrepancy was due to changing payroll companies and transition in maintenance staff. Accountant is going to revise form. Second finding was for the supporting documentation for a medical deduction in the tenant file reviewed. The documentation was in the file and had been misfiled with a previous year.

Documentation submitted. ED provided response on AUP site and with EOHLC HMS.

Final Approval of Annual Plan: announced by Chairman Brent Nelson. ED asked board members if there were any questions or concerns regarding the Annual Plan as members had previously been provided the posting and the Annual Plan information for review during the April meeting. Commissioner Kathy McDonald asked some very insightful questions regarding the report that were discussed as this is her first year on the board and first time participating in the Annual Plan process. ED answered the questions presented. At the conclusion of discussing the questions that Commissioner McDonald had posed ED asked if she would like any changes made, Commissioner McDonald stated no. ED confirmed that there had not been any other questions or concerns brought to her attention from other individuals or from tenants, and also clarified that there is not an LTO at the Medfield housing authority to participate. ED then asked the tenants in attendance if they had any questions or concerns that had not yet been asked. All tenants stated that they did not have any questions or concerns (list of tenants in attendance confirmed on Tenant Sign In Sheet).

Without any further questions or concerns Commissioner Nelson asked for a Motion to Approve the Annual Plan as presented.

Motion was made by Paul Hinkley to approve the Annual Plan as presented

Second by Rob Canavan

Chris McCue Potts then spoke out and directed her comment specifically to Chairman Brent Nelson making statement that the Public Hearing process was being violated by not following the correct process for Public Hearing. Chairman Nelson referred to me to answer and I asked Ms. McCue-Potts what specifically she was referring to as violation. She stated that there was language to be used and a specific process that other organizations execute for Public Hearing and that we were in violation. I stated that the process that we follow is the process provided by EOHLC and that I was not aware of a specific language to be used during the meeting. Ms. McCue-Potts seemed visibly frustrated and

POLYMER LETTERS

Addendum to June 11th, 2024: Materials provided

- *Agenda
- *Meeting Minutes
- *Accountant Reports
- *Payable Reports
- *By-Law of Authority
- *Executive Director Contract
- *Extracts for Management Agreements
- *Management Agreements
- *Job Duties of the Executive Director
- *Personnel Policy Information