

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

OAA

May 13, 2025

The regular monthly meeting of the Medfield Housing Authority was held May 13th, 2025 in the Community Room of Tilden Village. Jerry Potts recording the meeting. Chairwoman Kathy McDonald noted that the Medfield Community building has security cameras that are on but not voice recording. Chairwoman McDonald also read statement regarding the process of the meeting.

Roll Call:

Present

Absent

None

Chairwoman Kathy McDonald
Commissioner Stacey Yakel
Commissioner Paul Hinkley
Commissioner Rob Canavan

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

Minutes

Minutes -Rob Canavan - to accept minutes of April 2025 meeting as presented with the following two corrections: Move Commissioner Rob Canavan's name from the position it is in and place it clearly under the Present column. 2: under Minutes the specific date of the minutes to be documented as there have been multiple meetings in a month recently. ED will adjust both as noted.

Second – Paul Hinkley

Vote – Unanimous 4-0

Accounts Payable

Motion to accept the Payable report from April – May 2025 in the amount of \$33,513.81 by Paul Hinkley.

Second – Rob Canavan

Vote – Unanimous 4-0

Executive Director Report 5/13/2025:

2 vacancies: 1-second floor, 1-first floor. Both 2 bedroom units leased. Both remaining units are turned over and ready for lease. 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 37.49%. All line items are on budget.

Work Orders: All normal call in work orders are being completed by Ryan as they are coming in. He has been incorporating preventative maintenance items, landscaping, and has been overseeing the projects that are active on the property again: Generator and Pavillion. Ryan also painting bathrooms and laundry area in community room, got a new TV for the residents (needed update) and will be painting the shutters and railings shortly.

Generator Project: Active again. Eversource has dug the service lines. The contractor will have to shut power down to the community room beginning tomorrow through Thursday. Residents were provided notice that they won't be able to use the community room during that time. They will also reset the generator on the pad in the correct position. They are hoping to be done with the project within the week and will submit the final completion paperwork to the MHA for final approval and it will then be sent to EOHLIC for payment and to be closed.

Paving Project: Design phase is being completed through the RCAT and will go out to bid as soon as it is ready.

Wage Match Forms: ED providing report of the wage match verification forms that are to be completed by HA's every year and certifications to be provided to EOHLIC. This report matches wages reported by the tenant for their recertifications as accurate and the same as the state has on file.

Motion to approve: Rob Canavan

Second: Stacey Yakel

Vote Unanimous 4-0

Just a reminder that the Annual Plan Hearing will be held next meeting. Any questions or concerns can be addressed with the MHA and the Board,

ED has spoken to Driscoll's office for their Board Training availability for an early evening appointment during the week. They are looking at their schedule for the first availability in June and will let us know. Once again, all members that need to renew their certificates for the Ethics Training please do so asap and provide copy to office and one to town clerk.

AUP: audit for Medfield and for Ashland will be done on Thursday the 15th of May. ED will provide reports to board once they are available.

Water Bills: Extremely high this billing cycle. DPW will be evaluating to eliminate the chance that there is a leak. Residents with Budday's will need to remove them as they can continually run causing an increase in water usage. ED will be completing an inspection of the buildings with the highest water usage to try to identify the cause.

New Microphone installed on computer and New updated program installed for Zoom to address the issues that those attending meetings online have brought to the attention of the MHA.

Motion to approve Executive Directors Report -Rob Canavan

Second – Paul Hinkley

Vote – Unanimous 4-0

New Business:

Policy Updates: Policies for Affirmative Action, Equal Opportunity, and Grievance provided to the board to review over the next month in order to update. On Grievance policy Chairwoman McDonald noted that she would like to see a section that discusses the Tenants Right to Grieve. Commissioner Yakel stated that she too would like a section added on behalf of the Tenant. Chairwoman McDonald noted that she looked into the Affirmative Action Policy and it is completely outdated and information not accurate. ED agreed which is why the policy is being reviewed currently to be fixed and updated. Chairwoman McDonald noted that ED could go to attorney website for reference on new Affirmative Action Policy examples. ED explained that she would reach out to sources within housing through MA Nairo and from EOHLIC directly to get updated policies from them as it is within the industry and not a general policy. Policies will be revisited again at next meeting.

