

## Board of Commissioners Meeting Minutes

**Date:** December 16, 2025

**Location:** Conference Room and via Zoom

**Time:** Meeting called to order at 2:32 PM; adjourned at approximately 3:12 PM

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### Roll Call

Commissioners present:

- Rob Canavan
- Paul Hinkley
- Lisa Donovan

Staff present:

- Candace Avery, Executive Director

Absent:

- Stacey Yakel-Asked to be excused  
Chris McCue-Potts stated she would be recording meeting.  
Medfield Housing Authority recording meeting as well.
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### **Approval of Minutes of November 18th, 2025 Meeting.**

Motion to approve minutes of the November 18th, 2025 meeting by Rob Canavan

Second by Paul Hinkley

Roll Call Vote:

Rob Canavan - Aye

Paul Hinkley - Aye

Lisa Donovan - Aye

**Result:** Motion passed Unanimously

### **Approval of the Payables November - December 2025 in the amount of \$110,110.07**

Discussion included Laracy GGD payment: Will be reimbursed through our Capital Improvement Plan (CIP), Water bill previously discussed at last meeting - leak was fixed.

Motion to approve Payables as presented by Rob Canavan

Second by Paul Hinkley

Roll Call Vote:

Rob Canavan - Aye

Paul Hinkley - Aye

Lisa Donovan - Aye

**Result:** Motion passed Unanimously

## Executive Director's Report

The Executive Director provided a comprehensive report covering operational, administrative, and programmatic updates.

Key discussion points included:

- **Vacancies:** currently 4 vacant units, 2 second floor and 2-2 bedroom units. One second floor unit will be re-leased to tenant who left as she changed her mind and has paid through the month. All other units in process of lease and unit turnover.
- EOHLC Contract for Property insurance included for review and approval. Insurance is procured by EOHLC. Fee for insurance is \$17,520.00. Contract reviewed by board and approved.  
Motion to approve EOHLC Property Insurance Contract by Rob Canavan  
Second by Paul Hinkley  
Roll Call Vote:  
Rob Canavan - Aye  
Paul Hinkley - Aye  
Lisa Donovan - Aye  
**Result:** Motion Passed Unanimously
- Change Order Dagle Electric: Change Order presented for Dagle Electric who completed the Generator Project in the amount of \$10,272.16.  
Motion to approve Change Order by Rob Canavan  
Second by Paul Hinkley  
Roll Call Vote:  
Rob Canavan - Aye  
Paul Hinkley - Aye  
Lisa Donovan - Aye  
**Result:** Motion passed Unanimously
- **Community Engagement:** Continued emphasis on resident engagement initiatives, including collaboration with local schools and community partners to enhance quality of life for residents.
- **Resident Programming:** Ongoing support for resident-centered events and activities, with a focus on inclusivity and accessibility for all residents.

RSC(Resident Service Coordinator) is doing great. Recent events held for Trivia and Gingerbread House making.

- **Administrative Operations:** Routine oversight of Authority operations, including staff coordination, compliance monitoring, and preparation for upcoming regulatory requirements.
- **Planning and Compliance:** Ongoing review of internal policies and procedures to ensure alignment with state and federal housing authority standards.
- **Future Focus:** The Executive Director reiterated organizational goals related to operational efficiency, compliance readiness, and continued improvement of resident services.

Motion made by **Paul Hinkley** to accept the Executive Director's Report and seconded by **Rob Canavan**.

#### **Roll Call Vote:**

- Rob Canavan – Aye
- Paul Hinkley – Aye
- Lisa Donovan – Aye

**Result:** Motion passed unanimously.

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## **New Business**

### **Community Events and Resident Engagement**

- The Blake Middle School dinner was held the prior week and was widely praised by residents and commissioners.
- Students provided live musical performances and singing, assisted with serving meals, and demonstrated exceptional professionalism.
- School representatives ensured that residents unable to attend received meals by delivering food door-to-door.
- The Board expressed appreciation for the school's efforts and discussed submitting photographs and a write-up for publication to formally recognize the students.
- Discussion included consideration of hosting a luncheon rather than an evening event in future years to increase attendance and accommodate weather and family schedules.

