

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

Regular Monthly Meeting, 6:30pm
Community Room

April 8th, 2025

The meeting of the Medfield Board of Directors came to order April 8th, 2025 at 6:31pm in the community room of the Medfield Housing Authority and via zoom for hybrid option.

Roll Call:

Absent:

Chairwoman Kathy McDonald

Commissioner Paul Hinkley

Commissioner Stacy Yakel

Commissioner Rob Canavan

Also Present: Executive Director Candace Avery, Medfield Tenants, Chris McCue-Potts via zoom, Jerry Potts(recording), Eileen DeSorgher, Marion Bonoldi (via zoom)

Minutes:

Motion to approve the minutes of the March11th 2025 meeting as presented by Rob Canavan

Second by Stacey Yakel

Vote approved Unanimously 4-0

Approval of the Payables:

Discussion regarding the Management Agreement fee posed by Chairwoman Kathy McDonald. Monthly fee based on the Management Agreement. Increases with the cost of living and based on EOHLC process. Net Metering was also asked about: The Net Metering credits have begun and once the billing is returned to a one-process bill then we will maximize the credits received. ED is working with Secure Energy to get this done asap. Then retro-active credits will be provided by the Net Metering company. ED will have our representative for Net Metering attend the meeting in the next month or so to discuss the progress of the program.

Motion to approve the payables from March - April 2025 in the amount of \$53,477.02 by Paul Hinkley

Second by Rob Canavan

Voted Unanimously 4-0

Executive Director Report: 4/8/2025

3 vacancies: 1-2br, 1-second floor, 1-first floor. Lease completed today for the other two bedroom unit. All three units in process of turnover and will be completed within the next two weeks. All CHAMP pull lists have been done and processes in place to prepare for leases once applicant information is completed.

Accountant Reports: All items on budget and reserves are at 37.28%. Net metering credits will be applied and EOHLC owes the MHA \$40,000.00 in subsidy payments. Our accountant has reached out to EOHLC to deposit this subsidy payment to the MHA asap. This will continue to increase our reserves

Work Orders: All normal call in work orders are being completed by Ryan as they are coming in. He is also in the process of starting/completing the three units to be turned over. In order to help Ryan in getting through the unit turnovers and into a routine for ordering product and routine maintenance, Harry and the Millis staff have been assisting him. Harry is helping on his own time to help with the adjustment process as there were only two days for training left on the waiver extension to help Ryan with his transition. John Milani will be coming from Millis on Friday to assist with sanding and polishing the new floor that was installed in unit 410 turnover.

RSC: Resident Service Coordinator contract: as previously discussed this contract is through the Millis Housing Authority and services have been approved to work with Medfield through the management agreement. Our rep. came for a site visit today with the coordinator who will be in place for our tenants. Her name is Missy and they are hoping to begin on May 1st. We have another meeting tomorrow to finalize the details. She will be available to the tenants in the community room and they are going to do a meet and greet as soon as all is finalized where we will have refreshments and residents can offer input on services or programs that may interest them.

Projects: Generator was discussed at the last meeting and the contractor should be onsite with Eversource to finish the project withing the next couple of weeks. The designer for the parking lot/sidewalks finished his walkthrough and is in the process of design. The procurement will be done by our RCAT team. Once they finalize the bids they will be provided to the MHA for approval.

The door buzzer bid: Procured by the RCAT team and bid is provided for approval. Award was given to Laracy Electrical Contractors in the amount of \$78,300.00.

Motion to approve: Rob Canavan Second: Stacey Yakel

Voted Unanimously 4-0

Commissioner Canavan asked if this is in the CIP: Yes, project is in the CIP and the contractor is procured through the RCAT put in place and overseen by EOHLC.

Annual Plan: Beginning process and Annual Plan notice is being provided to you with your packet as it was just received today. The Annual Plan Hearing will be held at the June meeting and notice has been posted to the website. Copies will be available in the office as well and notices posted onsite.

CIP: capital plan for upcoming projects: included in your packet for approval: Discussion and review:

Motion to approve CIP as presented

Motion: Paul Hinkley Second: Rob Canavan

Voted Unanimously 4-0

Motion to approve ED Report by Rob Canavan

Second by Stacey Yakel

Vote approved Unanimously 4-0

New Business:

Meet New Maintenance: Maintenance Supervisor Ryan Denny introduced to all in attendance. Ryan introduced himself and gave his history and background for the position. Welcomed by all.

Tenant Meeting: Went great. Many residents in attendance including Chairwoman Kathy McDonald, Commissioner Stacey Yakel, and Maintenance Supervisor Ryan Denny. ED held informal discussion about the happenings of the property, projects that are coming, resident matters, and answered many questions from residents. Excellent turnout and all residents very happy.

CHAMP: Discussion held about the CHAMP process for application through unit offers for housing. An applicant in attendance asked some individual/personal questions regarding her experience with the CHAMP program and the process with the Medfield Housing Staff. ED answered questions however, conversation was better suited for an individual appointment at the office. ED set appointment with the applicant for Friday to answer questions. ED also discussed possibly going to COA to present and answer questions for those in the community that need assistance.

Motion to approve New Business by Stacey Yakel

Second by Rob Canavan

Vote approved Unanimously 4-0

Old Business:

TriCounty Pavillion Update: Project is on hold. TriCounty had an oversight with the permit so they are working with the building department to complete the application and obtain the permit. Tim Croteau, supervising teacher, will provide updates to ED.

Motion to approve Old Business by Rob Canavan

Second by Stacey Yakel

Vote approved Unanimously 4-0

Other Business:

Chairwoman discussed the term limit for the Board Member Positions: Discussion held. Bi-Laws of MHA state that the elected positions be done at the calander year. Commissioner Yakel asked to have them done on the FYE. Commissioner Canavan expressed voting for the Chairperson's position on the calander year and then to revisit next year. Commissioner Hinkley stated that he disagreed with the vote to be done at the calander year end and did not want the position approved for the next year.

Chairwoman McDonald asked that the approval of the Chair position be for the full coming year.

Commissioner Canavan motioned for the position of FYE. Board in disagreement and tabled matter until the next meeting.

Board Training: Days and times needed from board members for their availability for Board Training:

Chairwoman McDonald discussed early evening and the next availability. Board agreed and ED will reach out to find out about the next availability for training.

Commissioner Yakel: presented a set of outdoor chairs for sale that she would like the board to approve for purchase for residents to sit outside: Chairs are \$25.00 per piece – Board looked at chairs and discussed the \$100.00 to purchase.

Motion to purchase chairs as discussed by Rob Canavan

Second by Stacey Yakel

Vote Unanimous 4-0

Chris McCue-Potts asked about the approval of the minutes: Chairwoman McDonald stated that yes the minutes were approved and are available.

Commissioner McDonald further discussed CHAMP and the process if someone is removed from the list. Discussion that yes they can reapply and what that process is.

Motion to approve Other Business by Rob Canavan
Second by Stacey Yakel
Vote approved Unanimously 4-0

Adjournment:

Motion to Adjourn at 7:40pm by Stacey Yakel
Second by Paul Hinkley
Vote Unanimous 4-0

List of Documents and Other Exhibits Used at the Meeting:

- a. Agenda
- b. March 2025 Meeting Minutes
- c. Accounts Payable Report: March - April 2025
- d. Accountant Reports: March 2025
- e. Work Order Report March - April 2025
- f. CIP
- g. Demographics of waitlist - CHAMP
- h. Annual Plan

Respectfully Submitted by Candace Avery, Executive Director