EOHLIC CASL Signatory Form: ED presented form that is now required by EOHLIC for electronic signatures, which is a new process for EOHLIC. Form requires board to designate 3 signatories. The signatories will then be provided to EOHLIC to update in their system. This is being done universally for all Housing Authorities. ED explained that the majority of Housing Authorities are designating the ED,

the Chairperson, and one other Commissioner for the form. Millis and Ashland have also already done this for their CASL. Commissioner Rob Canavan made statement that if the form authorizes the ED to sign anything it would give her too much power and he did not want that. He stated that he disagreed and did not want to authorize the ED to have that much power. ED then corrected him by reminding him that the board needed to vote for three signatories and that if he was making an inaccurate statement like that, that the same statement would hold true for any signatory voted on to sign the forms online for EOHLC including him. Chairwoman McDonald followed up the disagreement by then voting to authorize the ED as a signatory and also stated that she would sign as well. She then asked which other member would be a signatory. Commissioner Yakel stated that she would sign. ED declined being voted for as a signatory stating that she would not take the responsibility after what was said by Commissioner Canavan. She then stated that three of the members could have all the power and responsibility noted by Commissioner Canavan and that each individual authorized would need to sign. Chairwoman McDonald stated that she would not always have the time to review items sent by EOHLC. ED stated that is the requirement.

Commissioner Stacey Yakel, Commissioner Rob Canavan, and Chairwoman Kathy McDonald voted as CASL Signatories. Commissioner Paul Hinkley stated that Rob Canavan should not be voted for.

Motion by Rob Canavan

Second by Stacey Yakel

Vote 3-1

Roll Call Vote to approve New Business: Rob Canavan: Yes, Stacey Yakel: Yes, Paul Hinkley: Yes, Kathy McDonald: Yes.

Old Business:

TriCounty Project Update: waiting on date for TriCounty project to become active again as they are still trying to work with the Building Department on the permit and how to move forward. The event has to be moved due to the delay. Possibly June 10th from 11:00am – 1:00pm. Meeting would follow event. Meeting is also the Annual Plan Hearing. ED will ask TriCounty and will confirm as well as update board. RSC: Began Monday May 5th. Her name is Missy and she has been meeting the tenants and has been well received. Her hours for now are 8:30am-12-30pm and she is set up in the private room at the front of the Community Building so that tenants can have privacy if needed. They will hold a formal meet and greet soon. ED was to cover RSC in ED Report: oversight discussed in Old Business.

Motion to approve Old Business-Paul Hinkley

Second – Rob Canavan

Vote – Unanimous 4-0

Roll Call Vote to approve Old Business: Rob Canavan: Yes, Stacey Yakel: Yes, Paul Hinkley: Yes, Kathy McDonald: Yes.

Other Business:

Chairwoman McDonald brought up trainings to be followed up on getting scheduled for Board Members. ED went over in ED report.

Charlie Musto: asked about when a new nurse may be hired: Chairwoman McDonald stated that the town is close to hiring.

Motion to accept Other Business by Rob Canavan

Second by Stacey Yakel

Vote Unanimous 4-0

Roll Call Vote to approve Other Business: Rob Canavan: Yes, Stacey Yakel: Yes, Paul Hinkley: Yes, Kathy McDonald: Yes.

Motion to Adjourn at 7:39 PM by Rob Canavan
Second – Stacey Yakel
Vote – Unanimous 4-0



Material included in Board Packets
Agenda
Minutes
Account Payable Report
Accountant Reports
Work Order Report
Wage Match information/Certification
EOHLC CASL Forms
Policies: Affirmative Action, Equal Opportunity, Grievance