### **Audit and Financial Oversight**

- The Executive Director reported that the PMR(Performance Management Review) audit is scheduled for **February 5, 2026**.

- Audit guidance and document requests have been received.
- Staff has begun organizing and preparing required materials to ensure timely compliance.

**Motion:** Rob Canavan moved to accept the New Business Report; seconded by Paul Hinkley.

**Roll Call Vote:**

- Rob Canavan - Aye
- Paul Hinkley - Aye
- Lisa Donovan - Aye

**Result:** Motion passed unanimously.

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## Old Business

### Policy Review

- The Grievance Policy was reintroduced for board review, following discussion from several months prior.
- The Executive Director explained that the policy outlines the formal process for tenant grievances, including tenant rights and authority responsibilities.
- Commissioners were encouraged to review the policy carefully and consider whether additional language or clarification should be added.
- Feedback will be collected over the next one to two months as part of the Authority's systematic policy review process, which has already included procurement policies and is now focused on housing-related policies.

### Bylaws Review and Adoption

- The Board reviewed proposed revisions to the Authority's bylaws, incorporating feedback from commissioners and will be reviewed by legal counsel to finalize changes. Chairwoman Lisa Donovan requested to table By-Law review until Commissioner Yakel was available for input. Commissioner Canavan requested that the By-Laws be finalized now as they have been in review for some time and would like to complete the process. Board moved forward to complete revision.
- Discussion emphasized the importance of finalizing the bylaws to improve governance efficiency and avoid repeated delays.
- Commissioners discussed meeting schedules, annual meeting requirements, and the timing of officer elections.

Amendments clarified the following:

- Regular monthly meetings will be held on the **second Tuesday of each month**, unless otherwise required.

- The **Annual Meeting** will be held in **September at the Fiscal Year End**.
- Election of officers will occur at the fiscal year-end which is **September 30**, in conjunction with receipt of annual reports and completion of annual business.
- Special meetings may be called as needed in accordance with the bylaws.

**Motion:** Rob Canavan moved to adopt the bylaws as amended; seconded by Paul Hinkley.

**Roll Call Vote:**

- Rob Canavan – Aye
- Paul Hinkley – Aye
- Lisa Donovan – Aye

**Result:** Motion passed unanimously. Updated bylaws were formally adopted.

**Motion:** Motion made by Rob Canavan and seconded by Paul Hinkley to accept Old Business.

**Roll Call Vote:**

Rob Canavan – Aye

Paul Hinkley – Aye

Lisa Donovan - Aye

**Result:** Unanimously Approved by roll call vote.

## Tenant Open Forum

Residents were invited to address the Board with questions or concerns.

Topics discussed included:

- **Building 6 Exterior Doors:** The replacement project is temporarily on hold due to higher-than-anticipated bid costs. Staff is working with EOHLC to secure additional funding so the project may proceed as originally planned.
- **Equipment Purchase:** A previously discussed lawn mower purchase was confirmed as tabled and will not proceed at this time.
- **Parking Lot Improvements:** The site plan for parking lot reconstruction has been completed; however, available funding is insufficient for full completion. Staff is pursuing additional sustainability and construction funds to allow for full paving, striping, sidewalk adjustments, and correction of drainage and settling issues.
- **Trash and Recycling:** Dumpster capacity concerns were discussed, particularly during periods of high unit turnover. Staff confirmed coordination with the waste contractor and the option for additional pickups when necessary.

The Board thanked residents for their input and engagement.

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## Adjournment

A motion to adjourn was made by **Rob Canavan** and seconded by **Paul Hinkley**.

Roll Call Vote:

Rob Canavan - Aye

Paul Hinkley - Aye

Lisa Donovan - Aye

**Vote:** All in favor.

**Adjournment Time:** Approximately **3:12 PM**.

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**Respectfully submitted,**

Candace Avery

Executive Director

## Materials Included:

Agenda

Minutes of November 18th, 2025 meeting

Payable Report

EOHLC Insurance Contract

Dagle Electric Change Order

Policies: By-Laws, Grievance