

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

OK

August 13th, 2024

The regular monthly meeting of the Medfield Housing Authority was held August 13th, 2024 in the Community Room of Tilden Village.

Brent Nelson- Chairperson - opened @ 6:34PM

Chris McCue-Potts spoke as meeting opened to inform the board that she would be recording the meeting

Chairman Brent Nelson tried to inform Ms. McCue-Potts that the MHA did not authorize the said recording of the meeting and that no one would be allowed to speak during the meeting unless they were on the agenda.

Ms. McCue-Potts stated that she would be recording the meeting regardless and that it was her right to do so.

ED Candace Avery read the legal position of the MHA attorney regarding the MHA right not to allow recording of the meeting and that the MHA made its position in not to allow said recording.

Ms. McCue-Potts stated that she would be recording anyway.

Roll Call:

Present

Absent

Chairman Brent Nelson

None

Commissioner Rob Canavan

Commissioner Kathy McDonald

Commissioner Paul Hinkley

Commissioner Stacey Yakel

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

Minutes

Minutes -Rob Canavan - to accept minutes of June 2024 meeting as presented

Second – Paul Hinkley

Vote – Unanimous 5-0

Accounts Payable

Motion -Paul Hinkley – accept June - August 2024 payables in the Grand total of \$61,775.84

Second -Stacey Yakel

Vote – Unanimous 5-0

Motion also taken to approve June through July separately as July was a bi-month.

Motion by Rob Canavan

Second by Stacey Yakel

Vote Unanimous - 5-0

Commissioner Kathy McDonald asked why there were multiple voids on the payable register. ED informed her that Assistant Shirley Bliss had some checks that printed in duplicate or that had an error and had to be reprinted.

Commission McDonald also asked if there were supporting invoices that are normally attached for review along with the checks being signed as she is a new member and still learning the process. ED informed her that yes, those invoices are regularly attached to the checks for review when board is signing. As July was a bi-month checks were cut and mailed throughout the month with a board member coming to sign so that vendors got paid. The distribution detail provided gave the details of the invoice and the invoice itself is available for review.

Executive Director Report 8/13/2024:

3 vacancies: (1-2br, 2-1br). 2br unit in process of offer and lease. All pulls from CHAMP are done for the 2-1br units as well. Waiting on applicant responses.

Accountant reports: all look healthy and MHA reserve is at 36.4%. Maintenance materials have been a bit over run and ED has discussed this with maintenance. Unit turnover cost has been high as well.

Work Orders are all being done in real time. Sam is doing very well. Work order report provided.

Temporary gazebo purchased for the tenants until Tri-County can come to install permanent one (cost was \$200.00 included on payable report).

MDA was cleared and approved without comment by William Halfpenny @ EOHLC. MDA finalized on 7/11/2024 by attorney and information provided to board today as there was not a meeting in July.

No upcoming projects: Generator still in process and is on hold until EOHLC provides approval of the invoice submitted for the Eversource service to the generator.

Motion -Kathy McDonald

Second – Stacey Yakel

Vote – Unanimous 5-0

New Business:

Medfield reporter discussion: Please see attached notes discussed regarding article published by Chris McCue-Potts.

Commissioner Kathy McDonald stated that she appreciates the work that Chris McCue-Potts does by attending the town meetings and keeping the boards accountable as many people attending may not understand the process so they can benefit.

ED stated that she too appreciates the work done when it is meant to be informative and not meant to be disruptive or destructive.

Chris McCue-Potts attempted to speak after being informed by Chairman Brent Nelson at the start of the meeting that no one would be allowed to speak if not on the agenda. He also stated that the MHA board has always been supportive of discussion and transparency, but that open discussion would not be allowed.

Motion – Rob Canavan

Second – Stacey Yakel

Vote- Unanimous 5-0

Old Business:

Annual Plan: Revisit/Discussion:

As comment was taken at meeting held in June from board and attending individuals (see sign in sheet), no changes were requested, and vote process had begun until interrupted by Chris McCue-Potts no further discussion was required as stated by Chairman Brent Nelson.

Vote to approve Annual Plan as presented:

Motion-Rob Canavan

Second – Paul Hinkley

Vote – Unanimous 5-0

Other Business:

Commissioner McDonald asked about the MHA website and possibly updating it to make it more informative and current. ED and board asked which site was looked at as there is one online that MHA has tried to have removed and have not been able to do so. The MHA site that is supported and updated by PHA network was provided and ED works with PHA network to update information when necessary. ED will review site to add additional information that may be helpful such as the meeting minutes. Commissioner McDonald also asked that the minutes of the MHA be added to the town website. ED will follow up to post with the town moving forward as well.

Motion to Adjourn at 7:32 PM by Rob Canavan

Second – Stacey Yakel

Vote – Unanimous 5-0

As meeting closed Chris McCue-Potts again attempted to speak as was informed by Chairman, board members and ED that discussion would not be held and that the meeting was closed.

Next Meeting to be held September 10th @ 6:30PM

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Regarding Chris McCue-Potts email she sent outlining her concerns about the June Annual Plan Hearing: ED read each section of the email and stated responses as follows:

1. The agenda for the June 11th, 2024 meeting was posted per regulation. On the agenda under #5 New Business, it was noted that we would be addressing the approval of the Annual Plan (see email to town posting the agenda on 6/4/24 – regulation for posting is at least 48 hours prior to meeting, this was done providing 7 days notice.
Formal Public Hearing notice per statute was posted 4/26/24. Meeting posting time requirements under 760CMR of 45 days and it included all time, place, and detail information required (see posting email and actual posting notice).
2. The Chairman did open the meeting and did open the New Business/Annual Plan section of the agenda. Questions and comments were opened. Commissioner McDonald asked multiple questions that were acknowledged in the minutes by ED. Those in attendance were also asked for comments. None were presented. ED asked if any individual wanted changes made. All responded No. That being said, Chairman Brent Nelson brought the motion to approve Annual Plan as presented to the board. Commissioners Hinkley and Canavan voted to approve and second when Ms. McCue-Potts interrupted and posed her oppositions stating that there was a violation of Public Hearing regulation process, although offered no comments or questions when it was opened to the public in attendance.
3. We as the MHA did post as required by the State, just as other housing authorities do. At the April 9th, 2024 meeting Ms. McCue-Potts asked where the posting of the Annual Plan would be located and ED informed her it would be on the MHA website and the website noted on the Public Notice for the State and that copies of the Annual Plan would be in the Community Room and the Office of the MHA. These facts are noted in the 4/9/24 minutes of the MHA. All was done per regulation by the ED with the assistance of PHA Network for the website posting and Cybersense who work with EOHLC and Executive Directors to execute the process correctly and on time each year. See all confirmed emails and posting dates provided.
4. As noted in #1, the MHA notice for the board meeting was posted 7 days prior to the meeting, and the Public Hearing for the Annual Plan notice was posted over 45 days prior to the meeting and contained all required information per the State and CMR760 4.16 (included for reference). As for Ms. McCue-Potts comment that “I have noticed in previous years these meetings have been held without posting Public Notice” – It is an untrue and false allegation. Meetings are and have always followed the State process under 760CMR for the Annual Plan. The MHA is also a State organization and not the town. The Annual Plan was posted accordingly. Additionally, under the Open Meeting Law Regulation Ms. McCue-Potts does not have the right to question or comment beyond 30 days prior which she has done and is a violation.

ED response to Chris McCue-Potts Published Article regarding MHA and ED:

In Ms. McCue-Potts article in the first paragraph she stated that the MHA did not post on the Public Hearing notice was not posted on the Town website. As a State Public Housing Authority, we posted on the State Website and the information for the website was provided in the Public Hearing notice that was posted on the property of the MHA, in the office, and on the MHA website which is provided on the Town website as well.

In the third and fourth paragraph she references that the actions for the Annual Plan Hearing did not take place. The meeting did in fact take place and public comments and questions were solicited by the board and the ED from those in attendance. The vote for approval was begun and taken until Ms. McCue-Potts interrupted the process stating that there was a violation. When asked what violation had taken place Ms. McCue-Potts stated that the language used for the Public Hearing was not correct and that it had to be done differently. When ED attempted to understand her concern and answer, no understanding could be reached for the opposition. ED stated that she would reach out to the MHA Attorney to ask if there was a violation in the language used and asked Chairman Nelson and the board if they wanted to table the matter that Ms. McCue-Potts was raising in order to get her an answer. Matter tabled and meeting moved to the next item. The Public Hearing for the Annual Plan was not dismantled, Ms. McCue-Potts concerns were tabled in order to get her an answer from counsel and provide her with clarity to the discrepancy she raised as there had no been a specific fact recognized.

In the fifth paragraph Ms. McCue-Potts stated that ED was asked about the "false certification" and represented to the public in quotation as if she had called me and informed me that she was interviewing me or taking statement. The posting was not intentional and was done in error. The plan posted on the Monday morning that Ms. McCue-Potts called me personally. It was at 2:22pm when it was brought to my attention and I had the posting removed by 3:45pm as soon as I recognized that I had made the error. I was never told by Ms. McCue-Potts that she was formally interviewing me for response or a quote. The call was personally made by her to me and she was aggressive and confrontational.

From: Christine McCue <christine.mccue@verizon.net>
Date: July 29, 2024 at 3:33:16 PM EDT
To: MEDFIELD HOUSING AUTH <medfieldha@comcast.net>
Subject: Annual Report public hearing concerns

Dear Candace,

Here's a summary of my concerns:

1. On June 11, a regular meeting of the Medfield Housing Authority board was scheduled, and a meeting notice was posted. However, the meeting notice only noted "Final Approval of Annual Plan" and did not include the fact that a public hearing was allegedly being held, per state statute. When public hearings are included as part of any regular meeting of a public body, the start time of the hearing is always published.
2. During the June 11 meeting, that was allegedly including a public hearing, the chair never opened a hearing and invited public comment. Given that any public comment received is required to be submitted to the state along with the annual report submission and certification, how can that documentation happen if no public comment is ever invited? (Even if public comment is invited, and no one asks questions or provides feedback, then that fact can be submitted to the state).
3. Other Housing Authorities in Massachusetts publish legal notices alerting the community about the annual report public hearing – see samples attached. No effort was made by Medfield Housing Authority to let the community at large (beyond community room posting and MHA website) know about the public hearing regarding the annual plan.
4. Any meeting of a quorum of Medfield Housing Authority board members must be posted as a public meeting at least 48 hours in advance. If a quorum of MHA board members is present for an annual plan public hearing, then that is also a public meeting under Open Meeting Law. I have noticed in previous years that these public hearings have been held without any public meeting notice at all being posted on the town website.

Best,

Chris

<New Bedford HA Annual Plan notice.pdf>
<Framingham HA Annual Plan notice.pdf>

The Annual Plan posting requirements can be found at 760 CMR 4.16(6)(a) - (c), which say the following:

(6) Public Notice, Hearing and Comment. The LHA's Board or similar governing body shall conduct a public hearing to invite public review and comment on the Annual Plan. The hearing must be conducted at a location that is convenient to the residents served by the LHA after the following public notice has been given:

Done
June 11th

(a) At least 45 days before the hearing is to take place, the LHA shall publish a notice that a public hearing will take place on the Annual Plan, including the date, time and location of the hearing, and stating the agenda items that will be covered at the hearing, including, but not limited to, the proposed operating budget, the proposed CIP, and the LHA's specific plan to meet or improve upon the results of its Monitoring Program review.

Done
Supporting
docs
included

(b) The LHA shall give public notice as required in 760 CMR 4.16(6)(a) by posting on the LHA's website and in prominent locations in the LHA's offices and community spaces and by notifying any LTOs. The required public notice shall inform the public that the draft Annual Plan will be made available for inspection at the LHA's Office during its normal business hours for a period of at least 30 business days before the public hearing. The notice will also instruct the public that the LHA will receive public comments on the Plan orally, in writing and by email no later than the end of the day on which the public hearing takes place.

Done -
all
supporting
documents
included

(c) Outreach. In addition to the notice requirements stated above, LHAs shall conduct reasonable outreach activities to encourage broad public participation in the Annual Plan.

~ remanded at meetings
beginning in April (no May meeting)

* From our Attorney

Tenant Sign In / Resident Sign In
8/13/24

Community members

Kara Nymeyer

Chris McClure Potts

Kathleen C. Preschel Apt. 310

Beth Thompson <beth1123@comcast.net>

✱ 4/26/2024 6:03 PM

Emailing: Medfield 2025 Annual Plan DRAFT

To MILLIS HOUSING AUTHORITY <millishousing@comcast.net>

Your Annual Plan has been Posted. Congratulations!

Here is the pdf of the full plan. You need to print multiple copies and post them near your main office and in all common areas (at least one in each development).

Good luck with your public hearing. We'll chat afterward, and see what changes need to be made before submitting it as FINAL.

Here is the Official verbiage from DHCD:

1. Change the AP status in CIMS to AP Posted.---DONE
 2. Post a link to the CIMS public portal on your LHA's website. (<https://tinyurl.com/LHA-MA-AnnualPlan>) to provide Internet access to the draft and subsequent updates.---DONE
 3. Print copies of the "Complete Version" from the Annual Plan Status page, distribute to any LTOs, and make available for viewing in prominent locations in the LHA's offices and community spaces.
 4. Post additional copies of the hearing notice in additional locations to maximize awareness.---DONE
- 760 CMR 6.09(3)(h) requires that the draft Annual Plan be posted on the LHA website and distributed to each LTO 30 business days before the hearing. To simplify date calculations, DHCD is requiring that the draft be posted 46 calendar days before the hearing, which will always meet the 30 business days requirement. For the website posting it is sufficient to post a link to the CIMS public portal (<https://tinyurl.com/LHA-MA-AnnualPlan>) rather than posting the pdf file itself.

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- Medfield 2025 Annual Plan DRAFT.pdf (4 MB)

Notice of Public Hearing

The Medfield Housing Authority invites all tenants and the general public to a review of the Authority's Proposed Annual Plan for Fiscal Year 2025

The Annual Plan is intended to provide insight into the Authority's operations and plans for the coming fiscal year as they affect the Authority's state-aided public housing. The Proposed Annual Plan is comprised of the following elements:

1. Proposed Capital Improvement Plan (5-year)
2. Proposed Maintenance and Repair Plan
3. Current Operating Budget
4. Responses to the Performance Management Review (PMR) findings
5. List of housing authority policies
6. List of waivers from governing regulations of the Department of Housing and Community Development (DHCD)
7. Other elements

Hearing time and date: **6:30 PM on 06/11/2024**

Hearing location: Community Room
30 Pound Street
Medfield, MA 02052

Residents and the general public are invited to review the Annual Plan before the hearing and may submit public comments as noted below. The Authority shall consider the concerns of any Local Tenants' Organization (LTO) or Resident Advisory Board (RAB) regarding needs and priorities and incorporate some or all of such needs and priorities in the draft plan if deemed by the Authority to be consistent with sound management. Substantive comments will be summarized and included in the Annual Plan when it is submitted to the Department of Housing and Community Development (DHCD).

- o Copies of the Annual Plan are available at the Authority's office or may be reviewed online at <https://tinyurl.com/LHA-MA-AnnualPlan>
- o Comments may be submitted orally at the hearing, by emailing the housing authority office, or by submitting written comments at the housing authority office. Comments must be received no later than the close of the public hearing.
- o For reasonable accommodation requests contact the housing authority office by 05/28/2024 at 4:00 PM.
- o Contact information for Medfield Housing Authority:
Office: Tilden Village - 30 Pound Street, Medfield, MA 02052
Phone: (508) 359-6454
Email: medfieldha@comcast.net